



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number(required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Production of Three (3) Minute Interview Video** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **July 03, 2023 at 10:00am.** A copy of your **Latest Business/Mayor's Permit and Income/Business Tax Return, Omnibus Sworn Statement (notarized), Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at jbperez@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson *RB*

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p align="center">TERMS OF REFERENCE</p> <p align="center">Production of 3-Minute Interview Video of RISEUP Borrowers</p> <p>Small Business Corporation (SB Corporation) is looking for a video production service provider to produce client interview videos / testimonial videos of the MSME Asenso Award Winners.</p> <p>Concept</p> <p>Develop a creative concept for a 3-minute interview audio-visual presentation with Opening and Closing Billboard approved by the communications team.</p> <p>Production</p> <p>Conducts online (Visayas and Mindanao Accounts) or onsite interviews (Luzon Accounts), video recording and video editing of 14 MSME/Partner Financial Institutions awardees.</p> <p>Post Production</p> <ul style="list-style-type: none"> ● Graphics/Video editing ● Online time coded revision form ● Two revisions before final output (based on approved script) ● Title Typhography/2D Animation ● English subtitle when needed ● Musical Scoring ● MOV, AVI and MP4 formats <p>Budget</p> <p>The earmarked budget for the project is P15,000.00 per video for 14 videos . Total budget of P210.000.00</p>	

DELIVERY REQUIREMENT	
a) Makati City	
b) 1 lot	
c) 30-45 working days upon receipt of the Purchase Order (PO)	
Terms of Payment: Check payment, 15 days after delivery	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 210,000.00 Tax inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

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11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____

**SMALL BUSINESS CORPORATION
TERMS OF REFERENCE**

Production of 3-Minute Interview Video of MSME Asenso Awardees

Small Business Corporation (SB Corporation) is looking for a video production service provider to produce client interview videos / testimonial videos of the MSME Asenso Award Winners.

Concept

Develop a creative concept for a 3-minute interview audio-visual presentation with Opening and Closing Billboard approved by the communications team.

Production

Conduct: online (Visayas and Mindanao Accounts) or onsite interviews (Luzon Accounts), video recording and video editing of 14 MSME/Partner Financial Institutions awardees.

Post Production

- Graphics/Video editing
- Online time coded revision form
- Two revisions before final output (based on approved script)
- Title Typhography/2D Animation
- English subtitle when needed
- Musical Scoring
- MOV, AVI and MP4 formats

Budget

The earmarked budget for the project is P15,000.00 per video for 14 videos .
Total budget of P210.000.00

Prepared by:


Eloisa P. Isip

Communications Department

Noted by:


Wally Don Calderon

Group Head, Innovation and Advocacy


Angelito B. Acupan
Sector Head, Strategy, Policy and Systems