



REQUEST FOR QUOTATIONS

Project Title:	Provision of Livestreaming and Video production services during the Bicol University 2024 Commencement Exercises		
ABC:	PhP 235,000.00	Fund Source:	F-05
Mode of Procurement	Negotiated Procurement under Small Value Procurement (Section 53.9)		One lot
Implementing Office/ End-user/s:	URO / RAMESIS M. LORINO	Delivery Period/s:	July 12 & 13, 2024
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit <input checked="" type="checkbox"/> PhilGEPS Registration Number	<input type="checkbox"/> Income&Business Tax Return <input checked="" 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 MAY 15 2024, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (√) shall automatically disqualify the bids.

CAROL P. BARRUN

UBAC Secretariat for Goods & Services

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	<p>TO PROVIDE livestreaming and video production services during the 2024 Commencement Exercises</p> <p>The 2024 Graduation Ceremonies will be conducted for two days – July 12 and 13, 2024 following the established protocols due to the pandemic. Therefore, the expected outputs and the services rendered will also be for two days.</p> <p>FOR THE AUDIO-VISUAL PRESENTATION</p> <ul style="list-style-type: none"> -Two sets of AVPs will be created, one for each above mentioned date. - The duration of the AVPs of the two ceremonies shall not be less than 3 minutes and not be more than 10 minutes. - The AVPs must contain the highlights of the ceremonies from the processional to the program proper and until the end of the ceremonies. <p>The AVPs must contain the following:</p> <ul style="list-style-type: none"> - Appropriate animation and infographics/texts to maximize the attention of the viewers - Appropriate motion graphics to be utilized for richer, more elegant, and visually impressive animations; 			



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
 Mobile No. 09171874046
 Telefax: (052) 830-4310
 university-bac@bicol-u.edu.ph

Solicitation # 201-24-AMP

- Relevant high quality, full HD video clips or photos for the presentation;
- If needed, a voice over can be included upon request;
- Aerial shots of the ceremonies using a drone
- Clear audio materials highlighting portions of speeches; host's adlibs etc.
- Additional video materials needed for the AVPs

FOR THE LIVESTREAMING:

- Live coverage of the ceremonies to be live streamed on the official Facebook and YouTube accounts of the university;
- The timeline of the live coverage shall start during the processional up to the singing of the BU Hymn;
- Provider must have the needed specifications and requirements to do live streaming
- A 2-Ghz quad-core processor or better (Intel Core i7 or AMD Ryzen 7 @ 3 Ghz or higher recommended), 16GB DDR4 RAM 1TB SSD, DirectX 12 compatible card with 2GB RAM -Laptop
- at least 8-16GB RAM streaming setup – Laptop
- 1 Laptop
- Video mixer
- Audio mixer
- Standby Wi-Fi Connection (Minimum of 20 Mbps)

OTHER REQUIREMENTS (both for the AVPs and LIVESTREAMING)

- 7 setups/units of HD cameras
- 1 drone for aerials footages/shots
- 1 Streaming technician
- Dry run / testing (a day before)

Delivery Compliance:		BID PRICE:	
Payment Term:		Price Validity	

 Printed Name / Signature / T.I.N

 Contact numbers/e-mail address



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 (C.O.D) as payment term is not allowed 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;
14. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
 2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City
 (052) 742-5922

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.