



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 "Audio-Video Production for the Budget Reform Program Communication Campaign and Training and the Budget Reform Bill", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : "Audio-Video Production for the Budget Reform Program Communication Campaign and Training and the Budget Reform Bill"

**Approved Budget for the Contract** : "Eight Hundred Thousand Pesos" (Php 800,000.00)

**Specifications** : See the attached Annex "A" for specifications

**Location** : Department of Budget and Management, General Solano Street, San Miguel Manila

**Delivery Term** : On or before December 2019 upon issuance of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's / Business Permit, Latest Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, Authority of the Signatory (Secretary Certificate), and price quotation form (Annex "A") during submission of offer/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 initialed 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 NOV 18 2019 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. no. 8657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service MAP

# PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano Street,  
 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
Audio-Video Production for the Budget Reform Program Communication Campaign and Training and the Budget Reform Bill	<i>Please see Technical Specifications and Schedule of Requirements.</i>	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

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."

Item	Technical Specifications	STATEMENT OF COMPLIANCE										
	Audio-Video Production for the Budget Reform Program Communication Campaign and Training and the Budget Reform Bill											
I.	<u>Delivery Date</u> <ul style="list-style-type: none"> <li>• Final delivery of goods is expected to be before or in December 2019.</li> </ul>											
II.	<u>Objectives</u> <ul style="list-style-type: none"> <li>• The aim of the project is to develop four (4) sets of video materials for the Budget Reform Program (BRP) to be used in various communication campaigns and trainings of Public Financial Management (PFM) Programme.</li> <li>• It will support the BRP in reaching its goal to reengineer the budgetary processes towards an efficient, accountable, and transparent use of public funds through information dissemination, towards developing fully informed stakeholders.</li> <li>• Specifically, the AVP's aim to present the following:               <ol style="list-style-type: none"> <li>1. Overview of the Cash Budgeting System (CBS);</li> <li>2. Discussion on DBM history , background and mandate together with its functions and organizational structure;</li> <li>3. Brief background of the Budget and Treasury Management System (BTMS); and</li> <li>4. Overview of the Public Financial Management Competency Program (PFMCP) as a strategy crafted by the DBM to improve the competencies of PFM practitioners from different government agencies.</li> </ol> </li> </ul>											
III.	<u>Technical Requirements</u> <ul style="list-style-type: none"> <li>• At the end of the contract the following AVP's shall be produced</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">Item</th> <th style="width: 75%;">Technical Specifications</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AVP on CBS</td> <td rowspan="3">Production of 3-5 minute high definition animated video. The service shall include:               <ol style="list-style-type: none"> <li>a) Research / Interviews</li> <li>b) Creative idea / concept</li> <li>c) Development of the storyboard (from proposals to final layout), in coordination with the end-user</li> <li>d) Development of script for AVP's and / or editing, in coordination with the end-user</li> <li>e) Video / photo / image archival research</li> <li>f) Voice over and sound scoring</li> <li>g) Post-production: editing, special</li> </ol> </td> </tr> <tr> <td>2</td> <td>DBM History and Background</td> </tr> <tr> <td>3</td> <td>BTMS Video</td> </tr> </tbody> </table>		Item	Technical Specifications	1	AVP on CBS	Production of 3-5 minute high definition animated video. The service shall include: <ol style="list-style-type: none"> <li>a) Research / Interviews</li> <li>b) Creative idea / concept</li> <li>c) Development of the storyboard (from proposals to final layout), in coordination with the end-user</li> <li>d) Development of script for AVP's and / or editing, in coordination with the end-user</li> <li>e) Video / photo / image archival research</li> <li>f) Voice over and sound scoring</li> <li>g) Post-production: editing, special</li> </ol>	2	DBM History and Background	3	BTMS Video	
	Item	Technical Specifications										
1	AVP on CBS	Production of 3-5 minute high definition animated video. The service shall include: <ol style="list-style-type: none"> <li>a) Research / Interviews</li> <li>b) Creative idea / concept</li> <li>c) Development of the storyboard (from proposals to final layout), in coordination with the end-user</li> <li>d) Development of script for AVP's and / or editing, in coordination with the end-user</li> <li>e) Video / photo / image archival research</li> <li>f) Voice over and sound scoring</li> <li>g) Post-production: editing, special</li> </ol>										
2	DBM History and Background											
3	BTMS Video											

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			<p>effects rendering / graphics, musical scoring, English subtitling, etc.</p> <p>h) Deliverables: 3-5 minutes AVP; 5 Master DVD copies and a soft copy each in .avi and .mov file formats</p>	
	4	AVP on PFMCP	<p>Production of 3-minute high animated video with live footage. The service shall include:</p> <p>a) Research / interviews</p> <p>b) Creative idea / concept</p> <p>c) Development of the storyboard (from proposals to final layout), in coordination with the end-user</p> <p>d) Development of script for AVP and /or editing, in coordination with the end-user</p> <p>e) Video / photo / image archival research</p> <p>f) Video shootings</p> <p>g) Voice over and sound scoring</p> <p>h) Post-production: editing, special effects rendering/graphics, musical scoring, English subtitling, etc.</p> <p>i) Deliverables: 3-5 minutes AVP; 5 Master DVD copies and a soft copy each in .avi and .mov file formats</p>	
IV.	<p><u>Specification on the Audio Visual Presentation</u></p> <p>➤ <u>CBS</u></p> <ul style="list-style-type: none"> <li>• 3-5 minutes</li> <li>• High definition animated video</li> <li>• Outline <ul style="list-style-type: none"> <li>– What is CBS?</li> <li>– Main rationale</li> <li>– Obligation Budgeting vs Cash Budgeting</li> <li>– Transition plans</li> <li>– How do agencies benefit from the shift?</li> <li>– Next steps?</li> <li>– How it will aid on the long term goals of the Administration?</li> </ul> </li> </ul> <p>➤ <u>DBM History and Background</u></p> <ul style="list-style-type: none"> <li>• 3-5 minutes</li> <li>• High definition animated video</li> <li>• In Filipino language</li> <li>• Outline <ul style="list-style-type: none"> <li>– DBM History and Background</li> <li>– DBM Mandate</li> <li>– Function and Organizational Structure</li> </ul> </li> </ul> <p>➤ <u>BTMS</u></p>			

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	<ul style="list-style-type: none"> <li>• 3-5 minutes</li> <li>• High definition animated video</li> <li>• Outline <ul style="list-style-type: none"> <li>– Rationale</li> <li>– Key features</li> <li>– Using the BTMS for Budget Utilization (BU)</li> <li>– How does it operate?</li> <li>– What are the responsibilities of the agency for the full implementation of the BTMS-BU module?</li> <li>– What are the responsibilities of the DBM</li> </ul> </li> </ul> <p>➤ <u>PFMCP Viral Video</u></p> <ul style="list-style-type: none"> <li>• 3-5 minutes</li> <li>• High definition animated video</li> <li>• Outline <ul style="list-style-type: none"> <li>– What is PFM?</li> <li>– What is PFMCP as part of the PFM Reform Roadmap / Philippine Development Plan</li> <li>– Who are the targeted participants?</li> <li>– What are the tracks and courses under the competency program?</li> <li>– The PFMCP twinning arrangement and the partner SUC's</li> <li>– END-Invitation to join the PFMCP – IN KA BA?!</li> </ul> </li> </ul>	
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I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

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## ***SCHEDULE OF REQUIREMENTS***

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Audio-Video Production for the Budget Reform Program Communication Campaign and Training and the Budget Reform Bill	1 lot	On or before December 2019 upon issuance of Notice to Proceed (NTP)
I	Delivery Date		
II	Objectives		
III	Technical Specifications		
IV	Specification on the Audio Visual Presentation		

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

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