



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

REQUEST FOR PROPOSAL

- The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the “*Engagement of a Multimedia Production Artist*” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : “*Engagement of a Multimedia Production Artist*”

Approved Budget for the Contract : Four Hundred Seventy-Six Thousand Pesos (Php476,000.00)

Terms of Reference : See the attached Annex “A” for Terms of Reference

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term : See attached schedule in the Terms of Reference (Annex “A”)

- The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Multimedia Production Artist is expected to meet the following objectives for the duration of the Project:
 - To create a promotional video on the Department of Budget and Management’s accomplishments

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
 - (i) Experience of the *Multimedia Production Artist* in overseeing and directing the entire production process of the promotional video (40 points);
 - (ii) Similar projects completed in the government sector/ non-government agency (30 points); and
 - (iii) Qualification of consultant who will be assigned in the project (30 points).
- The DBM shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
- The DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

- Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
- The minimum score required for each criterion is, as follows:
 - (i) Experience of the *Multimedia Production Artist* in overseeing and directing the entire production process of the promotional video (25 points)
 - (ii) Similar projects completed in the government sector/ non-government agency (20 points); and
 - (iii) Qualification of consultant who will be assigned in the project (15 points).
- Interested suppliers are required to submit the following documents as eligibility requirements during submission of offer/quotation:
 - Valid and current Mayor's Permit
 - 2017 Income/Business Tax Return
 - PhilGEPS Registration Number
 - Omnibus Sworn Statement
 - Price Quotation Form (Annex "C")
 - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
 - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
 - Curriculum Vitae (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

 1. Diploma
 2. Certificate of Employment
 3. Professional Certifications and/or Licenses
 4. Portfolio
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder
- Submission of quotation and eligibility documents is on or before **11:00 a.m. of January 3, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila.
- For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
 Director IV Administrative Service

TERMS OF REFERENCE

ENGAGEMENT OF A MULTIMEDIA PRODUCTION ARTIST

I. BACKGROUND

The Media Unit under the Office of the Secretary is tasked to develop and oversee the efficient and effective media management of the Department Secretary and DBM.

II. OBJECTIVES

The objective of this engagement is to create a promotional video on the Department of Budget and Management's accomplishments within thirty (30) days from the date of receipt of Notice to Proceed.

III. QUALIFICATION REQUIREMENTS

The Multimedia Artist should:

1. Have at least a Bachelor's degree preferably in Communications, Marketing, Multimedia Arts, Fine Arts, or any other relevant course;
2. Have successfully created promotional videos for at least one (1) government agency and/or one non-government agency;
3. Have experience overseeing and directing the entire production process of the promotional video.

IV. SCOPE OF WORK

1. 1 3-4 minute full-length video highlighting the accomplishments and plans of DBM as an institution
2. Production of graphics, typography, voiceovers, photos, video clips, etc., as necessary for the video
3. Creative, logistic, communication fees, voice overs, provision of recording studio, as required should be included.

V. SCHEDULE OF PAYMENT AND DELIVERABLES

The Multimedia Artist will be paid the amount not more than the approved budget for the project, chargeable against appropriate DBM funds and subject to any tax obligations/deductions that may be imposed upon submission and acceptance of required outputs and deliverables, as follows:

	Deliverable	Payment	Timeline
1	First draft of the video	40%	15 days from the issuance and acceptance of Notice to Proceed
2	Turnover of the ready-to-use file of the promotional video	30%	10 days from the return of feedback on first draft
3	Turnover of all raw and finished files	30%	5 days from turnover of ready-to-use file

Travel expenses, at allowable government rates, for official travels of the contract of service personnel, whenever necessary and as authorized by the Secretary, shall be chargeable against appropriate DBM funds, subject to existing budgeting, accounting, and auditing rules and regulations.

VI. DISPUTE RESOLUTION

Any dispute resolution arising out of the contract, which cannot be amicably settled, between DBM and the firm, shall be referred to adjudication/arbitration in accordance with the laws of the Republic of the Philippines.

VII. LIABILITY

In case the individual consultant fails to satisfactorily complete the services required under the contract, the same shall be liable for damages of the delay. Consequently, the individual consultant will have to pay DBM liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion for every day of delay, but not more than ten percent (10%) of the contract amount.

VIII. TERMINATION

The DBM or the firm may extra-judicially terminate the contract for any reason, by notifying the other party in writing, at least one (1) month prior to intended date of termination of contract.

ELIGIBILITY DATA SHEET

The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to January 3, 2019 (see Annex E for format).

Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).

Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.

Each prospective bidder shall submit one (1) original eligibility documents.

DBM-BAC Secretariat
BAC Conference Room
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 657-3300 local 3115
Email address: procurement@dbm.gov.ph

The name of the Project is *Engagement of a Multimedia Production Artist*

The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

The place of opening of eligibility documents is the same with the above-mentioned address.

The date and time of opening of eligibility documents January 3, 2018, 11:00 a.m.

Similar contracts shall refer to Multimedia production

The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (i) Experience of the *Multimedia Production Artist* in overseeing and directing the entire production process of the promotional video (40 points);
- (ii) Similar projects completed in the government sector/ non-government agency (30 points); and
- (iii) Qualification of consultant who will be assigned in the project (30 points).

The minimum score required for each criterion is, as follows:

(i) Experience of the *Multimedia Production Artist* in overseeing and directing the entire production process of the promotional video (25 points)

(ii) Similar projects completed in the government sector/ non-government agency (20 points); and

(iii) Qualification of consultant who will be assigned in the project (15 points).

Evaluation Criteria

Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Experience of the Multimedia Production Artist in overseeing and directing the entire production process of the promotional video		40	25
2. Similar Projects Completed in the Government Sector/ Non-Government Agency		30	20
3. Qualification of Consultant		30	15
Bachelor's Degree or higher			
Total		100.00	60.00

**Statement of all Government and Private Contracts Completed
which are Similar in Nature**

Consultant's Name: _____

Consultant's Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Date : _____

Instructions:

- a) Projects should be completed within ten (10) years immediately preceding January 3, 2019
- b) Completed contract:
 - (i) Similar contract shall refer Multimedia Production
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Consultant's Name: _____

Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name and Signature)

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to January 3, 2019.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

CURRICULUM VITAE (CV) OF THE CONSULTANT

Personal Information					
Name of Consultant					
Address		Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status	
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload (include workload or projects form other companies, if any)						
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities	
	From	To				

Relevant Training (start from the most recent)						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				

Education (start from the most recent)

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other	Credentials	Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

- 5. Diploma
- 6. Certificate of Employment
- 7. Professional Certifications and/or Licenses
- 8. Portfolio

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Date: _____
Signature

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
<i>Engagement of a Multimedia Production Artist</i>	<ul style="list-style-type: none"> ▪ Please see attached Annex "A" for the Terms of Reference 	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.