



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *“Provision of Media Monitoring Services,”* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

- Name of Project : Provision of Media Monitoring Services
- Location : G/F DBM Building III, General Solano Street, San Miguel, Manila
- Specification : See the attached Annex “A” for the Schedule of Requirements and Annex “B” for the Technical Specifications
- Approved Budget for the Contract : Four Hundred Eighty One Thousand Pesos (P481,000.00)
- Contract Duration : March 1, 2016 to February 28, 2017
- Delivery Date : Provision of the services shall start upon issuance of the Notice to Proceed and the delivery period indicated in the Schedule of Requirements (Annex “A”)

Interested bidders shall accomplish, provide correct and accurate information, and submit the following attached documents: (i) Schedule of Requirements (Annex “A”); (ii) Technical Specifications (Annex “B”); and Price Quotation Form (Annex “C”), together with their valid and current Mayor’s Permit, PhilGeps Registration Certificate, Company Profile and other required documents.

Submission of quotation and eligibility documents is on or before 5:00 p.m. of February 8, 2016. Open quotations may be submitted, manually or through facsimile at Administrative Service (AS), General Services Division, G/F DBM Building III, Gen. Solano St., San Miguel, Manila. TeleFax No. 735-4979

For inquiry, you may contact us at Tel. Nos. 735-4902 or 791-2000 local 3115.

Very truly yours,

ATTY. ANDREA CELENE M. MAGTALAS
Director IV, Administrative Service

Schedule of Requirements

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do not just place check in the bidder's "Statement of Compliance."

Item Number	Description	Delivery Period	Statement of Compliance
1	Daily Reporting shall include The following: (i) Identification of the monitored news and commentary items; (ii) Summary of the reports; and (iii) Basic media analysis.	The upload of the daily reports must comply with the following upload schedule: 1. For Print Media: not later than 8:00 a.m of the same day 2. For online, radio and television news items: not later than 12:00 noon for the morning news and not later than 8:00 a.m of the following day for the evening news.	
2	Monthly Reporting on monitored news and commentary items including a compilation of monitored news and commentary items in document, audio and video formats.	Not later than the 7 th day of the month.	
3	Quarterly Reporting on monitor news and commentary items.	Not later than the 22 nd day of the succeeding month after end of every quarter.	

I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

Technical Specifications

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Specification	Statement of Compliance
I. Scope of Work	
<p>1. Provide access to web-based media monitoring system covering the following:</p> <ul style="list-style-type: none"> i. Selection of relevant news, photographs, features, supplements, advertorials, notices and announcements, and other issues as may be identified by the DBM; ii. Uploading of selected news to the provider's online facility not later than 8:00 a.m.; and iii. Archiving of selected news in its online facility for a period of one year. 	
<p>2. Provide the following features for its online facility:</p> <ul style="list-style-type: none"> i. Allow select DBM employees to access the website containing the uploaded news items; ii. Easy user navigation and interface for easy access to articles in the search parameters and other relevant issues; iii. Provide the necessary details relative to the news items indicated/linked in its online facility such as name of news agency and other related articles; and iv. Archiving of news items for at least one (1) month for easy tracking of previously posted press releases and news items. 	
<p>3. It shall use the following search parameters in monitoring DBM-related news items, photographs, features, supplements, advertorials, announcements, and other relevant issues:</p> <ul style="list-style-type: none"> i. Top news developments; ii. News and commentaries with direct mention of DBM Secretary Florencio B. Abad and other DBM officials; iii. News and commentary items related to public spending and economic developments; iv. News and commentary items on governance, corruption, reform, competitiveness, and other related issues; and v. Such other categories/news items as may be required by the DBM. 	
<p>4. The service provider shall base its search on the following:</p> <ul style="list-style-type: none"> i. National Broadsheets: Philippine Daily Inquirer, Philippine Star, Manila Bulletin, Business World, Business Mirror, Malaya, Manila 	

<p>Times, Manila Standard Today, The Daily Tribune</p> <ul style="list-style-type: none"> ii. National Tabloids: Bulgar, Abante, Abante Tonite, People’s Journal, Tonight, Pilipino Star Ngayon, Tempo, Inquirer Libre iii. Regional Newspaper in Cebu City, Davao City, San Fernando City, Pampanga, and Cagayan de Oro City. iv. All national television news and current affairs programs in the following stations: ABS-CBN 2, GMA 7, TV 5, ANC, Studio 23, GMA News TV, Aksyon News TV, Net 25, DZMM Teleradyo, IBC 13, Solar News. v. All national radio news and current affairs programs in the following national stations or networks of regional station: DZMM Radyo Patrol, DZBB Super Balita, DZRH Manila, DWIZ, Aksyon Radyo Singko, Bombo Radyo, Radio Mindanao Network, Radyo 5 vi. Online news websites, specifically those with breaking news and exclusive online content: ABS-CBNNews.com, GMANews.tv, Interaksyon.tv, Inquirer.net, SunStar.com.ph, Rappler.com, Philstar.com. 	
<p>5. It shall likewise provide DBM with breaking news alerts and basic media analysis on all relevant news items based on the above-cited search parameters.</p>	
<p>II. Desired Qualifications</p>	
<p>1. The service provider must have the following minimum expert qualifications:</p> <ul style="list-style-type: none"> i. At least two (2) years experience in online media monitoring; and ii. Must have handled at least one (1) similar media monitoring project for a period of at least one (1) year. To allow DBM to ascertain the veracity of their transactions in conducting media monitoring, each service provider shall submit a company profile, as well as other supporting documents. 	
<p>III. Schedule and Terms of Payment</p>	
<ul style="list-style-type: none"> 1. Provision of the services shall start from the issuance of the Notice to Proceed (NTP). 2. The Project duration shall be for a period of one (1) year. 3. Payment of the monthly invoice submitted by the firm within thirty (30) calendar days from receipt thereof. Payment shall be subject to any applicable tax obligation/deduction. 	
<p>IV. Deliverables</p>	
<ul style="list-style-type: none"> 1. Daily reports covering the following: <ul style="list-style-type: none"> a. Identification of the monitored news and commentary items; b. Summary of the reports; and c. Basic media analysis. <p>The service provider shall likewise ensure the daily upload of said reports pursuant to the Schedule of Requirements (Annex “A”).</p> 2. Monthly reports on monitored news and commentary items including a compilation of monitored news and commentary items in document, audio and video formats, within the delivery period indicated in the Schedule of Requirements (Annex “A”). 	

3. Quarterly reports on monitored news and commentary items within the delivery period indicated in the Schedule of Requirements (Annex "A").	
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I hereby certify to comply and deliver all the above Schedule of Requirements.

Name of Company/Bidder

Signature over Printed Name
Of Representative

Date

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Building III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the project: Provision of Media Monitoring Services.

Total Price Quotation: P _____

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company

Name/Signature of Representative

Contact No.