

REQUEST FOR QUOTATION

Date : 5 August 2015

RFQ No: **2015-092**

TO : All Eligible Bidders

The Public-Private Partnership Center of the Philippines (the "PPP Center"), through its Bids and Awards Committee (BAC), invites all qualified bidders to bid for the hereunder project:

Name of Project/ Location : Sound Production Package for the Voice-Over Recording of the E-learning Module on Public-Private Partnership (PPP)

Brief Description : To provide professional production services and equipment for the efficient implementation and execution of the voice-over recording of the E-learning module on PPP.

Approved Budget for the Contract (ABC) : One Hundred Fifty Thousand Pesos (PHP150,000.00), inclusive of all applicable government taxes.

Contract Duration : Five (5) days

The bid offer shall be in accordance with the attached Terms of Reference. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals. Sealed quotations shall be submitted manually at PPP Center c/o General Services Division, 8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City. Deadline for the submission of the sealed price quotations is not later than **5:00 p.m. on 13 August 2015**. Bids presented after the deadline shall no longer be accepted by the BAC.

The PPP Center reserves the right to accept or reject any or all quotations, cancel the bidding process and to impose additional terms and conditions as it may deem proper.

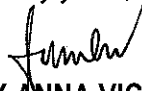
Attached are the following to base your quotations:

- a. Checklist of Eligibility/Technical and Financial components for Bidders;
- b. Terms of Reference; and
- c. Bid Forms.

For inquiries, you may contact Ms. Mildred Castillo, Chief Administrative Officer and/or Ms. Aurora P. Batoctoy, Administrative Officer III, General Services Division - Administrative Services, at telephone number 709-4146 local 7301 and 1001, respectively.

Thank you.

Very truly yours,


ATTY. ANNA VICTORIA M. LU
Vice Chairperson
Bids and Awards Committee

Checklist of Technical and Financial Components for Bidders

The Technical and Financial Component shall contain the following:

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
2. Valid Mayor's permit issued by the city or municipality where the principal place of business is located.
3. Phil-GEPS Certificate of Registration
4. Valid Tax Clearance And Latest Income and Business Tax Returns
5. Technical Proposal Form (Annex A)
6. Duly Signed Financial Bid Form (Annex B)
7. List of completed government and private contracts for similar project within the last three (3) years from the date of submission and receipt of bids (Annex C). .

TERMS OF REFERENCE

SOUND PRODUCTION PACKAGE FOR THE VOICE OVER RECORDING OF THE E-LEARNING MODULE ON PUBLIC-PRIVATE PARTNERSHIP (PPP)

I. Background

1. Under Executive Order No. 8, series of 2010, the Public-Private Partnership Center of the Philippines (PPP Center) is mandated to provide training and capacity development to implementing agencies (IAs)/LGUs in PPP project preparation and development." With the capacity building as a major program of the agency, the center institutionalized a capacity building program that would promote an environment conducive to the promotion of ppp projects as a viable option for development.
2. The PPP Center, through its Capacity Building Division (CBD), has developed the E-Learning Module on PPP which aims to improve training, increase productivity and reduce capacity building costs by reaching a broader audience of IAs and LGUs authorized by law or their respective charters or contract for or undertake infrastructure and development projects.
3. To ensure the success of the aforementioned project, the PPP Center will need the services of a production outfit to provide the necessary equipment, facilities, materials, production staff and talents for the voice over recording of the E-Learning Module on PPP.

II. Objective

4. To provide professional production services and equipment for the efficient implementation and execution of the voice-over recording of the E-learning Module on PPP.

III. SCOPE OF WORK

5. Lease and provision of the following:
 - a. Talent casting for the voice over
 - b. Studio facilities
 - c. Studio engineer
 - d. Mixing facility and mastering facility, including production staff
 - e. 5 days voice recording schedule which shall be determined in consultation with CBD staff of the PPP Center.
 - f. Soft copy of the final voice recording

IV. QUALIFICATION REQUIREMENTS

6. The bidder should be a reputable production company or a company engaged in the business of supplying/renting out facilities and services specified in this TOR. The bidder shall have a pool of talent

cast who can execute the right tone, style and emphasis to communicate the full story to a wide variety of audiences that the end-user can choose from to deliver the prescribed voice over output. Moreover, a male talent cast is preferred who can adjust his voice to a mature/older sound.

7. The bidder should have the required production staff to execute, deliver and operate the required equipment and facilities, i.e., talent casting for the voice-over, technical director, studio engineer and production staff (for operation of mixing and mastering facility).
8. _ The bidder should have more than 3 years in experience in providing the goods, services and staff compliment specified in this TOR.
9. The bidder should show proof in the form of a list of contracts executed in the last three (3) years that it had supplied and handled the production requirements for top corporations and government agencies.
10. The bidder should be registered online with PhilGEPS as a legitimate service provider for government requirements.

V. DELIVERABLES AND TIMELINES

ITEM/DELIVERABLES	DURATION/SCHEDULE
Voice recording output every session	Within the working day
Soft copy of the final voice recording	Within 2 working days after the final recording of the voice over of the entire E-Learning Module on PPP

VI. APPROVED BUDGET FOR THE CONTRACT

8. The approved budget contract for the project is One Hundred Fifty Thousand Pesos (PhP150,000.00); inclusive of all government taxes and charges for the 2-hour voice recording schedule for an approximate of 5 days.

VII. DUTIES AND RESPONSIBILITIES OF THE PARTIES

PPP CENTER
<ul style="list-style-type: none"> • Select the talent for the voice recording from the pool to be provided by sound recording company • Provide schedule and timetable for the actual recording <ul style="list-style-type: none"> ▪ Review the voice recording after each session of recording with mastering and mixing; and after the final soft recording. ▪ Approve the final product output ▪ Issue certificate of acceptance after the approval of the final product ▪ Issue certificate of satisfactory service five (5) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after complete delivery of the product.

- Payment of fees for the voice recording package service rendered by the voice recording company in accordance with the schedule specified under item 7 above and upon compliance with the documentary requirements for the processing of payment; and
- Notify the sound recording company on any damaged or defective soft copy of the sound recording product

12.

SOUND RECORDING COMPANY

- Provide a list of talent and sample recordings for selection of the PPP Center
- Provide available facility for the agreed schedule and timetable of recording
- Submit the partial voice recording output after every session, complete with mastering and mixing within the day after each recording session
- Submit final voice recording product within 2 working days after final recording of the voice over (as per item 7 above)
- Send billing statement/invoice for the voice over recording
- Fix damaged or defective soft copy of the sound recording product
- Make available all facilities as included in the package as identified in item 5 above

VIII. ON COPYRIGHTS

13. The collective work of this particular assignment is classified as a "works made for hire" and is therefore the intellectual property of the PPP Center as it is a commissioned work undertaken by the company. The PPP Center will asserts its right strictly invoke the country's copyright laws.

IX. PAYMENT SCHEME

14. Full payment after the complete delivery and issuance of Certificate of Satisfactory Service (item 11 above)

X. WARRANTY

- 15.
- a. Warranty of service from the voice recording company is 60 working days from the receipt of Certificate of Satisfactory Service from the PPP Center.
 - b. The PPP Center will notify the voice recording company of any voice recording damage or defects within the warranty period.
 - c. The voice recording company will fix any part of the voice recording damaged at no additional cost to the PPP Center.
 - d. The voice recording company must deliver replacement copy of the voice recording product to the PPP Center within five (5) working days (8:00 a.m. to 5:00 p.m., Monday to Friday) after the warranty period.

XI. PENALTIES FOR DELAY (LIQUIDATED DAMAGES) (REFER TO SECTION 3 OF THE IRR)

16. The PPP Center will subtract 1/10 of every 1% of the total project cost for every calendar day of delay beyond the required submission schedule for the voice recording company (Refer to item 7 above).

PRICE QUOTATION FORM

Date

The Bids and Awards Committee, PPP Center

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City

Sir/Madam:

After carefully having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item as follows:

Unit	Description	Bidder's Price Proposal
One (1) Lot	Procurement of Sound Production Package For the Voice Over Recording of the E-Learning Module on Public-Private Partnership (PPP)	

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all cost and applicable taxes.

Very truly yours,

Name of Bidder
Signature Over Printed Name

Date

TECHNICAL PROPOSAL FORM

Date

The Bids and Awards Committee, PPP Center
8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City

Sir/Madam:

In accordance with your request, the following is our quotation for your requirements:

Item	Description of Service Requirement	Statement of Compliance (Please fill-up each column with either: "comply" or "not comply")
A. Qualification Requirements		
1.	The bidder should be a reputable production company or a company engaged in the business of supplying/renting out facilities and services specified in this TOR. The bidder shall have a pool of talent cast who can execute the right tone, style and emphasis to communicate the full story to a wide variety of audiences that the end-user can choose from to deliver the prescribed voice over output. Moreover, a male talent cast is preferred who can adjust his voice to a mature/older sound.	
2.	The bidder should have the required production staff to execute, deliver and operate the required equipment and facilities, i.e., talent casting for the voice-over, technical director, studio engineer and production staff (for operation of mixing and mastering facility).	
3.	_ The bidder should have more than 3 years in experience in providing the goods, services and staff compliment specified in this TOR.	
4.	The bidder should show proof in the form of a list of contracts executed in the last three (3) years that it had supplied and handled the production	

requirements for top corporations and government agencies.	
5. The bidder should be registered online with PhilGEPS as a legitimate service provider for government requirements.	
B. Duties of the Service Provider	
1. Provide a list of talent and sample recordings for selection of the PPP Center.	
2. Provide and make available all facilities (studio facilities, studio engineer, mixing and mastering facility, including production staff for the agreed schedule and timetable of recording.	
3. Submit the partial voice recording output after every session, complete with mastering and mixing within the day after each recording session.	
4. Submit final voice recording product within 2 working days after final recording of the voice over.	
5. Fix damaged or defective soft copy of the sound recording product.	
6. Warranty of service is 60 days from issuance of Certificate of Satisfactory Service from the PPP Center.	
7. Send billing statement/invoice for the voice over recording.	

Very truly yours,

Name of Bidder (Signature over printed name)

Date

ANNEX C

List of all Completed Government and Private Contracts which are similar in nature

a. Name of Contract b. Location c. Project Cost	a. Contact Person b. Address c. Telephone Nos.	Nature of Work	Contractors Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
Private						

Note: The statement shall be supported with:

1. Contract
2. Certificate of Satisfactory Service

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____