

REQUEST FOR PROPOSAL

Procurement of Photography-Videography Services

P.R. No./Date Received: **201903-0107 / 29 March 2019**

RFQ/P No. / Date: **201905-0105/ 8 May 2019**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the Approved Budget for the Contract.


Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet
- Notarized Omnibus Sworn Statement - Annex "A" **(to be submitted prior to Notice of Award issuance)**

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or nppitallano@phcc.gov.ph on or before **14 May 2019, 12:00 NN** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. Bids should not exceed the Approved Budget for the Contract (ABC).
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to 5% R-VAT and 1% (PQ) or 2% (JQ) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item No.	QTY	ABC	ITEM/DESCRIPTION	BRAND/MODEL	Amount
				(To be filled-up by the supplier)	
1	1	₱ 189,000.00	Procurement of Photography-Videography Services for the Production of PCC e-Learning / Advocacy Videos		
			<i>Note: Please see attached Terms of Reference</i>		
Total Lot ABC		₱ 189,000.00	TOTAL Amount		

Delivery Period/Instructions:

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature : _____

Name/Designation : _____

Name of Company : _____

Address : _____

Telephone/Fax : _____

E-mail Address: _____

TIN : _____

TERMS OF REFERENCE
Photography-Videography Services for the
Production of PCC e-Learning/Advocacy Materials
May-December 2019 | Metro Manila

I. Background

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act.

As the country's primary competition law to maintain and promote market competition by regulating anti-competitive conduct, it needs to intensify its efforts to ensure that its officials and staff are equipped with the requisite knowledge and ability to effectively and credibly implement the PCA. Likewise, the Agency needs to ensure that stakeholders are informed about competition policy and law, the new regulatory agency, and its functions and powers.

On its fourth year, the PCC will prioritize advocacy activities, including, but not limited to campaigns, lectures, seminars, workshops or publications to be delivered through communication tools such as electronic, print, social media, and other platforms. To this end, it will require the services of an agency to produce e-learning/advocacy videos.

II. Objective

The primary objective of the project is to contract the services of a reputable photographer-videographer to produce e-learning/advocacy videos intended for this Agency's advocacy and capacity building projects.

III. Scope of Work

The Service Provider is expected to:

- Perform necessary documentation of PCC activities or process/edit stock PCC materials – as source of video footage/photos, through video/still camera and ensure quality of captured video footage and still images;
- Package video presentations using Adobe Premier Pro or other similar audio-video editing software;
- Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software;
- Submit highlight photos at the end of the last day of each event/project;
- Submit raw and post-processed videos and/or photos within ten (10) days after each event;
- Cover transportation necessary to complete assignments; and
- Any other duties as assigned by the supervisor.

PCC is expected to provide:

- Orientation on the deliverables required;
- Advance notice on the schedule each project;
- Program and other pertinent information for photography/video credentials (as needed);
- Office space for post-processing of outputs; and
- Access to repository of raw and post-processed videos and/or photos.

IV. Minimum qualifications for the Service Provider

- Engaged in photography and videography services for at least two (2) years;
- Excellent skills in using Adobe Premier Pro or other similar video editing software; and
- Excellent skills in using professional-level video and still cameras.

Prospective offerors are requested to submit the documentary requirements listed in Annex A to ensure that the abovementioned qualifications are met.

V. Deliverables

Subject to refinement and detailed arrangements to be agreed to with PCC, the proposed responsibilities are as follows:

SERVICE	NO. OF PROJECTS
<p>Full coverage</p> <ul style="list-style-type: none"> • Perform necessary documentation of PCC activities or process/edit stock PCC materials – as source of video footage/photos, through video/still camera and ensure quality of captured video footage and still images; • Package video presentations using Adobe Premier Pro or other similar audio-video editing software; and • Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software. 	11 projects
<p>Post-processing (videos)</p> <ul style="list-style-type: none"> • Package video presentations using Adobe Premier Pro or other similar audio-video editing software 	2 projects
<p>Photo coverage</p> <ul style="list-style-type: none"> • Capture photos through still camera and ensure quality of captured still images; and • Post-process photos using Adobe Photoshop/Lightroom or other similar photo editing software. 	1 project

Projects could be in the form of a seminar, public forum/consultation, and training-workshop, and other capacity building and advocacy activities.

VI. Reporting

The Service Provider will report to the PCC Communications and Knowledge Management Office (CKMO) Director and is expected to work closely with the Training and Advocacy Division (TAD) on all projects.

VII. Mode of Payment

The PCC will pay the Service Provider **per output/project** using the following rate matrix:

SERVICE	RATE PER PROJECT
Full coverage	PhP15,000.00
Post-processing (videos)	PhP8,000.00
Photo coverage	PhP8,000.00

Each payment shall be released within **15 calendar days** upon the service provider's submission of each required output or project, PCC's acceptance of all required deliverables and issuance of the Certificate of Satisfactory Services Rendered, written statements, and receipts in accordance with government accounting rules and procedures.

VIII. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for this engagement is **ONE HUNDRED EIGHTY-NINE THOUSAND PESOS (PhP189,000.00)**, inclusive of all applicable government taxes and service charges.

IX. General Conditions

The Service Provider must grant copyright ownership of all videos, photos, audio both raw and edited to the Philippine Competition Commission. All edited/package materials should follow branding specifications of PCC.

X. Liquidated Damages

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.


XI. Dispute Agreement/Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

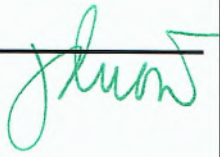
Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Approved by:



ARNOLD ROY D. TENORIO
Director III, PCC-CKMO

Date:



Conforme:

Name and Signature of Authorized Representative

Designation

Company

Date

ANNEX A

Documentary Requirements

Provision of Photography-Videography Services for the Production of e-Learning/Advocacy Materials

Procuring Entity	Philippine Competition Commission
Address	25/F Vertis North Corporate Center 1, North Ave., Quezon City
Project Name	Provision of Videography Services for the Production of e-Learning/Advocacy Materials
Project Details	As indicated in the Terms of Reference
Approved Budget for the Contract	PhP 189,000.00 (inclusive of all applicable government taxes)
Whom to Address the Proposal	EXECUTIVE DIRECTOR KENNETH V. TANATE, PhD Philippine Competition Commission Thru: MR. JESON Q. DELA TORRE PCC Head BAC Secretariat / Chief, General Services Division, Administrative and Legal Office

Documents to be Submitted

Eligibility Documents

(to be submitted after review and evaluation of proposals)

- PhilGEPs Registration Number
- Mayor's/Business Permit, in case of firm
- BIR Certificate of Registration, in case of individual
- Latest Business Tax Return, in case of firm
- Latest Income Tax Return, in case of individual
- Accomplished Omnibus Sworn Statement

Technical Proposal

For individual

- a. Cover Letter
- b. Curriculum Vitaé
- c. Copy of Diploma/Certificate of Graduation
- d. Certificate of related Trainings/Seminar Programs Attended within the last 3 years
- e. Samples of recent similar assignments: online portfolios and links to video work/documentaries
- f. List of client references with contact details
- g. List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- h. Comments and suggestions of offeror on the TOR

For firm

- a. Cover Letter
- b. Company Profile
- c. Samples of recent similar assignments: online portfolios and links to video work/documentaries
- d. List of client references with contact details
- e. List of all ongoing and completed government and private contracts, including contract/s awarded but not yet started, if any which is/are similar to the project to be bid
- f. Certificate of Satisfactory Services Rendered, or its equivalent, for completed government and private contracts
- g. Comments and suggestions of offeror on the TOR
- h. Description of the methodology and work plan for performing the project
- i. Project Team composition and taskings
- j. Curriculum Vitae of Project Team members

Financial Proposal

- a. Financial Proposal with cost breakdown
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