

July 25, 2022

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

RFQ No. TPB-RFQ 2022.07.240

PR No. 7.043

Requirements : Services of a Visual/Creative Agency for the Development of Infographic Animated Video for Philippine Travel Exchange (PHITE) 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Services of a Visual/Creative Agency for the Development of Infographic Animated Video</p> <p>SPECIFICATIONS/DELIVERABLES</p> <p>TPB requires the services of a visual/creative agency that can create and develop an Infographic Animated Video to be shown as a briefing on the mechanics of the Travel Exchange with the following technical specifications:</p> <ul style="list-style-type: none"> ● Size: 1920x1080 (1080p) ● 24 FPS (frames per second) ● Format: MP4 ● Minimum of 3 minutes, maximum of 5minutes ● With background music, sound effects, and voice over <p>The infographic-animated video shall contain the following (to be provided by TPB):</p> <ul style="list-style-type: none"> ● Brief history of PHITEX ● B2B and speed networking core guidelines/mechanics ● Virtual platform features ● Participation details 	Php400,000.00	Php400,000.00

	<ul style="list-style-type: none"> ● Program of activities <p>Video must:</p> <ul style="list-style-type: none"> ● Not be too wordy ● Narration told through animation ● Minimalist ● Clean ● Creative ● Straight to the point ● Fun, engaging, and professional to watch at the same time ● Avoid using stock photos/animation ● Include translation (subtitle and dubbing) to Korean, Japanese, Chinese (both Traditional and Simplified), Arabic, Spanish and Russian <p>Additional Notes:</p> <ol style="list-style-type: none"> 1. The video will be shown to all participants in the virtual event platform. 2. The supplier must closely coordinate with TPB during the production of the animated video. 3. The supplier must assign one (1) point person to coordinate all requirements of TPB. 4. The supplier must provide the working file and assets. 5. TPB shall approve all changes to be made in the video. 6. The supplier must secure copyright and permission from rightful owners for the materials that will be used including background music to be shown on the AVP if needed. 7. TPB shall have full legal ownership of the artworks, for commercial and perpetual use. 8. TPB reserves the right to modify the files if needed. 		
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	<p>9. TPB will provide the mechanics script for the video.</p> <p>10. Sample video: NEDA's AMBISYON NATIN (https://youtu.be/il6LiXQGoCY)</p> <p>TIME FRAME AND SCHEDULE OF WORK</p> <p>05 September 2022 - Submission of storyboard</p> <p>15 September 2022 - Submission of first draft</p> <p>01 October 2022 - Coordination with TPB for changes and finalization</p> <p>05 October 2022 - Submission of final infographic animated video for approval</p> <p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. A reputable creative agency with at least five (5) years experience in the business 2. With an extensive background specializing in the production of videos 3. Must have provided at least five (5) similar technical services to public and private offices within the last five (5) years 4. Presentation of the portfolio 5. Company profile 		
Terms	30 days from receipt of Invoice		
Delivery	30 days from the of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php400,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **29 July 2022 at 5:00 pm**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate on the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit **(2022)**
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Omnibus Sworn Statement **(Annex "A")**
- f. Company profile (New Supplier)
- g. Proof of at least five (5) similar technical services to public and private offices within the last five (5) years

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

