



Republic of the Philippines
 Department of Agriculture
NATIONAL DAIRY AUTHORITY

Central Office

BAI Compound, Visayas Avenue, Diliman, Quezon City 1101 Philippines

Tel No.: (632) 8926-0733 to 35 | Fax: (632) 8926-8847

Email: dairynda@pldttdsl.net | Website: <http://nda.da.gov.ph>

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RFQ21-010

REQUEST FOR QUOTATION

PLEASE QUOTE YOUR GOVERNMENT PRICE FOR THE ARTICLES LISTED HEREUNDER

QTY	UNIT	PARTICULARS	UNIT PRICE	TOTAL
3	pkg	Video Production Services		
		Feeding Program		
		ABC: 200,000.00		
		** See attachments for the details on the next pages**		
		Contact Person:		
		DANICA E. MELEGRITO		
		Executive Assistant III		
		Info Group		
		No. 8926 0734-36		
		demelegrito@nda.da.gov.ph		

Authorized Convasser:

NAURU ALJESHER V. SANCHEZ
NDA-BAC Secretariat

(Signature over printed name)

In connection with the above request, I/we submit our price quotation indicated above.

 Name of Firm/Dealer

 Signature over Printed Name

 Telephone Number / PhilGEPS No.

 Address



Management System
 ISO 9001:2015



www.tuv.com
 ID 9108653229

Unit	Item Description	QTY	Unit Cost	Cost
package	VIDEO PRODUCTION SERVICES	3		
	Type: Infographic and/or Live Action			
	Duration: 2-3 minutes			
	Topic: NDA Corporate Video			
	Type: Infographic and/or Live Action			
	Duration: 2-3 minutes			
	Topic: NDA Corporate Video			
	Inclusions:			
	Video Production			
	Filming/Location Shoot			
	Use of production equipment			
	Creative Director			
	Production Assistant			
	Post-production			
	Full-editing and titling			
	Color grading			
	Motion graphics			
	Video effects			
	Musical Scoring			
	Voice over talent			
	HD or any video format compatible with social media, revisions, and other production and studio editing costs			
	NOTE: Suppliers are required to submit their sample portfolio along with their quotation			

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- 1) Submission: You may **submit your proposal thru e-mail your quotation** to :
 Email address: jingviolet23@yahoo.com / venturanau@gmail.com; or submit your sealed quotation to the following address on or before the closing time as specified at the PhilGeps Portal:
 NDA-BAC Secretariat
 National Dairy Authority
 BAI Compound, Visayas Avenue, Diliman, Quezon City
- 2) Quotation/Proposal shall be valid for sixty (60) calendar days from the deadline of submission of RFQ.
- 3) Delivery will be made only during working days and hours. Delivery of goods or equipment within seven (7) calendar days from the receipt of approved Purchase Order (PO) or Job Order (JO).
- 4) Delivery Site: TBA
- 5) NDA reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposal at any time prior to contract award, without thereby incurring any liability to the affected bidders/suppliers. The purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
- 6) Payment: Payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods or equipment delivered.
- 7) The prospective supplier/bidder shall submit the following:
 - a) Proposal Form
 - b) Technical Specifications / Schedule of Requirements
 - c) PhilGeps Registration Number
- 8) The winning supplier/s shall be required to submit the following documents after determination of the lowest calculated quotation/proposal for post evaluation:
 - a) Mayor's / Business Permit
 - b) Income /Business Tax Return (for ABCs above P500K)
 - c) Omnibus Sworn Statement (for ABCs above P50K)

