



REQUEST FOR QUOTATION NO.: 2024-06-034

Date: June 24, 2024

Procurement Title : Full Event Photo & Video Coverage Services for the BaLinkBayan Stakeholders' Conference on 28-29 August 2024

Purchase Request No. : 2024-06-122

Approved Budget for the Contract : Php 90,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **July 01, 2024; 10:00 A.M.**

Documents submitted via email should be **password-protected**. Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Income/Business Tax Return**
 - **Notarized Omnibus Sworn Statement; and**
 - **Copy of any Valid ID of the Authorized Representative**
 - **Company Profile or Portfolio from previous clients with pictures**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ **VALID UNTIL:** _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/BID AMOUNT (TOTAL COST) (VAT INCLUSIVE)
<p>Full Event Photo & Video Coverage Services for the BaLinkBayan Stakeholders' Conference on 28-29 August 2024</p> <p>Venue: Crimson Hotel, Alabang, Muntinlupa Date: August 28-29,2024 (2 days)</p> <p>Inclusions:</p> <ul style="list-style-type: none"> • 2 Photographers • 2 Videographers • 1 Assistant • Same Day Edit (SDE) video • Full length Video (3-5 mins) • With minimum three (3) revisions • Transportation fees, meals, and other expenses of staff (if any) • Free USB Drive for raw & enhanced photos, and edited video 	<p>Php 90,000.00</p>	

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
 Email Address : _____
 Date : _____

For more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756