



**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)  
Energy Center, Rizal Drive Bonifacio  
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0151-2022-09-0286-0916-0142
Purchase Request No.:	02-0151-2022-09-0286

### REQUEST FOR QUOTATION

<b>Title of Procurement/End-user</b>	<b>: PROCUREMENT OF SERVICES FOR THE PRODUCTION OF COMMERCIAL READY AVP MATERIAL FOR THE CONDUCT OF ENERGY EFFICIENCY AND CONSERVATION INFORMATION, EDUCATION AND COMMUNICATION CAMPAIGN</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Delivery Terms/Schedule</b>	<b>: 45 Calendar Days upon receipt of Purchase Order (Please see Timelines and Deliverables)</b>
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3<sup>rd</sup> Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: [bacsecretariat@doe.gov.ph](mailto:bacsecretariat@doe.gov.ph) not later than **19 September 2022 at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

<b>Terms of Reference/Specifications</b>	
Description/ Specification:	Total ABC
	<b>900,000.00</b>
<b>Background</b>  Gearing towards an energy efficient country, the Department of Energy (DOE) continues to attain its mission and vision for the benefit of the Filipino people.  On 12 April 2019, President Rodrigo Roa Duterte signed the Republic Act (RA) No. 11285 or An Act Institutionalizing Energy Efficiency and Conservation, Enhancing the Efficiency Use of Energy, and Granting Incentives to Energy Efficiency and Conservation. Dubbed as the "Energy Efficiency and Conservation Act", the Act shifted the energy efficiency and conservation as a national way of life and provided blueprint in formulating, developing, and implementing energy efficiency and conservation plans and programs.  It is within the existing mandate of the Department of Energy (DOE) that RA No. 11285 reinforced relevant laws, policies, and plans into a comprehensive approach to energy efficiency and conservation with the goal of improving the quality life of Filipinos.  With the enactment of RA No. 11285, it paved way to a more comprehensive, multi-sectoral, inter-agency, upscaled business usual model, inter-agency, and incentive-based approach of EEC.	

**Scope of Services**

The service provider shall provide the following:

The service provider shall conceptualize, in consultation with the EUMB-EPMPD the following:

- Three (3) 3-minutes tv commercial-ready, and
- Four (4) 30-seconds tv commercial-ready

***Pre-Production***

- Conceptualize, in consultation with EPMPD, the commercial and AVP through submission of pre-production visuals (storyboard)
- Hiring of talents
- Graphics and FX

***Production Shoot***

- The Service Provider shall be responsible in all production shoots, including all related expenses

***Post Production***

- Full-HD editing and animation
- Professional voice over Talent, Digital Non-linear audio editing on sound forge software, adobe audition or equivalent, Musical Scoring using original soundtrack production, original musical scoring, studio recording, soundtrack mix, sound effects, audio mixing & lay-in, color grading, post-production editing/effects, 2D graphics

***Deliverables/Final Output***

- Master Copies in a hard drive

***Production Staff***

- Script Writer
- Director/DOP
- Cameramen
- Lighting Crew
- Editor
- Known Talents (preferably family)
- Graphic Layout Artist
- Production Manager
- Production Assistant
- Computer Graphics Editor/Animator

***Video Equipment***

- Three (3) Professional Cameras
  - with complete standard and zoom lens
- Drone
- Camera Accessories (Zoom and Prime EF Lenses 35mm F 1.4, 85mm F1.8,) filter and time-lapse controller
- Action Camera

***Audio Equipment***

- Audio System - Wireless Lapel, Boom Microphone with 10ft pole, Zoom h1 digital audio recorder

**Camera Support**

- Portable Jib, Glide Cam Pro, Camera Glide track, Camera Dolly with three tracks, LED monitor, Tripod

**Professional Lights and Other Accessories**

- LED Lights, Arri Fresnel, and Red Head

**Full HD Capable Editing**

- HD – Professional Editing Software and equipment
- Animation Software and equipment

**Timeline and Deliverables**

	<b>Deliverables</b>	<b>Responsible Office</b>	<b>No. of calendar days</b>
Pre-production	Briefing of Energy Efficiency and Conservation	End-user	5
	Conceptualization	Service Provider	
	1st draft of scripts and storyboards	Service Provider	10
	2nd draft of scripts and storyboards	Service Provider	
	Final and approved scripts and storyboards	Service Provider	
Production	Production Shoot	Service Provider	10
	Submission of rough edit	Service Provider	5
	Approved rough edit	Service Provider	5
Post-Production	Edited Version	Service Provider	5
	Final and approved	Service Provider	5
<b>TOTAL</b>			<b>45</b>

**Qualifications**

The Service Provider shall submit the following:

- a. Certification that it is a video production company or advertising firm established in the Philippines;
- b. At least three (3) satisfactory certificates from previous client;
- c. List of available equipment for production
- d. At least three (3) sample AVP projects

**Responsibilities**

The Service Provider shall:

- a. Ensure timely delivery of outputs;
- b. Closely coordinate with EPMPD;
- c. Provide own equipment to be used in production;
- d. Provide audio and visual materials for the AVPs including voice-over talent and copyrighted images, video footages, effects, and music; and

	<p>e. Cover travel expenses from office to the Department of Energy;</p> <p>The DOE-EPMPD shall:</p> <ul style="list-style-type: none"> <li>a. Responsible in the overall management and direction of AVPs;</li> <li>b. Conduct briefing to the production team on Energy Efficiency and Conservation; and</li> <li>c. Determine acceptability of the deliverables and shall be the approving authority.</li> </ul> <p><b>Payment Schemes</b></p> <p>100% of the contract cost will be paid upon complete delivery and issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) and subject to usual government budgeting, auditing, and accounting procedures.</p> <p><b>Ownership</b></p> <p>All materials developed with this project shall be owned by DOE with exclusive rights on future use.</p> <p><b>Terms</b></p> <ul style="list-style-type: none"> <li>• Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of components and fluctuations in foreign change rates and excise duties.</li> </ul>	
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Quotation shall be valid for sixty (60) days from submission</li> <li>2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. <b>(If applicable)</b></li> <li>3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> <li>a) Mayor's / Business Permit</li> <li>b) PhilGEPS Registration Number/Certificate</li> <li>c) Income /Business Tax Return</li> <li>d) Omnibus sworn Statement (Annex C)</li> </ol> </li> <li>4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</li> <li>5. The Supplier shall clearly state the company name and account name for payment.</li> <li>6. The price quoted is inclusive of all taxes and other charges.</li> <li>7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.</li> </ol>		