



REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP
CENTER

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

**CONSULTING SERVICES FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATION FOR
PPP CENTER ON-BOARDING PROGRAM-PHASE 2**

RFQ NO.: **2021-09-039**

September 27, 2021

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address on or before 5:00pm of October 6, 2021, subject to the following terms and conditions:

- The electronic submission procedure shall be as follows:
 - Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center.
 - Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
 - Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, ONLY the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement is Php 600,000.00.
- Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.
- Quotation must be submitted using the attached RFQ form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
 - DTI/SEC Certificate of Registration;
 - Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
 - PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award);
 - Latest Income/Business Tax Returns;
 - Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020;

	Statement of completed similar AVP projects within the last ten (10) years preceding the date of bid submission;
	Sample AVP completed for government agencies and/ private companies (minimum of 2 samples for government agencies and 1 sample for a private institution), in USB format. Should there be proprietary restrictions on the submission of the AVPs, the same will be used by the PPP Center for viewing/evaluation purposes only and will be returned thereafter to the bidder; and
√	Conformed Terms of Reference (see attached).

√ Award shall be made to the Highest Rated and Responsive Quotation or Single Rated and Responsive Quotation.

√ Bids should be valid for a minimum of one (1) month from deadline of submission of bids.

√ Procured items must be served/provided to PPP Center.

√ Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,


MARIA THERESA L. LARANANG
 Chairperson, Bids and Awards Committee *mae*



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27 September 2021

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	lot	Provision of Consulting Services for the Production of Audio-Visual Presentation for the PPPC On-Boarding Program -Phase 2 See attached Terms of Reference		

(Bidders, Please Provide complete information below)

Farmed-out:	Signature:	
Retrieved on:	Name/Designation:	
	Name of Company:	
	Address:	
	Telephone/Fax:	
	TIN:	

TERMS OF REFERENCE

ENGAGEMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATION FOR PPP CENTER ON-BOARDING PROGRAM-PHASE 2

I. BACKGROUND AND INTRODUCTION

The On-Boarding Program is the initial activity provided to employees upon assumption to work. It is the process of welcoming and orienting new employees to the PPP Center and providing them with information, tools, resources and knowledge to build better understanding of the mission, vision, programs, policies and services to be able to perform productively.

To further enhance the existing on-boarding program for general support and finance services, the General Services Division (GSD) and Finance Division (FD) of the PPP Center is soliciting proposals from highly qualified and experienced communications/media production firm to conceptualize, develop, and produce two (2) Audio Visual Presentations (AVP) each at 15 minutes consisting of the General Services, and Finance Divisions' functions, processes, programs and systems.

In developing the AVP, the communications/media production firm will work in consultation with the Administrative Service and the Knowledge Management Division (KMD) of the PPP Center.

II. QUALIFICATION REQUIREMENTS

The PPP Center, through the Administrative Service, will select a communications/media production firm with extensive experience in developing and designing AVPs for government and private institutions. The firm must possess the following minimum requirements:

1. Must have minimum of five (5) years experience in producing original and well-executed AVPs; with at least 3 years experience working with government and private institutions on similar projects;
2. Must have produced at least three (3) similar AVP projects for government and private institutions requiring creative translation of technical processes and information for layman audiences;
3. The firm should provide full service in terms of, but not limited to equipment and resources from pre-production to post-production. The firm must issue an accompanying certification on the list of equipment it has for pre-production, production and post-production and the services it provides.
4. Must be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government requirements.

III. SCOPE OF WORK

1. General Requirements for the AVP
 - a. The communications/media production firm shall produce two (2) AVPs, one for the GSD and one for FD at 15 minutes each about the following:
 - Administrative Service Quality Statement

- Finance Division's Roles and Functions
 - Budget Cycle
 - Fundamental Principles of Government Accounting
 - General Requirements of Disbursements
 - Disbursement Forms and Processing of Claims
 - Common Government Transactions
 - Maintenance and Other Operating Expenses
 - Personnel Services
 - Auditing – Illegal, Irregular, Excessive, Extravagant, Unnecessary and Unconscionable (IIEEUU) Expenses
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- General Services Division's Role and Functions
 - Building Facilities and Equipment Maintenance
 - Disaster Response Management / Emergency Preparedness
 - Procedure in Reporting Repairable Equipment and Facilities
 - Property and Supply Management
 - Requisition and Supply Issuance
 - Property Accountability
 - Transport Service
 - Guidelines on the Use of Motor Vehicles
 - Request for Transport Service
 - Records and Communication Management
 - Handling of Incoming and Outgoing Documents
 - Messengerial Service
 - Freedom of Information
 - Procurement
 - Preparation of Purchase Request
 - Preparation of Annual Procurement Plan

- b. The AVP should make use of motion graphics, 2D animation, background music (royalty free) and other information graphics and voice over as required in the creative treatment of the AVP.
- c. The resolution of the AVP should be at least FHD-1080p.
- d. The communications and media production firm shall develop a script and storyboard, and provide voice-over talent.
- e. As may be needed, the communications/media production firm shall secure copyright and permission for any materials used in the AVP.

2. Deliverables And Timelines

STAGE OF WORK	TASK	DURATION/SCHEDULE
Pre-production	Submit draft script and storyboard for comments	7 working days after the signing of the Job Order
	Submit revised script and storyboard	7 working upon receipt of PPP Center comments
Production	Gather photos and information	10 working days after the PPP Center approves the revised script and storyboard
	Integration of gathered materials to 2D Animation,	

	background music and voice over	
Post-production	Present initial AVP for review	Immediately after production of initial AVP
	Present revised AVP for final review	5 working days after presentation of initial AVP
	Present finalized AVP	5 working days after final review
	Deliver finalized soft copy of paid AVP in HDD and USB with raw and project files	3 working days after presentation of final AVP

IV. COMPONENTS OF BID PROPOSAL

1. Eligibility Requirements
 - a. SEC or DTI Certificate of Registration
 - b. Valid Mayor's Permit
 - c. PhilGEPS Registration Number
 - d. Latest Income or Business Tax Returns

2. Technical Requirements
 - a. Duly signed and conformed TOR.
 - b. Statement of completed similar AVP projects within the last ten (10) years preceding the date of bid submission;
 - c. Sample AVP completed for government agencies and/ private companies (minimum of 2 samples for government agencies and 1 sample for a private institution), in USB format. Should there be proprietary restrictions on the submission of the AVPs, the same will be used by the PPP Center for viewing/evaluation purposes only and will be returned thereafter to the bidders.
 - d. Omnibus Sworn Statement.

V. EVALUATION CRITERIA

Bid Proposal will be evaluated based on Quality-Based Evaluation procedure of RA 9184 and its IRR. Contract shall be awarded to the Highest/Single Rated Responsive Bid. The evaluation criteria are as follows:

AREAS OF EVALUATION	POINTS	TOTAL
Sample AVP completed for government agencies and/or private companies for viewing purposes only		
- Overall Impact of AVP (Visuals should be creative and effective with a professional appearance. It should be engaging to target employees)	20	
- Messaging Treatment (AVP must be able to convey its message clearly. Information presented must be accurate and message must be consistent and compelling enough to capture the employees' attention)	15	
- Story pacing (Story must move forward smoothly with the appropriate transitions)	10	

- Animation and Graphics (Effective use of animation and graphics)	10	
- Audio clarity and intelligibility (The AVP must have a clean and crisp voice over that is well synchronized to the images in the video.)	5	
		60
Demonstrated experience in conceptualizing and producing original AVPs for corporate clients.		
- Beyond 11 years' experience in producing original AVPs.	25	
- 6-10 years' experience in producing original AVPs.	15	
- Minimum of five (5) years' experience in producing original AVPs.	10	
		25
Experience working in government and private institution		
- Above three (3) years experience working with a government and private institution on similar projects	15	
- Minimum of three (3) years experience working with a government and private institution on similar projects	10	
		15
Total Points		100

The bidder must have a minimum score of 70 points to pass the evaluation.

VI. APPROVED BUDGET OF CONTRACT

The approved budget of the contract is **Six Hundred Thousand Pesos (PHP600,000.00) inclusive of all applicable taxes.**

VII. TERMS OF PAYMENT

The PPP Center will pay in full the professional fee of the communications/media production firm within ten (10) working days after receipt of billing and issuance of a Certificate of Satisfactory Completion of the project.

VIII. OTHER TERMS

ON COPYRIGHTS

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 consulting firm, including raw video footages taken in the production of the AVP. The PPP Center will assert its right and will require the consistency to turn-over all the relevant files in DVD and flash drive. The PPP Center will strictly invoke the country's copyright laws.

DUTIES AND RESPONSIBILITIES OF THE PPP CENTER

- Provide the communications/media production firm with creative direction on the theme and content of the AVP;
- Review and approve the storyboard, script, draft and final AVP of the communications/media production firm;
- Pay the professional fee of the winning communications/media production firm in accordance with the provisions of RA 9184, upon compliance with documentary requirements for processing;

CONFORME:

Signature over Printed Name and Designation

Name of Company

Date: _____