

REQUEST FOR QUOTATION Sealed Bidding

			Date:		01/17/202	
				No.:	202201-1	0857
se o este	ed that the quotati	on be signe	Delivery possible price(s) for the following item(s) which is/are urge d, sealed or stamped and submitted to the Supply Section renue, Makati City, Metro Manila.			
)	QUANTITY	UNIT	ARTICLE	UNI	Γ PRICE	TOTAL PRICE
	1.0	UNIT	Consultancy Services Consultancy Service for the Development and production of a Five (5) Minutes of the Audio Visual Presentations (AVPs) of the Department s Persons with Disabilities clients/beneficiaries who availed the different DTI Programs and Services. SCOPE OF WORK AND SPECIFICATIONS OF OUTPUTS Item 1: Audio-Visual Presentation 1.1. Pre-production (including data gathering, storyboard script, and production schedule), and Finalization/Storyboarding based on the DTI approved theme 1.2. Production Proper			
narl		All item sh 650,000.00	ould be treated as one lot. Please note on the delive	ery ter	m indicate	ed above. ABC:
ADMIN. OFFICER II						D. YULAS NG ADMIN.
par	IOPPING COM tment of Trade an our request, I/We	d Industry	ted the prices of the above mentioned articles on the Uni	t Price	-	Price columns.

Gentleman:

NO

ADMIN. OFF

Remarks

Prepared by:

DTI SHOPPING C

Department of Trac

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE		
			 i. on-site/studio production, field interview of resource persons, including DTI officials, employees, and featured PWD clients in Luzon, Visayas and Mindanao and acquisition of talents ii. All equipment (IT and video) must be provided by the outsourced provider iii. Creative info graphics/kinetic typography animation, stop motion animation video inclusive of animator, voice over talent, and original production scores iv. Use photos and videos that will not infringe the intellectual property rights of organization/entity 1.3. Post Production including editing, audio recording, product. 				
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Prepared by: MARK CI VILLANUEVA ADMIN. OFFICER II				SUPERVIS	ours, ND. YULAS ING ADMIN.		
	DTI SHOPPING COMMITTEE Department of Trade and Industry						
As per y	As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.						
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UNIT PRICE TOTAL PRICE NO QUANTITY UNIT ARTICLE Item 2: Specification of final videos 2.1. The final output shall be a fully edited audiovisual presentation with 3 episodes each lasting from 5 minutes for posting at the DTI YouTube channel: 2.2. Proprietary Script, Scoring and Background Sounds i. Original Script must be submitted for approval and once approved will be a property of DTI ii. Development of original music also becomes a property of DTI iii. Use of royalty-free music Item 3: Final Video/Sound Output Format 3.1. The final AVP should be executed on high definition using an industry standard All item should be treated as one lot. Please note on the delivery term indicated above. ABC: Remarks 650,000.00 Prepared by Very truly yours, Miocarizantar MARK C. VILLANUEVA MARY ANN D. YULAS SUPERVISING ADMIN. ADMIN. OFFICER II DTI SHOPPING COMMITTEE Department of Trade and Industry As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns. **Date Submitted** Signature over Printed Name POSITION:

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			editable digital format i.e. Two (2) copies each of the required AVPs should be delivered using DVD/MP4 format. The DTI has the right to reproduce unlimited copies, use and format, and do reverse engineering. 3.2. The final AVP should be in multi system master (PAL, NTSC, SECAM, PAL SECAM) fully edited AVP on DVD format 2 copies each of the required video should be delivered using DVD/MP4 format. 3.3. All raw video footages, scoring, and photography taken in line with this TOR will be a property of DTI for reuse in other projects 3.4. Purchase of copyright material should be shouldered by the outsourced provider 3.5. Minimum standards for the video quality are as follows:			
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			 i. Frame size and image dimension: 1280x720p High Definition (HD) ii. Variable bit rate: uncompressed iii. Screen aspect ratio: 16:9 					

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			 i. Frame size and image dimension: 1280x720p High Definition (HD) ii. Variable bit rate: uncompressed iii. Screen aspect ratio: 16:9 Item 4: Sign Language Interpreter and Preparation of Thumbnails and Captions 4.1 Insertion of a video of the Sign Language Interpreter in the video Stream 4.2 Prepare thumbnails and captions for the three (3) AVPs for uploading to DTI YouTube Channel SKILLS REQUIRED The provision of service requires a creative team with the following skills/competency: a. Script writing and production of video 			
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			 b. Videography including editing c. Animation and graphics design d. All others skills relating to the production of the required video The creative team shall have a producer/team leader who shall directly coordinate with DTI regarding the production and other details of the provision of service. VI. WORK DURATION AND LOCATION Item 1. The duration of the contract is Five (5) months. Item 2. The provision of service will have video coverage that includes field interviews of resource persons and DTI officials at the 				
Remarl	Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 650,000.00						
Prepared by: MARK C! VILLANUEVA ADMIN OFFICER II Very truly yours, Mary anno, yours, Mary anno, yours, Mary anno, yours, SUPERVISING ADMIN				D. MULAS			

DTI SHOPPING COMMITTEE

ADMIN. OFFICER II

Department of Trade and Industry

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TOTAL PRICE



HRAS - PROCUREMENT

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	following locations: 2.1. Luzon : Regions CAR, 1, 2, 4B, 5 2.2. Visayas: Regions 6, 7, 8 2.3 Mindanao: Regions 9, 10, 11, 12 and CARAGA Item 3. A maximum of Ten (10) revisions is allowed per submitted output/AVP. QUALIFICATIONS Item 1: The identified key members of the creat	ve		
	team must have at least five (5)			

Gentleman:

NO

QUANTITY

Please quote hereunder yo this office. It is requested that the quotation Department of Trade and Industry, 361 Sen. Gil J

			 2.1. Luzon : Regions CAR, 1, 2, 4B, 5 2.2. Visayas: Regions 6, 7, 8 2.3 Mindanao: Regions 9, 10, 11, 12 and CARAGA Item 3. A maximum of Ten (10) revisions is allowed per submitted output/AVP. QUALIFICATIONS Item 1: The identified key members of the creative team must have at least five (5) years of professional experience in the industry, specifically in the areas of advertising, graphic design, production, creative writing and dealing with the media, and other related fields; 		
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			creative team must have handled at least two (2) projects similar in nature to the requirement, with other government institutions and other prominent business establishments; Item 3: The identified key members must have at least two (2) recognition and commendations received from distinguished clients and; Item 4: Must be registered online with the Philippine Government Electronic Procurement System (http://www.philgeps.net) as a legitimate service provider for government requirements; Item 5: Must guarantee timely delivery of the AVP.					
Remar			Reference)					
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Prepared by: MARK CL VILLANUEVA ADMIN. OFFICER II Very truly yours, Millo canizaunlar Millo canizaunlar Millo canizaunlar Millo canizaunlar Millo canizaunlar SUPERVISING ADMIN. OFFICER								
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PROC. FORM # 4-B/ Rev.00/10.08.10(NGAS Form)
FROC. FORM # 4-B/ Rev.00/10.00.10(NGAS F0111)



			DEPARTMENT OF TRADE & NOUSTRY					
HRAS - PROCUREMENT								
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