



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____

TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **April 01, 2024**

RFQ No.: **06-2024**

Name of Company : _____
 Address : _____
 Business Permit No. : _____
 TIN No. : _____
 PhilGEPS Registration No.: _____

The Court of Tax Appeals (CTA) intends to procure **AUDIO-VISUAL PRESENTATION PRODUCTION for the COURT of TAX APPEALS 70TH FOUNDING ANNIVERSARY and VIDEO-CLIP for the CTA HYMN** through Negotiated Procurement – Small Value Procurement (SVP) in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your authorized representative and copies of the following eligibility requirements not later than **April 04, 2024**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Omnibus Sworn Statement (with Secretary's Certificate, if a Corporation or Certificate of Partnership Resolution, if a Partnership).

Open quotations may be submitted at the address indicated below or send thru email at ppmd.cta@judiciary.gov.ph or ppmd.cta@gmail.com.

ANNE BENITA S. AUSTIN
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Chief Judicial Staff Officer

Procurement and Property Management Division

After having carefully read and accepted the Terms and Conditions attached to this RFQ, I/WE submit our price quotation for the item/s, inclusive of all applicable government taxes, as follows:

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
AUDIO-VISUAL PRESENTATION PRODUCTION for the COURT of TAX APPEALS 70TH FOUNDING ANNIVERSARY and VIDEO-CLIP for the CTA HYMN	1 lot	₱80,000.00			

Procurement and Property Management Division, Court of Tax Appeals, National Government Center,
 1800 Sen. Miriam P. Defensor-Santiago Avenue, North Triangle, Diliman, Quezon City 1104
 Telefax No.: 8920 2552 Email address: ppmd.cta@judiciary.gov.ph or ppmd.cta@gmail.com

TERMS OF REFERENCE

Procurement of Audio-Visual Presentation Production
for the Court of Tax Appeals 70th Founding Anniversary and Video-Clip for the CTA Hymn

A. OBJECTIVE

To engage the service of the film or media production outfit or individual person to develop and produce Audio-Visual Presentation for the CTA 70th Founding Anniversary and Video Clip for the CTA Hymn

B. SCOPE OF WORK

The film or media production outfit or individual person shall undertake the following:

1. Pre-Production
 - a. Conceptualization and development of script and storyboard
2. Production
 - a. At least two (2) actual shoot production which shall include shooting of facilities, personnel and conducting interviews
 - b. Voice over recording
 - c. Use of stock materials, photos, videos and background music shall be free from copyright infringement and royalty fee
3. Post-Production
 - a. Design and Motion Graphics
 - b. Non-Linear Video Editing
 - c. Audio-Mixing

B. DELIVERABLES

- a. One (1) 3 to 4 minutes Audio Visual Presentation for the CTA 70th Founding Anniversary Celebration
- b. One (1) at least 2 minutes Video-Clip for the CTA Hymn
- c. Final output to be provided shall be in 1080p full High-Definition video format

C. TIMELINE

The project must be completed in forty-five (45) days from contract signing, taking into consideration the timeline as follows:

Stage of Work	Task or Deliverables	Timeline
Pre-production	Submit draft script and storyboard for comment	Within 10 working days upon signing of contract
	Submit revised script and storyboard	Within 7 working days upon receipt of CTA comments
Production	Gather photos, videos, and other relevant production materials, and conduct interviews.	10 working day after the CTA approves the revised script and storyboard
Post Production	Design and motion graphic, Non-linear video editing, audio-mixing, and other post production editing	
Deliverables	Present initial AVP and video-clip for review	Immediately after the production of initial AVP and video-clip

	Present Finalized AVP and video-clip	5 working days after the presentation of initial AVP and video-clip
	Deliver finalized soft copy of AVP and video-clip	Not later than June 7, 2024

D. BIDDER'S QUALIFICATION

- a. At least five (5) years' experience in producing original and well-executed AVP's.
- b. Must have produced at least three (3) similar AVP projects for government or private institution.
- c. Must provide its own equipment and resources from pre-production to post-production.

E. TERMS OF PAYMENT

100% of the contract cost will be paid within seven (7) calendar days upon issuance of Certificate of Acceptance.

F. OWNERSHIP

All materials developed with this project shall be owned by the Court of Tax Appeals with exclusive rights on future use.

FINANCIAL PROPOSAL

Please quote your best offer for the item/s below, for the item/s below:

Procurement of Audio-Visual Presentation Production for the Court of Tax Appeals 70 th Founding Anniversary and Video-Clip for the CTA Hymn	
Approved Budget for the Contract	Total Offered Quotation (inclusive of VAT)
Eighty Thousand Pesos (PhP80,000.00)	

CONFORME AND SUBMITTED BY:

Signature over Printed Name

Position/Designation : _____

Contact Number : _____

Email Address : _____

TERMS AND CONDITIONS
<ol style="list-style-type: none"> 1. Supplier shall provide correct and accurate information in this form. 2. The price quotation must be valid for a period of thirty (30) calendar days from the date of submission. 3. Price quotation, to be denominated in Philippine Peso, shall include taxes, duties and/or levies payable. 4. Quotations exceeding the Approved Budget for the Contract shall be rejected.

5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
6. Award of Contract shall be made to the lowest offer which complies with the terms of reference and terms and conditions stated herein.
7. The item/s and or service/s shall be delivered on the specified timeline.
8. Representative from the 70th Founding Anniversary Committee and Procurement and Property Management Division (PPMD) shall have the right to inspect and test the goods to confirm compliance with the terms of reference.
9. Payment shall be made within seven (7) calendar days after delivery of the goods and/or services and demand for payment, with complete documentation.
10. The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract have been fully meet.
11. Liquidated damages equivalent to one tenth of one percent (.001) of the value of goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The Buyer shall 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.
12. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to the award of contract, without thereby incurring any liability to the affected Suppliers.