

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/	20	24

	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:

		urement Project		Approved	Budget for the Contract (ABC)
Audio Vis	ual Presentation fo	or the Orientation of Community Leaders & Volunteers		One Hur	ndred Fifty Thousand Pesos Only
QTY	UNIT OF ISSUE	ITEM DESCRIPRION	Comp	fiance	REMARKS
QIT	UNIT OF ISSUE	TIEN DESCRIPTION	Yes	No	
1	ı	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		T		
	Basic storyboarding and flowboa	rd			V
	Location scouting and oculars	_	1		
			1		
	Production proper		+-+		
	One day on site production		1-1		
	Overall production management		T		
	Production setup		+		
	2-camera setup and drone came	ra			
	Footage shoot				
	Light and audio package				
	Voice talent			A SOUR HAVAING AND ANALOGUIENCE	× 10× 10 10 10 10 10 10 10 10 10 10 10 10 10
	Post-production			Marie 1997 - Marie	
	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		OFFERE	D QUOTATION	
QTY UNIT	T 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 flowboar	rd	 		
	Location scouting and oculars		+		
			+		
1					



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	P150,000.00	Total Offered quotation (in Php)	Php
Power supply or generator			
Venue rental and permits			
Others			
One draft and maximum of two revision			
Audio/sound mixing			
Sound design			
Color grading			
Text overlays and supers			
Minimal VFX editing and motion graphics			
 Offline and online editing			
Post-production			
Voice talent			
Light and audio package			
 Footage shoot			
2-camera setup and drone camera			
Production setup			
Overall production management			
One day on site production			

TERMS AND CONDITIONS:

- 1. 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.
- 5. 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 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