



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 141/142/143/144;  
 Email add.: Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

## REQUEST FOR QUOTATION

RFQ No. : R-23-11-523

PR No. : 23-10-G-495

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than November 13, 2023.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

NOV 07 2023  
**RICHELLE ANN L. MOROTA**  
 Authorized Official

\_\_\_\_\_  
 Buyer/Canvasser

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	5	lot	<b>Photo and video documentary</b> <b>Locations:</b> Lot 1. Leyte Lot 2. Ilocos Norte Lot 3. Lanao del Sur Lot 4. Isabela Lot5. Maguindanao  <b>General specifications per lot/locations:</b> a. High definition video production b. 3 minutes duration for each lot c. Inclusive of location shooting/on-site photoshoot/video interview per lot d. Food and accommodation during the shooting will be shouldered by the supplier e. With full-production equipment/ with high quality audio recording during f. 30 photos and videos sent in G-drive Note: Cinematic documentary peg  <b>Postproduction services:</b> a. Musical scoring and synchronization b. Dubbing c. Editing (Allow 3 minimal revisions of the draft video)			



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 141/142/143/144;  
 Email add.: Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

### REQUEST FOR QUOTATION

			<p><b>Requirements:</b></p> <p>a. Storyboard / script/ guide questions will be provided by ACD/PHilMech</p> <p>b. Delivery production: Final output on 5 4gb USBs; and raw footages of the production to be saved on a separate flash drive</p> <p>c. Production supplier should be from/near the specified locations only for faster and safer production.</p> <p>d. Delivery: PHilMech Main Office, Science City of Muñoz, Nueva Ecija</p>			
--	--	--	--	--	--	--

Delivery Period : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_



Republic of the Philippines  
Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
Science City of Muñoz, Nueva Ecija, Philippines  
Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 141/142/143/144;  
Email add.: Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

## REQUEST FOR QUOTATION

### General Conditions

1. The Approved Budget for the Contract (ABC) is 200,000.00 (40,000 per lot).
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- |                                     |      |  |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1  | Current Mayor's/Business Permit                              |
| <input type="checkbox"/>            | 7.2  | DTI/SEC Certificate of Registration                          |
| <input checked="" type="checkbox"/> | 7.3  | BIR Certificate of Registration                              |
| <input type="checkbox"/>            | 7.4  | PhilGEPS Registration Certificate (Platinum) all pages       |
| <input type="checkbox"/>            | 7.5  | Omnibus Sworn Statement                                      |
| <input type="checkbox"/>            | 7.6  | Income/Business Tax Return                                   |
| <input type="checkbox"/>            | 7.7  | Professional License/Curriculum Vitae (Consulting Services)  |
| <input type="checkbox"/>            | 7.8  | PCAB License (Infra.)  |
| <input type="checkbox"/>            | 7.9  | Net Financial Contracting Capacity (NFCC)                    |
| <input type="checkbox"/>            | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/>            | 7.11 | Others   |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
Contact No/s.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## RCEF Agricultural Machinery Distribution in Leyte (November 28, 2023)

I. Caption for FB post: 2023 RCEF Agricultural Machinery Distribution in Leyte

II. Storyboard

Duration: 4-7 minutes

SEQ #	AUDIO	VIDEO/GRAPHICS
1	SFX FADE IN THEN UNDER	PHilMech and RCEF logos
2	MSC UP THEN DOWN	Aerial shots  Arrival of farmers; registration; distribution of print materials; stage/venue; machines
3	NATSOT	Dir. Alvindia's speech  <u>ON-SCREEN TEXT:</u>  DIONISIO G. ALVINDIA, Ph.D. Director IV, PHilMech
4	MSC UP THEN DOWN	RCEF Machines
5	NATSOT	Guest speakers' speeches  <u>ON-SCREEN TEXT:</u>  <i>Sample only:</i> HON. CYNTHIA A. VILLAR Senator and Chairperson Committee on Food and Agriculture
6	MSC UP THEN DOWN	Farmers listening to speakers; farmers checking the RCEF machines; and other available clips
7	NATSOT	Interview of (first one/two) farmer/s (show machines and other clips available in-betweens)  <u>ON-SCREEN TEXT:</u>  <i>Sample only:</i> JOSE A. SANTOS Chairman San Jose City Multi-purpose Cooperative
	<p><i>Sample only:</i> "Ako po si <b>Jose A. Santos</b>, ang <b>chairman</b> ng <b>San Jose City Multi-purpose Cooperative.</b>"</p> <p>Guide Questions:</p> <ol style="list-style-type: none"> <li>1. Ano ang masasabi niyo sa programa ng RCEF Mechanization ng PHilMech?/ Pasasalamat</li> <li>2. Ano sa palagay niyo ang tulong o benepisyong makinayang matatanggap niyo sa: samahan; mga kapwa magsasaka; sa inyong lugar?</li> </ol>	

8	MSC UP THEN DOWN	<p>Guests speakers' speeches</p> <p><u>ON-SCREEN TEXT:</u></p> <p><i>Sample only:</i>  HON. CYNTHIA A. VILLAR  Senator and Chairperson  Committee on Food and Agriculture</p>
9	<p>NATSOT</p> <p><i>Sample only:</i>  "Ako po si <b>Jose A. Santos</b>, ang <b>chairman</b> ng <b>San Jose City Multi-purpose Cooperative.</b>"</p> <p>Guide Questions:</p> <ol style="list-style-type: none"> <li>1. Ano ang masasabi niyo sa programa ng RCEF Mechanization ng PHilMech? / Pasasalamat</li> <li>2. Ano sa palagay niyo ang tulong o benepisyo ng makinaryang matatanggap niyo sa: samahan; mga kapwa magsasaka; sa inyong lugar?</li> </ol>	<p>Interview of (last one/two) farmer/s (show machines and other clips available in-between)</p> <p><u>ON-SCREEN TEXT:</u></p> <p><i>Sample only:</i>  JOSE A. SANTOS  Chairman  San Jose City Multi-purpose Cooperative</p>
10	MSC UP THEN FADE OUT	<p>Awarding of certificates; group of farmers checking their machines; farmers driving the tractor/RCH; farmers smiling to the camera</p> <p>"Salamat PHilMech, salamat RCEF!"</p> <p>PHilMech and RCEF logos</p>

###