

Republic of the Philippines Office of the President of the Philippines COMMISSION ON FILIPINOS OVERSEAS KOMISYON SA MGA PILIPINO SA IBAYONG DAGAT



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 REGISTRA	TION NO.:	 	 	
VALID UNTIL:				
EMAIL ADDRESS:				
TELEPHONE NUMBER	R:	 		
MOBILE NUMBER:				

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
Production of a 2D Explainer Video for Filipino Emigrants bound for Australia	3 videos		
Specifications and Inclusions:			
 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 			
Audio			
Voice over recording / cleanup			
Music background			
Resolution		Php 500,000.00	
Revisions			
Up to 3 free revisions per video (3 videos)			
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.			
Project Timeline: See attached ANNEX A for the project timeline			

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 n	ame (Ov	vner/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

PDOS Module (Australia) * 3 Module Videos with 25-30 mins duration * All deliverables should be done on December 2024

SERIES NUMBER	TASK TITLE	TASK OWNER	DURATION			NONTH 1	MONTH2				
				WEEK 1	WEEK2	WEEK3	WEEK 4	WEEK 1	WEEK 2	WEEK 3	WEEK 4
	PRE-PRODUCTION										
1	Signing Contract	CFO	1 Day								
2	Hand over of 3 module scripts	CFO	1 Day								
.3	Storyboard and Script Breakdown (Module 1)	Video Editor	5 Days	MONTH 1							
,4	Storyboard and Script Breakdown M1 Approval	CFO	1 Day		Control of the Contro						
.5	Storyboard and Script Breakdown (Module 2)	Video Editor	5 Days		MONTH 2						
1.6	Storyboard and Script Breakdown M2 Approval	CFO	1 Day								
1.7	Storyboard and Script Breakdown (Module 3)	Video Editor	5 Days			MONTH 3					
1.8	Storyboard and Script Breakdown M3 Approval	CFO	1 Day			ACCUSED AND DESCRIPTION OF THE PERSON OF THE	en terminadad				
2	POST PRODUCTION (MODULE 1)		Opposition and the								
2.1	Animation Design and Graphics Layout	Video Editor	5 Days								
2.2.1	Voice Over (R1)	Video Editor	3 Days								
2.2.2	Voice Over (Review 1)	CFO	1 Day								
2.3.1	Voice Over (R2)	Video Editor	3 Days								
2.3.2	Voice Over (Review 2)	CFO	1 Day								
2.4.1	Voice Over (R3) Final	Video Editor	2 Days								
2.4.2	Voice Over Approved	CFO	1 Day								
2.5	Voice Over Mastering	Video Editor	1 Day								
2.6.1	Editing 1	Video Editor	21 Days								
2.6.2	R1 Review (Voice over and animation)	CFO	3 Days			MANUFACTURE OF THE PARTY OF THE	CONCINCINCINCINCINCINCINCINCINCINCINCINCIN				
2.7.1	Editing 2	Video Editor	3 Days								
2.7.2	R2 Review (Voice over and animation)	CFO	2 Days								
2.8	Final Editing	Video Editor	2 Day								
2.9.1	LOCKED & APPROVED	CFO	1 Day								
2.9.2	FINAL MASTERING	Video Editor	2 Day						100		
3		Property of the second	Ministra.						La L		
	POST PRODUCTION (MODULE 2)			WEEK 1	WEEK2	IONTH 2 WEEK 3	WEEK4	WEEK1	MON		100
3.1	Animation Design and Graphics Layout	Video Editor	5 Days	7,000	- Traces		WEEK4	WEEKI	WEEK2	WEEK3	WEEK 4
		Video Editor	3 Days			E STATE OF THE STA					
3.2.1	Voice Over (R1)	CFO									
3.2.2	Voice Over (Review 1)	The same that had a series	1 Day			Spenger					
3.3.1	Voice Over (R2)	Video Editor	3 Days								
1.3.2	Voice Over (Review 2)	CFO	1 Day				and .				
3.4.1	Voice Over (R3) Final	Video Editor	2 Days								
3.4.2	Voice Over Approved	CFO	1 Day								
3.5	Voice Over Mastering	Video Editor	1 Day								
3.6.1	Editing 1	Video Editor	21 Days								
3.6.2	R1 Review (Voice over and animation)	CFO	3 Days								
3.7.1	Editing 2	Video Editor	3 Days								

3.7.2	R2 Review (Voice over and animation)	CFO	2 Days								
3.8	Final Editing	Video Editor	2 Day								
3.9.1	LOCKED & APPROVED	CFO	1 Day								
3.9.2	FINAL MASTERING	Video Editor	2 Day								
4	POST PRODUCTION (MODULE 3)				MON	лна		MONTH4			
				WEEK 1	WEEK2	WEEK3	WEEK4	WEEK 1	WEEK2	WEEK3	WEEK 4
4.1	Animation Design and Graphics Layout	Video Editor	5 Days								
4.2.1	Voice Over (R1)	Video Editor	3 Days								
4.2.2	Voice Over (Review 1)	CFO	1 Day								
4.3.1	Voice Over (R2)	Video Editor	3 Days								
4.3.2	Voice Over (Review 2)	CFO	1 Day								
4.4.1	Voice Over (R3) Final	Video Editor	2 Days								
4.4.2	Voice Over Approved	CFO	1 Day								
4.5	Voice Over Mastering	Video Editor	1 Day								
4.6.1	Editing 1	Video Editor	21 Days								
4.6.2	R1 Review (Valce over and animation)	CFO	3 Days								
4.7.1	Editing 2	Video Editor	3 Days								
4.7.2	R2 Review (Voice over and animation)	CFO	2 Days								
4.8	Final Editing	Video Editor	2 Day								
4.9.1	LOCKED & APPROVED	CFO	1 Day								
4.9.2	FINAL MASTERING	Video Editor	2 Day								
5	FINAL CHECKING			Maria de la companya	MOR	mH5					
				WEEK 1	WEEK2	WEEK3	WEEK4				
5.1	CFO Final Checking	CFO	5 Days								
5.2	Final and Uploading all deliverables	Video Editor	5 Days								