



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 6/19/2024
 Quotation No: 2024-0385

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 **Audio Visual Presentation for the Orientation of Community Leaders & Volunteers**, which will be undertaken in accordance with **Section 53.9** 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. PCAB (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	6. Tax Clearance (Certified true copy)

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:

Procurement Project	Approved Budget for the Contract (ABC)
Audio Visual Presentation for the Orientation of Community Leaders & Volunteers	One Hundred Fifty Thousand Pesos Only

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1		Audio Visual Presentation			
		4-5 mins presentation For community leaders and volunteers Orientation videos			
		Stages of Production			
		Pre-Production			
		Creative conceptualization and direction			



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		Script development				
		Basic storyboarding and flowboard				
		Location scouting and oculars				
		Production proper				
		One day on site production				
		Overall production management				
		Production setup				
		2-camera setup and drone camera				
		Footage shoot				
		Light and audio package				
		Voice talent				
		Post-production				
		Offline and online editing				
		Minimal VFX editing and motion graphics				
		Text overlays and supers				
		Color grading				
		Sound design				
		Audio/sound mixing				
		One draft and maximum of two revision				
		Others				
		Venue rental and permits				
		Power supply or generator				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1		Audio Visual Presentation				
		4-5 mins presentation For community leaders and volunteers Orientation videos				
		Stages of Production				
		Pre-Production				
		Creative conceptualization and direction				
		Script development				
		Basic storyboarding and flowboard				
		Location scouting and oculars				
		Production proper				

