



REQUEST FOR QUOTATION NO.: 2024-08-052

Date: August 07, 2024

Procurement Title : Production of Three (3) 2D Explainer Videos for Filipino Emigrants bound for Australia

Purchase Request Nos. : 2024-08-165

Approved Budget for the Contract : Php 500,000.00 (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 submitted via email on or before August 12, 2024; 09:00 A.M. at bac.secretariat@cfo.gov.ph. Files should be password protected (see attached instructions on how to lock your files).**

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;
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 or Business Tax Return;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Sample of previous works**
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: _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
<p>Production of a 2D Explainer Video for Filipino Emigrants bound for Australia</p> <p>Specifications and Inclusions:</p> <ul style="list-style-type: none"> • 25 to 30 minutes per video • Must include a cartoon character in 2D • Video should be created in an infographic style • Scripts for the 3 videos will be provided by CFO <p>Audio</p> <ul style="list-style-type: none"> • Voice over recording / cleanup • Music background <p>Resolution</p> <ul style="list-style-type: none"> • 1080p Resolution • MP4 format • Landscape orientation <p>Revisions</p> <ul style="list-style-type: none"> • Up to 3 free revisions per video (3 videos) <p>Final output</p> <ul style="list-style-type: none"> • The final output must be downloadable through Gdrive • The final output should be saved on the hard drive provided by the CFO • The awardee is required to securely retain the videos and is further required to offer a complimentary editing update should the CFO deem it necessary within a one-year period. <p>Project Timeline: See attached ANNEX A for the project timeline</p>	3 videos	Php 500,000.00	

After careful evaluation of the General Terms and Conditions, Specifications, and Project Timeline, 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 Further information, you may c

KEESHIA MAE L. ACEDERA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792

