

City Government of Muntinlupa

National Road Putatan Muntinlupa City

BIDS and AWARDS COMMITTEE

www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Di	ate:	10/5/	2023	
4 _ 4 :	NI -	2022	0522	

	Quotation No.2025-055
Company Name:	
Address:	
Business Permit No.:	
TIN:	
PhilGEPS Registration No.(required):	

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure Purchase of audio visual presentation to be used to showcase one of the city's best practices be undertaken in accordance with Section 52.1.b of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Latest Income Tax (Certified True Copy)	5.Certificate of Registration (Certified True Copy
3. Omnibus Sworn Statement (original)	

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact Bids & Awards Committee at telephone no.(02)8861-1127

INSTRUCTIONS:

- (2) Do not alter the contents of this in any way.
- (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

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Procurement Project	Approved Budget for the Contract (ABC)				
Purchase of audio visual presentation to be used to showcase one of the city's	TWO HUNDRED FORTY THOUSAND PESOS				
best practices					

Technical Specifications:

QTY UNIT OF ISSUE		ITEM DESCRIPRION	Compliance		REMARKS
			Yes	No	
1	lot	Video Production			
	1	SCOPE OF WORK:			
		*Pre-production			
		Creative strategy and production preparation			
		Director's Treatment, Ocular,			
		Feasibility Deck, Project			
		Management			



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	*Production 1 to 2 days' production		 T
1 1	shoot		
	A. Production Personnel, Director,		
1 1	Assistant Director, Creative Director,	1	
1 1	Account Manager, Cinematographer,		
1 1	Project Manager, Production		
1 1			
1 1	Assistant Team, Lights Crew		
1 1			
	B. Equipment		
	High-end camera, Cinematic Lenses,		
1	Production Lights and Crew		
	l rouddien Egino and Oron		
1 1			
	C. Logistics		
1 1	C. Lugistics		
	~ Food 3x meals (crew)		
	D. Location v c/o client		
	E. Cast v c/o shift studios		
	*Post-Production		
	 		
	- End to End Video Editing (offline to		
1 1	online)		
	A. Offline Edit Cut to Cut, 2x		
	revisions		
	B. Online Edit , VFX / Supers ~		
	Transitions / Sound Design, Color		
	Grading, 3x revisions Deliverables:		
1 1	1x Main Video 1x Cutdown		
	TX THAIN VIGOO TX COLOOVII	1	



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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRIC
1	lot	Video Production				
		SCOPE OF WORK:				
		*Pre-production				
		Creative strategy and production preparation				
		Director's Treatment, Ocular, Feasibility Deck, Project				
		*Production 1 to 2 days' production shoot			ATTOO THE PERSON NAMED OF THE PROPERTY OF THE PERSON OF TH	
		A. Production Personnel, Director, Assistant Director, Creative Director,			observation in the second state of the second	
		B. Equipment				
		High-end camera, Cinematic Lenses, Production Lights and Crew				
		C. Logistics				
		~ Food 3x meals (crew)				
		D. Location v c/o client				
		E. Cast v c/o shift studios				
		*Post-Production				
		- End to End Video Editing (offline to online)				
		A. Offline Edit Cut to Cut, 2x revisions			**************************************	
		B. Online Edit , VFX / Supers - Transitions / Sound Design, Color				



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TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- 2. Bidders must quote for all or all the items.
- 3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- 6. 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.
- 7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 9. The GSO/Engineering Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name
Position/Designation
Office Telephone No.
Mobile Phone No./Fax No.
Email address/es