




**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Apr-02-2019, 2:00 PM		
RFQ No.:	19-03-2342	Date:	March-29-2019
PR No.:	DATOS-19-03-7432	Date:	March-14-2019

The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers, contractors or distributors, to submit their quotations, together with their eligibility documents for the item(s) listed below. Guidelines regarding the format and eligibility documents needed are listed at the box below the item(s) to be procured.

Quotations may be electronically mailed at bac-sec@asti.dost.gov.ph or it may be submitted via fax or by delivering it to the office on or before the deadline. For inquiries, you may call the number - 426-7423 and look for ASTI's BAC Secretariat

Respectfully,


PEDRITO B. MANGAHAS
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>Design, Production, and Supply of Information Video for the Remote Sensign and Data Science: DATOS Help Desk (DATOS Project)</p> <p>The supplier shall produce a 3-5 minute informational video.</p> <p>I. The video content should:</p> <ol style="list-style-type: none"> 1. Include a comprehensive and detailed discussion about the DATOS Project, including relevant activities and outputs, products, processes, and services. 2. Acknowledge the agencies and relevant teams that support the development of the DATOS Project. 3. Include interviews from key people involved in the project (e.g., Doc Joel, stakeholders/clients). <p>II. Scope of work</p> <ol style="list-style-type: none"> 1. The supplier shall stick with the approved script and storyboard. 2. The supplier is required to attend scheduled storyboard meetings before the production of the video material. 3. The supplier should at least research on the technicalities of the DATOS Project to aid in their graphics and/or animation requirements. 4. The supplier should consult with the DATOS team on all production processes. 5. The supplier shall provide all the needed equipment from pre-production up to post-processing of the video output. 6. The supplier will handle all post-production requirements especially graphics and animations, but 	1	lot	400000.00	400,000.00

with necessary consultation with the DATOS team.

7. The supplier should provide the voice-over script, subject to DATOS team's approval.

8. The DATOS team will provide the list of interviewees including their full details and contact numbers.

9. The DATOS team will provide the person who will do the voice-over.

10. The DATOS team will monitor and direct all the interviews needed for the video material.

A. Video Resolution

- In Full HD Quality: 1920 x 1080 or otherwise discussed between the parties
- Video format shall be in MP4/AVI/MKV
- Supplier shall submit all the raw and project files related in producing the video
- DATOS team will provide all the necessary information about the project and people but the supplier will be in-charge of organizing the clips.

B. Creation of Story Board

- The DATOS Team will create the storyboard but the supplier should attend ALL scheduled storyboard meetings to provide their own comments and ideas for the improvement and development of the video material.
- The DATOS team will decide on the concept and narrative of the story

C. Equipment

The supplier shall provide all the necessary equipment including, but not limited to cameras, lights, microphones, voice-over recording equipment, tripods, stands, etc.

D. Background Music

The supplier shall provide up to three (3) sample music background to be approved by the DATOS team.

E. Additional Frames and Revisions

Three (3) rounds of major revisions, such as creating different animations and reshoots shall be allowed after the initial video draft is submitted.

NOTE: Minor revisions such as typos do not count against the number of major revisions and should be rectified immediately as necessary.

F. Meetings

Meetings (such as storyboarding and script reading/editing) shall be conducted in ASTI's office.

G. Timetable

The supplier shall submit a detailed timetable of the project deliverables. Final video output shall be submitted within 60 days after the "Notice to Proceed (NTP)" is released.

H. Submissions

The supplier shall submit the following:

1. Detailed timetable for the creation of the video material including pre and post productions
2. Raw and project files used in the production of the

video

3. Video output with English and Filipino subtitles

I. Payment Terms

- 20% of the total payment shall be processed after the submission of the H.1, H.2, and H.3.
- The remaining 80% shall be processed upon the successful completion of the project.

Notes:

- Participating bidders/suppliers are required to submit the following:
 - A. Sample work(s)/output(s) for:
 - 1. Tech/for a tech-related client
 - 2. Government client
 - B. Customer Satisfaction Rating from:
 - 1. Private client; and
 - 2. Government client.
- Award of contract shall be communicated by the agency's procurement team.
- Price inclusive of government fees, taxes and duties.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 400,000.00

GUIDELINES

A. Submission of Quotations

1. The quotation should include the RFQ or the P.R. Number found above.
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation.
3. The quotations shall include the signature of the company's representatives.

B. Eligibility Requirements

As per GPPB No. 21-2017 amending the Annex H of the 2016 R-IRR of RA 9184, the following shall be submitted:

For procurement of goods:

1. PhilGEPS Certificate of Plantinum Membership
 - Note:** If unavailable, submit the following:
 - a. PhilGEPS Registration Number
 - b. Mayor's Permit or BIR Certificate of Registration
2. Income/Business Tax Return
 - Note:** Applicable only for ABCs above Php500,000.00
3. Omnibus Sworn Statement
 - Note:** Applicable only for ABCs above Php50,000.00 and must be submitted upon post-qualification

For procurement of infrastructure:

1. The requirements for goods.
2. Valid PCAB License.

For procurement of consulting services:

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation shall submit a duly notarized omnibus sworn statement, unless otherwise provided.
3. All transactions are subject to creditable withholding tax; and final Value Added Tax (VAT) or percentage tax per revenue regulation/s of the Bureau of Internal Revenue (BIR).
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery.
5. The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.