

REQUEST FOR QUOTATION

Date: December 09, 2020
RFQ No.: 2020-400

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.


GIOVANNI T. PLATERO
Chairman, Bids & Awards
Committee

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
PURPOSE: For Official Use of CDA Head Office - CRITD		400,000.00	QTY	Unit Price	Total Price	Yes	No	
AUDIO - VISUAL PRODUCTION OF CDA PROGRAMS AND SERVICES 8-10 minutes AVP Conceptualization Concept Research and Coordination Data gathering pre-production and visualization Creative Presentation Script Creative Direction Art Direction and Video Treatment Photo Editing and Photo Compositing Motion Graphics and Animation Video Compositing Video Editing Graphic Design Video Post-Production Services Video editing and compositing Color grading Basic 3D graphics Audio Post Production Voice over talent Voice Over Recording Audio making Bakground music (must be authorized/licensed by music provider) Photo and Video Shooting Production Set up, Permits and logistics Talents inclusion (If applicable) Logistical liaison and coordination Service van location shooting inclusive of travel expenses (CDA Head Office, NCR, Region III, Region IVA Submission of Master copy and inclusion of Raw Footages (photos and videos) in external hard drive Terms of payment 1st tranche - 15% upon submission and approval of script 2nd tranche - 50% submission of 1st video draft 3rd tranche - 35% upon acceptance of final video output Delivery term 1) CDA AVP 16 calendar days upon receipt In case of failure to make the full delivery within the specified time above, a penalty of 1/10 of 1% for every day of delay shall be imposed on the undelivered item/s. *****nothing follows*****	1 lot	400,000.00						

Note: •Quoted price/s must be VAT inclusive.
•Supplier must have a Land Bank of the Phil. Account.
•Supplier must submit a sealed quotation.
•Sealed quotation must be submitted together with the following requirements:
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address

Canvasser

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. 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.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.