



**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)  
Energy Center, Rizal Drive Bonifacio  
Global City, Taguig City, Philippines 1632

Solicitation No.	RFQ-02-0151-2022-02-0015-0216-0013
Purchase Request No.:	PR No. 02-0151-2022-02-0015

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	<b>PROCUREMENT OF SERVICES FOR THE PRODUCTION OF AUDIO-VISUAL PRESENTATIONS AND COMMERCIAL FOR THE NATIONAL ENERGY EFFICIENCY AND CONSERVATION PROGRAM</b>			
Mode of Procurement	: Php900,000.00			
Bidding Terms	: Per Lot			
Delivery Terms/Schedule		<b>Deliverables</b>	<b>Responsible Office</b>	<b>No. of calendar days</b>
	Pre-production	Briefing of Energy Efficiency and Conservation	End-user	5
		Conceptualization	Service Provider	
		1st draft of scripts and storyboards	Service Provider	10
		2nd draft of scripts and storyboards	Service Provider	
		Final and approved scripts and storyboards	Service Provider	
	Production	Production Shoot	Service Provider	10
		Submission of rough edit	Service Provider	5
		Approved rough edit	Service Provider	5
	Post-Production	Edited Version	Service Provider	5
		Final and approved	Service Provider	5
	<b>TOTAL</b>			<b>45</b>
Delivery Location	: Department of Energy Main Office, BGC Taguig City			
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services , submission of all required documents and issuance of end-user's certificate acceptance.			

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: [bacsecretariat@doe.gov.ph](mailto:bacsecretariat@doe.gov.ph) not later than **21 February 2022, Monday at 5:00 PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.		1	LOT	900,000.00
2.	<b>Scope of Services</b>  The service provider shall provide the following:  The service provider shall conceptualize, in consultation with the EUMB-EPMPD the following: <ul style="list-style-type: none"> <li>• one (1) 1-minute Audio-Visual Presentation (AVP),</li> <li>• one (1) 1-minute tv commercial-ready AVP and</li> <li>• three (3) 30-second tv commercial-ready AVP.</li> </ul>			
3.	<b>Pre-Production</b> <ul style="list-style-type: none"> <li>• Conceptualize, in consultation with EPMPD, the commercial and AVP through submission of pre-production visuals (storyboard)</li> <li>• Hiring of talents</li> <li>• Graphics and FX</li> </ul>			
4.	<b>Production Shoot</b> <ul style="list-style-type: none"> <li>• The Service Provider shall be responsible in all production shoots, including all related expenses</li> </ul>			
5.	<b>Post Production</b> <ul style="list-style-type: none"> <li>• Full-HD editing and animation</li> <li>• Professional voice over Talent, Digital Non-linear audio editing on sound forge software, adobe audition or equivalent, Musical Scoring using original soundtrack production, original musical scoring, studio recording, soundtrack mix, sound effects, audio mixing &amp; lay-in, color grading, Post-production editing/effects, 2D graphics</li> </ul>			
6.	<b>Deliverables/Final Output</b> <ul style="list-style-type: none"> <li>• Master Copies in a hard drive</li> </ul>			
7.	<b>Production Staff</b> <ul style="list-style-type: none"> <li>• Script Writer</li> <li>• Director/DOP</li> <li>• Cameramen</li> <li>• Lighting Crew</li> <li>• Editor</li> <li>• Known Talents (preferably family)</li> <li>• Graphic Layout Artist</li> <li>• Production Manager</li> <li>• Production Assistant</li> <li>• Computer Graphics Editor/Animator</li> </ul>			
8.	<b>Video Equipment</b> <ul style="list-style-type: none"> <li>• Three (3) Professional Cameras               <ul style="list-style-type: none"> <li>◦ with complete standard and zoom lens</li> </ul> </li> <li>• Drone</li> </ul>			

	<ul style="list-style-type: none"> <li>• Camera Accessories (Zoom and Prime EF Lenses 35mm F 1.4, 85mm F1.8,) filter and time-lapse controller</li> <li>• Action Camera</li> </ul>			
9.	<b>Audio Equipment</b> <ul style="list-style-type: none"> <li>• Audio System - Wireless Lapel, Boom Microphone with 10ft pole, Zoom h1 digital audio recorder</li> </ul>			
10.	<b>Camera Support</b> <ul style="list-style-type: none"> <li>• Portable Jib, Glide Cam Pro, Camera Glide track, Camera Dolly with three tracks, LED monitor, Tripod</li> </ul>			
11.	<b>Professional Lights and Other Accessories</b> <ul style="list-style-type: none"> <li>• LED Lights, Arri Fresnel and Red Head</li> </ul>			
12.	<b>Full HD Capable Editing</b> <ul style="list-style-type: none"> <li>• HD – Professional Editing Software and equipment</li> <li>• Animation Software and equipment</li> </ul>			
13.	<b>Qualifications</b>  The Service Provider shall submit the following: <ol style="list-style-type: none"> <li>Certification that it is a video production company or advertising firm established in the Philippines;</li> <li>At least three (3) satisfactory certificate from previous client;</li> <li>List of available equipment for production</li> <li>At least three (3) sample AVP projects</li> </ol>			
14.	<b>Responsibilities</b>  The Service Provider shall: <ol style="list-style-type: none"> <li>Ensure timely delivery of outputs;</li> <li>Closely coordinate with EPMPD;</li> <li>Provide own equipment to be used in production;</li> <li>Provide audio and visual materials for the AVPs including voice-over talent and copyrighted images, video footages, effects and music; and</li> <li>Cover travel expenses from office to the Department of Energy;</li> </ol> The DOE-EPMPD shall: <ol style="list-style-type: none"> <li>Responsible in the overall management and direction of AVPs;</li> <li>Conduct briefing to the production team on Energy Efficiency and Conservation; and</li> <li>Determine acceptability of the deliverables and shall be the approving authority.</li> </ol>			
15.	<b>Payment Terms</b>  100% of the contract cost will be paid upon complete delivery and issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable - Advice			

	to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing, and accounting procedures			
16.	<b>Ownership</b>  All materials developed with this project shall be owned by DOE with exclusive rights on future use.			
17.	<b>Terms</b> <ul style="list-style-type: none"><li>Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign change rates and excise duties.</li><li>Payment will be released within the issuance of certificate of acceptance from the end user.</li></ul>			
<b>General Conditions:</b> <ol style="list-style-type: none"><li>Quotation shall be valid for sixty (60) days from submission.</li><li>Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <b>(If applicable.)</b></li><li>The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none"><li>Mayor's / Business Permit</li><li>PhilGEPS Registration Number/Certificate</li><li>Income /Business Tax Return</li><li>Omnibus sworn Statement (Annex C)</li></ol></li><li>Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</li><li>The Supplier shall clearly state the company name and account name for payment.</li><li>The price quoted is inclusive of all taxes and other charges.</li><li>The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.</li></ol>				

## Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. \_\_\_\_\_

Purchase Request No. \_\_\_\_\_

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

### Company Logo/Letterhead

Date : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Procurement Title : \_\_\_\_\_  
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order  
Delivery Location : Department of Energy Main Office, BGC Taguig City  
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

### Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>General Conditions:</b> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <b>(if applicable)</b>				

3. The following documents shall be attached/included in the submission of proposal/quotation:
  - a) Mayor's / Business Permit
  - b) PhilGEPS Registration Number
  - c) Income / Business Tax Return
  - d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

**Name and Signature of Authorize  
Representative**

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**Company Name/Business name** that  
will be used in the Notice of Award and  
Purchase Order/Notice to Proceed

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**Tel. No. / Cellphone No./ email  
address**

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**Date**

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## ANNEX C – Omnibus Sworn Statement

### Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES

CITY/MUNICIPALITY OF \_\_\_\_\_

S.S.

#### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project/PR No. ]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project/PR No.]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;



c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project/PR No.]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_