



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

REQUEST FOR QUOTATION

No. 24-056

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Development of Branding and Creatives for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting"** for FY 2024 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 July 19, 2024 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 the email address indicated below.

A copy of your **2024 Business/Mayor's Permit** 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 Statement (GPPB-prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)**¹ 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 Quotation².

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

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹ Manually filed tax returns or filed through the EFPS

² Failure 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 of 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)
	Development of Branding and Creatives for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting <u>Scope of Work for Branding and Creatives</u> 1. The Creatives Agency (hereinafter referred to as the Agency) will conceptualize and design all event collaterals for the OGP Regional Summit.	1 lot			

	<p>2. At the minimum, the Agency shall fulfill the following:</p> <p>2.1 Event logo. The agency will submit to the DBM (herein referred to as "Client") a minimum of four (4) studies, with up to six (6) revisions, complying with specifications of Client.</p> <p>2.2 Style guide. This will include recommended pantone or color codes and typography, a collection of relevant icons and graphics, design templates, and design elements usage guidelines, proposed photo, video, and editorial policy, and others that may be agreed upon.</p> <p>2.3 Template designs for all collateral necessary for the event, such as but not limited to:</p> <ul style="list-style-type: none"> a. Printed materials such as posters, primers, brochures, media kits, advertisements in color and black and white, circular letters and official announcements, slide presentations, official forms, watermarks, etc. b. Stationery, business cards, envelopes, letterheads, folders, notepads, etc. c. Online/digital media and/or assets such as website home page, social media art cards, etc. d. Corporate gifts and office items (lanyards, shirts, jackets, caps, and other contemporary gift items) e. Physical space (outdoor advertisements, signages, etc.) f. Others as may be agreed upon. <p>3. The Agency will be an Advertising or Creatives Company with at least eight (8) years of experience in the field of advertising, graphics design, or other related discipline composed of in-house</p>				
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	<p>staff members with expertise/capacity to implement the terms of this contract and sufficient resources to carry out the required activities, preferably with experience in executing and developing a similar project on an international level in the last three (3) years.</p> <p>4. All recommendations and decisions of the branding and creatives team shall be subject to concurrence and approval of the Client, through its duly designated representative, prior to implementation.</p> <p>4.1 The Agency will make its representatives available for alignment meetings with the Client at the venue chosen by Client.</p> <p>4.2 The Agency will submit studies as agreed upon and will have the flexibility for adjustments, as necessary.</p> <p>5. All art and creatives submitted will be owned solely by Client.</p> <p>Deliver output based on the following timelines*: See Schedule of Requirements</p> <p><i>*Subject to changes based on mutual agreement of both parties</i></p> <p>Implementing Arrangement</p> <p>The DBM for this event shall be the focal point for this endeavor. After the event, all deliverables will be submitted both in printed and digital copies, if applicable through:</p> <p>SECRETARY AMENAH F. PANGANDAMAN Department of Budget and Management</p> <p><u>Roles and responsibilities of the Branding and Creatives Team</u></p> <p>1. Delivery and submission of all the required outputs as agreed upon in this TOR</p> <p>2. Secure approval of the Client before initiating any activity relative to the</p>				
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	<p>objectives of the OGP Asia and Pacific Regional Meeting and should work closely with the representatives in the organizing Committee</p> <p>3. The branding and creatives team shall abide by the terms and conditions stipulated in the purchase order</p> <p>4. The branding and creatives team, in the performance of the scope of work as indicated herein, shall not infringe upon any third party's intellectual property rights, including but not limited to, patents, copyrights, trademarks, trade secrets, rights of publicity, and proprietary information. The copyright of the final submitted output shall belong to Client.</p> <p><u>Roles and responsibilities of the DBM</u></p> <p>1. Work closely with and oversee the work of the branding and creatives team</p> <p>2. Convene and document coordination, consultative, emergency meetings, and related administrative preparations</p> <p>3. Approve all designs, collaterals, work done by the chosen branding and creatives team</p> <p>4. Issue a certificate of acceptance based on the approved quality and timeliness of the submission of deliverables</p> <p>5. Ensure the release of payment based on agreed scheme and completion of deliverables based on timelines and quality standards</p> <p>6. Have ownership of all assets developed</p> <p><u>Roles and responsibilities of other technical office/s involved</u></p> <p>1. Provide technical (integration of technical program concepts and principles) assistance in the conceptualization of the event branding and key visuals</p>				
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	<p><u>Payment Scheme</u></p> <table><tr><td>50%</td><td>Submission/presentation of event branding and key visuals for client feedback</td></tr><tr><td>50%</td><td>Submission of branding guide and files in .psd and .png formats to Client in a hard drive</td></tr></table> <p><u>Desired Qualifications of Branding and Creatives Team</u></p> <p><i>Note: Valid proof of the following qualifications mentioned must be provided prior to the award of the contract. Failure to provide will result in non-compliance with the Technical Specifications</i></p> <ol style="list-style-type: none">1. Type: Advertising or Creatives Company2. At least eight (8) years of experience in the field of advertising, graphics design, or other related discipline3. Composed of in-house staff members with expertise/capacity to implement the terms of this contract4. With sufficient resources to carry out the required activities5. Have executed and delivered a similar project, preferably in an international level, in the last three (3) years.	50%	Submission/presentation of event branding and key visuals for client feedback	50%	Submission of branding guide and files in .psd and .png formats to Client in a hard drive				
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<u>SCHEDULE OF REQUIREMENTS*</u>		Bidder’s Statement of Compliance
Development of Branding and Creatives for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting		
August 1, 2024	Onboarding and orientation	
	Start of conceptualization and development of event branding and key visuals	
August 30, 2024	Submission/presentation of initial event branding and key visuals for client feedback	

September 2, 2024	Initial presentation and gathering of comments and feedback to key stakeholders	
September 5, 2024	End of gathering of comments and feedback Revision of the initially submitted key branding and visuals based on the comments and feedback received from the stakeholders	
September 12, 2024	Submission/presentation of the revised key branding and visuals based on client's feedback Approval of the final output	
September 13, 2024	Turnover of branding guide and files in .psd and .png formats to Client in a hard drive	
September 16, 2024	Final and approved mock-ups for production	

**subject to changes based on mutual agreement of both parties*

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Ninety-Five Thousand Pesos only (Php 995,000.00)	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 an 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 the 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 the 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