



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 "*Media Monitoring Services for CY 2018*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "*Media Monitoring Services for CY 2018*"
- Approved Budget for the Contract** : Four Hundred Sixty Two Thousand Pesos (Php462,000.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : See the attached Schedule of Requirements
- Contract Duration** : April 2, 2018 to April 1, 2019

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Certificate, Statement of Compliance, Schedule of Requirements, Omnibus Sworn Statement, and price quotation form (Annex "A") upon submission of quotation.

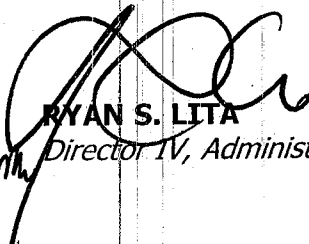
Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **March 19, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 657-3300 local 3115.

Very truly yours,


RYAN S. LITA
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. 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 item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Media Monitoring Services	Media Monitoring Services for April 2, 2018 to April 1, 2019 (Please see attached Technical Specifications)	1 lot		
Total (inclusive of VAT)				

(Amount in Words)

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

Very truly yours,

 Name/Signature of Representative

 Name of Company

 Contact No.

TECHNICAL SPECIFICATIONS

ITEM	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<p>Must provide access to web-based media monitoring system covering the following:</p> <p>1.1 Selection of relevant news, photographs, features, supplements, advertorials, notices and announcements, and other issues as may be identified by the DBM;</p> <p>1.2 Uploading of selected news to the providers online facility not later than 8:00 am; and</p> <p>1.3 Archiving of selected news in its online facility for a period of one year.</p>	
2.	<p>Must provide the following features for its online facility:</p> <p>a. Allow select DBM employees to access the website containing the uploaded news items;</p> <p>b. Easy user navigation and interface for easy access to articles in the search parameters and other relevant issues;</p> <p>c. Provide the necessary details relative to the news items indicated/ linked in its online facility such as the name of the news agency and other related articles;</p> <p>d. Archiving of news for at least one (1) month for easy tracking of previously posted press releases or news items.</p>	
3.	<p>It shall use the following search parameters in monitoring DBM-related news items, photographs, features, supplements, advertorials, announcements, and other relevant issues:</p> <p>a. Top news developments;</p> <p>b. News and commentaries with direct mention of DBM Secretary and other DBM Officials;</p> <p>c. News and commentary items on governance, corruption, reform, competitiveness, and other related issues; and</p> <p>d. Such other categories/ news items as may be required by the DBM.</p>	

4.	<p>The Service provider shall base its search on the following:</p> <ul style="list-style-type: none"> a. National Broadsheets which includes but not limited to: Philippine Daily Inquirer, Philippine Star, Manila Bulletin, Business World, Business Mirror, Malaya, Manila Times, Manila Standard Today, the Daily Tribune. b. National Tabloids which includes but not limited to: Bulgar, Abante, Abante Tonite, People's journal, Tonight, Philippine Star Ngayon, Tempo, Inquirer Libre. c. Regional Newspapers in Cebu City, Davao City, San Fernando City, Pampanga, and Cagayan de Oro City. d. All National Television news and current affairs programs in the following stations but not limited to: ABS-CBN 2, GMA 7, TV 5, ANC, Studio 23, GMA News TV, Aksyon news TV, NET 25, DZMM Teleradyo, IBC 13, Solar News. e. All National radio news and current affairs program in the following stations or networks of regional station but not limited to: DZMM Radyo Patrol, DZBB Super Balita, DZRH Manila, DWIZ, Aksyon Radyo Singko, Bombo radio, Radio Mindanao network, Radyo 5. f. Online news websites, specifically those with breaking news and exclusive online content which includes but not limited to: ABS-CBNews.com, GMANews.TV, Interaksyon.tv, Inquirer.net, Sunstar.com.ph, rappler.com, Philstar.com. 	
5.	<p>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>	
6.	<p>Deliverables:</p> <ul style="list-style-type: none"> a. Daily reports covering the following: <ul style="list-style-type: none"> i. Identification of the monitored news and commentary items; ii. Summary of the reports; iii. Social Media monitoring; and 	

	<p>iv. Basic media analysis.</p> <p>The Service provider shall likewise ensure the daily upload of said reports pursuant to the schedule of requirements.</p> <p>b. Monthly reports on monitored news, social media and commentary items including a compilation of monitored news, social media and commentary items in document, audio and video formats, within the delivery period.</p> <p>c. Quarterly reports on monitored news and commentary items within the delivery period.</p>	
7.	<p>The Service Provider must have the following minimum expert qualification:</p> <p>a. At least two (2) year's experience in online media monitoring; and</p> <p>b. 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>	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

MEDIA MONITORING SERVICES

Terms of Reference

I. BACKGROUND

Media Monitoring agencies have quicker access and response mechanisms to tri-media (traditional) and online media news as they happen through their technology. Instead of relying on in-house newspaper clippings which is limited to broadsheet newspapers, the hiring of a Media Monitoring Agency, to provide Media Monitoring Services to DBM is beneficial to obtain information relevant to the Department.

Thus, the DBM will be requiring the services of a Media monitoring Agency for a period of one (1) year, starting April 2, 2018 to April 1, 2019.

II. SCOPE OF WORK

1. Provide access to web-based media monitoring system covering the following:
 - a. Selection of relevant news, photographs, features, supplements, advertorials, notices and announcements, and other issues as may be identified by the DBM;
 - b. Uploading of selected news to the providers online facility not later than 8:00 am; and
 - c. Archiving of selected news in its online facility for a period of one year.
2. Provide the following features for its online facility:
 - a. Allow select DBM employees to access the website containing the uploaded news items;
 - b. Easy user navigation and interface for easy access to articles in the search parameters and other relevant issues;
 - c. Provide the necessary details relative to the news items indicated/ linked in its online facility such as the name of the news agency and other related articles;
 - d. Archiving of news for atleast one (1) month for easy tracking of previously posted press releases or news items.
3. It shall use the following search parameters in monitoring DBM-related news items, photographs, features, supplements, advertorials, announcements, and other relevant issues:
 - a. Top news developments;
 - b. News and commentaries with direct mention of DBM Secretary and other DBM Officials;
 - c. News and commentary items on governance, corruption, reform, competitiveness, and other related issues; and

d. Such other categories/ news items as may be required by the DBM.

4. The Service provider shall base its search on the following:

- a. National Broadsheets: Philippine Daily Inquirer, Philippine Star, Manila Bulletin, Business World, Business Mirror, Malaya, Manila Times, Manila Standard Today, the Daily Tribune.
- b. National Tabloids: Bulgar, Abante, Abante Tonite, People's journal, Tonight, Philippine Star Ngayon, Tempo, Inquirer Libre.
- c. Regional Newspapers in Cebu City, Davao City, San Fernando City, Pampanga, and Cagayan de oro City.
- d. All National Television news and current affairs programs in the following station: ABS-CBN 2, GMA 7, TV 5, ANC, Studio 23, GMA News TV, Aksyon news TV, NET 25, DZMM Teleradyo, IBC 13, Solar News.
- e. All National radio news and current affairs program in the following stations or networks of regional station: DZMM Radyo Patrol, DZBB Super Balita, DZRH Manila, DWIZ, Aksyon Radyo Singko, Bombo radio, Radio Mindanao network, Radyo 5.
- f. Online news websites, specifically those with breaking news and exclusive online content: ABS-CBNews.com, GMANews.TV, Interaksyon.tv, Inquirer.net, Sunstar.com.ph, rappler.com, Philstar.com.

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.

III. DELIVERABLES, SCHEDULE OF REQUIREMENTS AND OTHER ARRANGEMENTS

1. Deliverables:

a. Daily reports covering the following:

- i. Identification of the monitored news and commentary items;
- ii. Summary of the reports;
- iii. Social Media monitoring; and
- iv. Basic media analysis.

The Service provider shall likewise ensure the daily upload of said reports pursuant to the schedule of requirements.

- b. Monthly reports on monitored news, social media and commentary items including a compilation of monitored news, social media and commentary items in document, audio and video formats, within the delivery period.
- c. Quarterly reports on monitored news and commentary items within the delivery period.

2. Schedule of Requirements:

Item number	Description	Delivery Period
1	Daily reporting shall include the following: 1. Identification of the monitored news, social media and commentary items; 2. summary of reports, and 3. basic Media Analysis	1. For print Media: not later than 8:00am of the same day 2. For Online, radio, television news items: not later than 12:00 noon for the morning news and not later than 8:00 am of the following day for the evening news
2	Monthly reporting of monitored news and commentary items including a compilation of monitored news and commentary items in document, audio, and video formats.	Not later than the 7th day of the month
3	Quarterly Reporting on monitored news and commentary items	not later than 22nd day of the succeeding month after end of every quarter

IV. DESIRED QUALIFICATIONS

1. The Service Provider must have the following minimum expert qualification:
 - a. At least two (2) year's experience in online media monitoring; and
 - b. 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.

V. TERMS OF PAYMENT

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 30 days from receipt thereof;
4. Payment shall be subject to any applicable tax obligation/ deduction.

SCHEDULE OF REQUIREMENTS

Item number	Description	Delivery Period
1	Daily reporting shall include the following: 1. Identification of the monitored news, social media and commentary items; 2. summary of reports, and 3. basic Media Analysis	<p>1. For print Media: not later than 8:00am of the same day</p> <p>2. For Online, radio, television news items: not later than 12:00 noon for the morning news and not later than 8:00 am of the following day for the evening news</p>
2	Monthly reporting of monitored news and commentary items including a compilation of monitored news and commentary items in document, audio, and video formats.	Not later than the 7th day of the month
3	Quarterly Reporting on monitor news and commentary items	Not later than 22nd day of the succeeding month after end of every quarter

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature over Printed Name of Representative	Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. ___, *[date issued]*, *[place issued]*
IBP No. ___, *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____