



REQUEST FOR QUOTATION (RFQ-2022-010)

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project “**Production of PSTA and SPHERES Infomercial**” with Approved Budget for the Contract (ABC) in the amount of **One Hundred Eighty Thousand Pesos Only (Php180,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
Production of PSTA and SPHERES Infomercial <i>(Attached Technical Specifications)</i>	General Appropriations Act FY2022	Php180,000.00

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **24 March 2022, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: lechar109@yahoo.com or philip.tumbali@stii.dost.gov.ph.

A copy of your **2021 Mayor’s/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor’s/Business Permit.

Handwritten signature



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE



4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
5. For further information, please refer to:

JONA M. BERNAL
BAC Secretariat
Telephone No. 837-2071 loc. 2145


ALAN C. TAULE
BAC Chairperson

Approved by:


RICHARD P. BURGOS
Director



TECHNICAL SPECIFICATIONS

Title:	Production of PSTA and SPHERES Infomercial
End User:	Documentation Section - IRAD
Approved Budget for Contract:	Php 180,000.00
Source of Fund	IRAD GAA

The Service Provider shall:

- Produce one (1) PSTA and SPHERES Infomercial (duration: 1 to 2 minutes) from April to June 2022
- Produce two (2) 15-second teaser on publication release of PSTA and SPHERES
 - one (1) teaser for both PSTA and SPHERES June 2022 publication release*
 - one (1) teaser for both PSTA and SPHERES December 2022 publication release*

** Note: production of teasers is from April to June 2022*

Video Requirements:

- Script/storyboard
 - Use original or royalty-free music fx/background
 - Voice-over Medium: English/Filipino
 - File type: .mov, .mpg, .avi, and .mp4
 - Video type: Animated/Motion Graphics
 - Content type: Informative and Encouraging
 - Subtitle: English
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- In consultation with DOST-STII, prepare all pre-production materials, e.g OBB/CBB, script, etc.;
 - Provide production and video support materials (if necessary) in consultation with DOST-STII;
 - Submit needed documents and materials for the accomplishment report at the end of the project.



Other Requirements:

- The service provider has experienced partnering with other government agencies/offices.
- The development period shall be from April to June 2022
- Every video material shall be saved in storage device/s and shall be turned over to the DOST-STII through a virtual drive.
- Can provide real-time coordination of the production through a point person.
- Observe the use of non-sexist/gender-sensitive language in all official documents and communications under this project.
- Use eco-friendly materials and must employ eco-friendly measures during production period.

DOST-STII shall:

- Provide point person for proper coordination and supervision of the project;
- Monitor and co-supervise production to ensure correct information and data used, and;
- Pay the provider in 2 (two) tranches:
 - First tranche – upon submission and approval of Script/storyboard
 - Second tranche – upon submission and acceptance of final video material

**Technical Working Group
AV PRODUCTION**

(on leave)
MONA CARINA E. MONTEVIRGEN
TWG Chairperson


CARMELA P. AGUISANDA
Member


RESTY R. BALILA
Member