



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 2022-074

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Media Monitoring and Analysis Service**" for FY 2022 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 3, 2022, 2:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2022 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/Business Tax Return³ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.⁴

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mdavid@dbm.gov.ph.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

⁴Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

- 1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if the item being offered is for free.
- 2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A.	Media Monitoring and Analysis Service <i>Please see the attached Annex "C" for the detailed Technical Specifications and Schedule of Requirements</i>	1 lot			

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

<u>SCHEDULE OF REQUIREMENTS</u>		<u>BIDDER'S STATEMENT OF COMPLIANCE</u>
A.	<i>Please see the attached Annex "C" for the detailed Technical Specifications and Schedule of Requirements</i>	1 lot

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Two Hundred Ninety-Eight Thousand and Four Hundred Seventy-Six Pesos (Php 298,476.00)	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

<u>Payment Details:</u>	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	

Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

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 newspaper, the hiring Media Monitoring Agency, to provide Media Monitoring Services to DBM is beneficial to obtain information relevant to the Department.

Thus, the DBM will requiring the services of Media monitoring Agency for a period of six months.

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 6:00 am, 11:00noon and 5:00 pm; and
 - c. Archiving of selected news in its online facility for period of one year.
2. Provide the following features for its online facility:
 - a. Allowing 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 indicated/linked in its online facility such as the name of the news agency and other related articles;
 - d. Archiving of news for at least one (6) months 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 commentary with direct mention of DBM Secretary and other DBM Officials;
 - c. News and commentary items on rightsizing, devolution, fund release, government subsidies, governance, corruption, budget reform, competitiveness, and other related issues; and
 - d. Such other categories/news items as may 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, Hataw, Bandera, Philippine Star Ngayon, Tempo, People's Journal, People's Tonight
 - 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, GMA News TV, News5, NET 25, DZMM Teleradyo, IBC 13, SMNI.
 - e. All National radio news and current affairs program in the following stations or networks of regional station: DZMM Super, Radyo Patrol, DZBB Super Balita, DZRH Manila, DWIZ, Aksyon Singko, Bombo Radyo, Radio Mindanao Network, Radyo 5, Padio Pilipinas
 - f. Online news website specifically those with breaking news and exclusive online content and influential bloggers: ABS-CBNews.com, GMANews.TV, Interaksyon.tv, Inquirer.net, Sunstar.com.ph, rappler.com, Philstar.com, Thinking Pinoy, For the Motherland – Sass Rogando Sasot, Mark Lopez
 - g. Government websites – Philippine Information Agency, Bureau of Communication Services, FOI Philippines
5. It shall likewise provide DBM with breaking news alerts and basic media analysis on all relevant news 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 on 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.

IV. 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 5:00pm for the afternoon news not later than 7:00 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 7 th day of the month
3	Quarterly Reporting on monitor news and commentary items	Not later than 22 nd day of the succeeding month after end of every quarter

V. 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.

VI. TERMS OF PAYMENT

1. Provision of the service shall start from the issuance of the Notice to Proceed (NTC).
2. The project duration shall be for a period of six (6) months.
3. Payment of the monthly invoice submitted by the firm within 30 days from receipt thereof;
4. Payment shall subject to any applicable tax obligation/ deduction.