

REQUEST FOR QUOTATIONS

Provision of Video Production Services for the Bicol University Research Development and Extension Award and Fellowship Night 2023 on October 24, 2023

The Bicol University-RDMD, through the Corporate Budget for the contract approved by the Board of Regents (F-01) intends to apply the sum of Seventy Thousand & 00/100 Pesos (Php70,000.00) being the Approved Budget for the Contract to payments for the contract: **Provision of Video Production Services for the Bicol University Research Development and Extension Award and Fellowship Night 2023 on October 24, 2023.**

The Bicol University now requests for quotation from bonafide suppliers to submit quotation: **Provision of Video Production Services for the Bicol University Research Development and Extension Award and Fellowship Night 2023 on October 24, 2023.**


Procurement will be conducted through Negotiated Procurement - Small Value Procurement defined in Section 53.9 as prescribed under Rule XVI – Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

Supplier shall submit Quotations on or before October 16, 2023, 12:00 NN to the BAC Secretariat, RDE HERRC Bldg. BU East Campus, EM's Barrio, Legazpi City.

Bicol University reserves the right to reject any or all the bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer to the Bicol University, for and in behalf of the project. Bicol University assumes no responsibility to compensate or indemnify the bidder for any expense or loss that may be incurred for the preparation of bids, nor does it guarantee that an award will be made.

For further information, please contact The BAC Secretariat Office, Bicol University Research, Development & Extension, Legazpi City 4500, and Telefax: (052) (052) 742-1909.

Approved:


ANGELO P. CANDELARIA
BAC Chairman



BIDS AND AWARDS COMMITTEE
 Bicol University
RESEARCH DEVELOPMENT & EXTENSION
 HERRC Bldg., BU East Campus, Brgy. 1, EM's Barrio, Legazpi City
 Telefax: (052) 742-1909


Solicitation # **GDS-2023-190**

REQUEST FOR PROPOSALS

Project Title:	Provision of Video Production Services for the Bicol University Research Development and Extension Award and Fellowship Night 2023 on October 24, 2023		
ABC:	Php 70,000.00	Fund Source:	F-101
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)	Mode of Evaluation	1 lot
Implementing Office/ End-user/s:	PKMD/ MR. BENEDICTO B. BALILO JR.	Delivery Period/s:	October 24, 2023
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit	<input type="checkbox"/> Income/Business Tax Return	
	<input checked="" type="checkbox"/> PhilGEPS Registration Number	<input type="checkbox"/> Omnibus Sworn Statement	

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions provided at the last portion, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **October 16, 2023 12NN** sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.


ANGELO P. CANDELARIA
 BAC Chairman

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

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			<u>YES</u>	<u>NO</u>	
1	1-Lot	PROVIDE VIDEO PRODUCTION services (multimedia services, videography/photography, video presentation, livestreaming) for the Bicol University Research Development & Extension Award and Fellowship Night 2023 on October 24, 2023 1. In charge of the pre-photoshoot of the awardees (in Barong/Filipiniana Attire) 2. Provide the materials and equipment for the pre-photoshoot.			



ISO 9001-2015
SOCOTEC SCP000722Q

BIDS AND AWARDS COMMITTEE
Bicol University
RESEARCH DEVELOPMENT & EXTENSION

HERRC Bldg., BU East Campus, Brgy. 1, EM's Barrio, Legazpi City

Telefax: (052) 742-1909

Solicitation # **GDS-2023-190**

		<ol style="list-style-type: none"> 2. Provide the materials and equipment for the pre-photoshoot. 3. Coordinate with the technical committee during the process of lay-outing. 4. Layout the presentation to be flashed on the LED Wall during the event which includes the picture/s of the awardees, the title of the award, and others. 5. Provide photo and video coverage during the event. 6. Final editing of the video for presentation 7. Work on graphics, video layout systems, embed images, video effects, animation, and other relevant video works. 8. Use application software for the video presentation. 9. Submit/deliver electronic copies of the photos and videos within 10 days after the event. 10. Document and live stream, the event 11. Provide a photo booth during the event. 			
Delivery Compliance:		BID PRICE:			
Payment Term:		Price Validity			

Printed Name / Signature / T.I.N.#

Contact numbers/e-mail address

Served by/date



TERMS & CONDITIONS

1. All entries must be typewritten or in BLOCK LETTERS;
2. Bidders shall provide correct and accurate information required in this form.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:			BID PRICE:		
Payment Term:			Price Validity		

1. Check if compliant with the specifications or not;
2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
3. State the bid price in accordance with the UOM.

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, and quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Cash on Delivery (COD) as Delivery/Payment Term per agency Accounting Policy;
8. Bids with no Payment Term and/or Delivery Term indicated shall be understood to be in adherence with the standard Government Terms and/or conditions stipulated in these forms;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. Proposal/Quotation forms issued by the designated canvasser or those acquired electronically, either downloaded from the BU website or the PhilGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotation forms through e-mail shall be allowed, specifically for suppliers outside the Province of Albay, provided that the originally signed forms shall be transmitted to BAC Secretariat through courier; non-receipt of which shall automatically disqualify the bids;
12. 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;
13. The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (*Documentary Requirement for Alternative Methods of Procurement*) of the 2016 IRR of R.A. 9184; the notarized Omnibus Sworn Statement shall be submitted by winning bidder;
14. Proposals and documents shall be submitted on the following address:

*The BAC Chairperson
 Bicol University-GASS, Legazpi City
 RDE HERRC Bldg. BU East Campus, EM's Barrio, Legazpi City
 (052) 742-1909*

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.