



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their **lowest price proposal/quotation** for the **Professional Photography and Videography Services** during the IC Strengthening Week 2020, subject to the attached Terms of Reference (TOR) stated herein, and submit their quotations duly signed by their representatives not later than **20 January 2020**:

NAME OF PROJECT	Professional Photography and Videography Services for the Insurance Commission (IC) Strengthening Week 2020
PURCHASE REQUEST/REF. NO.	2020 – 01 – 005
LOCATION	Meeting Room 1 Delegation Building Philippine International Convention Center (PICC) PICC Complex Roxas Boulevard, Manila
APPROVED BUDGET	Seventy-Three Thousand Pesos (PhP73,000.00) <i>including all applicable taxes</i>

For further inquiries, please coordinate with **Ms. LEIZLE L. ARLANDO** or **Mr. JOHN-PHILLIP C. CUENTA** at telephone number (02) 8523-8461 to 70 loc. 106 or 123. The **QUOTATION** may be submitted through e-mail at bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
 1071 United Nations Ave., Ermita, Manila


EDWIN CORNELIUS A. LAUZ
 Chairperson
 Bids and Awards Committee
 Head, Logistics Sub-Committee
 IC Strengthening Week 2020

TERMS OF REFERENCE

Professional Photography and Videography Services for the Insurance Commission 2020 IC Strengthening Week 16 January 2020

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Seventy-Three Thousand Pesos Only (Php73,000.00)**. Prices are **inclusive of taxes and all applicable charges**.

Price quotation must be **valid within thirty (30) days** from submission and shall not be subject to price escalation during contract implementation.

II. Item Specifications

The Supplier shall provide the Professional Photography and Videography Services for the IC 2020 Strengthening Week on 28 January 2020 at the Philippine International Convention Center (PICC), Pasay City.

The Supplier shall cover the activity from arrival of guests, registration, Anniversary Program until the IC Gawad Parangal. Detailed program shall be provided once both parties agreed with the terms and conditions of the service. A coordination meeting among the IC Steering Committee and Sub-Committees, PICC and Supplier shall be conducted to discuss on the event coverage.

The following are the inclusions of the service:

Team/Crew	The team/crew shall consist of at least: <ul style="list-style-type: none">- Two (2) Photographers- Three (3) Videographers- One (1) Edit for Same-Day Edit Video- One (1) assistant staff/runner
Output	Copies of the following in CDs/DVDs: <ul style="list-style-type: none">- One (1) copy of Same-Day Edit Video- One (1) copy of Full Event Video (edited)- One (1) copy of raw/unedited videos- One (1) copy of photos, including photobooth photos <p>Please note that the Same-Day Edit Video shall be played during the IC Gawad Parangal (afternoon program).</p>

Equipment	Use of DSLR cameras (inclusive of lenses & flash) for photos and videos, tripod, glider, zoom microphones, distribution amplifiers, audio and video cables and connectors, and other professional equipment for high-resolution photo and video coverage, including live-feed to be projected in LED Wall on both sides of the stage.
Photobooth	One (1) Unit of Photobooth <ul style="list-style-type: none"> - Unlimited photo shoot and photo printing for three (3) hours (from 2:00PM-5:00PM) - Use of 4R Size Magnetic Using Canon Selphy Paper for photo printing, with Photo Standee - One (1) DLSR Camera - Tarpaulin backdrop (design to be provided by IC) - Props - With staff to run/operate the photobooth

III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

IV. Schedule of Delivery and Installation/Set-up

The schedule of delivery and installation/set-up should be on **28 January 2020 (Tuesday), 6:00AM** at the **Meeting Room 1, Delegation Building, Philippine International Convention Center, PICC Complex, Roxas Boulevard, Manila.**

V. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every hour of delay of the delivery and installation/set-up.

VI. Other Documents Required for Awarding of Contract

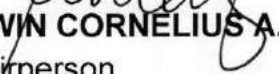
1. Proof of PhilGEPS Registration
2. Mayor's/Business Permit
3. Latest Income/Business Tax Return
4. Notarized Omnibus Sworn Statement

VII. General Conditions of the Contract

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;

2. Proof of PhilGEPS Registration shall be attached to the quotation upon submission to the contact person provided in the RFQ;
3. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
4. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item VI of the Terms of Reference, as appropriate.
5. Payment shall be made within thirty (30) days after complete delivery and acceptance of items. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

The IC reserves the right to reject any or all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee
Head, Logistics Sub-Committee
IC Strengthening Week 2020

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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: I am 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]*.
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 ___, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory