



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

REQUEST FOR QUOTATION

No. 25-059

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Procurement of Video Production Services for PFMCP Digital Installation**" for FY 2025 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions) and C (Terms of Reference)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 27, 2025, 2:00 P.M.** 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 **2025 Business or 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 (NGPA GPPB-prescribed forms), and 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 Quotation.²

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

AARON ALBERTO A. ESCALONA
Director III, and Concurrent
Chief Administrative Officer

¹ Manually filed tax returns or filed through 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 SPECIFICATIONS

- 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	Procurement of Video Production Services for PFMCP Digital Installation - In accordance with Annex C, Detailed Terms of Reference	One (1) Lot			

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

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
A	Start of coordination with supplier (e.g., email, telephone conversation, viber/SMS messages, and other forms of formal/informal communication)	Within five (5) calendar days upon receipt of Notice to Proceed	
B	Submission of initial draft	Within 5 calendar days from receipt of verbal or written communication from the Director of ACTS or his/her authorized representative	
C	Submission of videos for approval	Within 5 calendar days from receipt of comments or feedback on initial draft	
D	Final outputs	With 5 calendar days from approval of final drafts	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Eight Hundred Ninety Thousand Three Hundred Seventy-Three Pesos Only (Php890,373.00)	In words: _____

	In figures: _____

PAYMENT DETAILS

<i>Payment Terms:</i>	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	



CONFORME:

- _____
Signature over Printed Name
(Authorized Representative)
- _____
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 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 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
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

ANNEX "C"

Procurement of Video Production Services for PFMCP Digital Installation

Terms of Reference

I. Background

The Department of Budget and Management (DBM) has committed to capacitate and engage Public Financial Management (PFM) practitioners in the Government of the Philippines (GoP).

In 2025, the PFM Competency Program (PFMCP) will celebrate its 10th year anniversary since its inception and implementation in the government. To celebrate this milestone, the Advocacy, Communications and Training Service (ACTS) will prepare a celebration in November commemorating the highlights of the program as well as the people involved in its success.

The celebration will culminate on November 27, 2025, at a hotel in Manila, where the significant contributions to the development of the PFMCP will be recognized and celebrated, the people behind its success, and those the program was able to reach.

II. Technical Specifications

Procurement of Video Production Services for PFMCP Digital Installation	<p>The video production will include four (4) 3 minute high-definition videos of the following:</p> <ol style="list-style-type: none">PFMCP through the years – timeline or collage of key momentsVoices of impact – testimonials from participantsPartners in progress – testimonials from institutional partnersWisdom shared – testimonials from resource speakers <p>The above mentioned are inclusive of the following:</p> <ul style="list-style-type: none">Size: 1920x1080Orientation: PortraitConceptShootScriptingEditingProducerEditorMotion Graphic Artist and EquipmentStaff MealsTransportation of Staff <p>The deliverables are (4) 3-minute videos with soft copies of each in .avi and .mov file format. Each 3-minute video will have 3 drafts, if necessary.</p> <p>The end-user shall be responsible for the following:</p> <ul style="list-style-type: none">Provide the technical content and other relevant information for the video production and scriptwriting;
--	---



	<ul style="list-style-type: none">• Identify and coordinate with the talent who will be featured in the videos; and• Evaluation, approval and acceptance of all project deliverables
--	---

III. Schedule of Requirements

- a. Start of coordination with supplier (e.g., email, telephone conversation, viber/SMS messages, and other forms of formal/informal communication): within 5 calendar days upon receipt of Notice to Proceed
- b. Submission of initial draft: within 5 calendar days from receipt of verbal or written communication from the Director of ACTS or his/her authorized representative
- c. Submission of videos for approval: within 5 calendar days from receipt of comments or feedback on initial draft
- d. Final outputs: within 5 calendar days from approval of final drafts

IV. Budget

The total proposed budget for the procurement of the video production services for the PFMCP digital installation is **EIGHT HUNDRED NINETY THOUSAND AND THREE HUNDRED SEVENTY-THREE PESOS AND 0/100 CENTAVOS ONLY (Php 890,373.00)**.

V. Terms of Payment

The terms of payment shall be as follows:

1. Full payment upon the completion of the project and all services included in the signed contract; and
2. Payment shall be subject to any applicable tax obligation/deduction.

VI. Funding Source

The proposed budget for the program shall be charged against available DBM funds under the FY 2024 General Appropriations Act.

