

REQUEST FOR QUOTATION

FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE THREE (3) NEW CLARK CITY (NCC) SHORT VIDEOS

1. The Bases Conversion and Development Authority (BCDA) intends to apply the sum of **One Million Pesos and 00/100 (P1,000,000.00), inclusive of all applicable taxes and fees**, being the Approved Budget for the Contract (ABC) for the **Procurement of consulting Services for the of three (3) New Clark City (NCC) Short Videos**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
 2. The CONSULTANT shall be responsible for the following:
 - A. THREE (3) 45-SECOND SHORT VIDEOS ON NEW CLARK CITY**
 1. Script and the over-all theme of the short videos;
 2. Designs, renders, maps, and stock photos; and,
 3. Art guides, art works, logotypes, font types, and video guidelines.
 - B.** Turn-over all other BCDA raw materials (designs, photos, videos, writings and/or documents) and all electronic files in Adobe Premiere, Adobe AfterEffects or Adobe Photoshop and PDF format in an external hard drive.
- Please refer to the Terms of Reference (TOR) for the detailed responsibilities and deliverables.
3. The BCDA shall draw up a list of CONSULTANTS from those who have submitted their Expression of Interest, in accordance with the provisions of the revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).
 4. The CONSULTANT should have the following minimum qualifications:
 - A.** The Consultant must be a reputable marketing, advertising, and creative firm which has been involved in video production, and has been in operation for at least three (3) years.
 - B.** The Consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.gov.ph>) as a legitimate service provider for government requirements.
 - C.** The Consultant must have produced at least two (2) projects which are similar in nature to the requirement (e.g. video production, etc.) amounting to 50% of the Approved Budget for the Contract (ABC).

The CONSULTANTS shall be evaluated based on the **Quality Based Evaluation (QBE)**.

The evaluation criteria is as follows:



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Evaluation Criteria	Weight
a) Applicable Experience of the Consultant/Firm (20%)	20%
b) Similar projects handled (20%)	20%
c) Plan of Approach and Project Methodology (60%)	60%
i. Relevance of the Concept to BCDA's requirement (30%)	
ii. Creativity of Concept (30%)	
Total	100%

A submission of the concept proposal and the corporate profile of the Consultant should be submitted in a flash drive; this is required as part of the evaluation.

In addition to the **Letter of Intent**, the CONSULTANT is also required to submit the following documents to be used by BCDA as basis for the technical evaluation.

Annex A: **Registration Certificate** from **Securities and Exchange Commission (SEC)** or; **Registration Certificate** from the **Department of Trade and Industry (DTI)** for sole proprietorship

Annex B: **Valid and current Mayor's Permit (city or municipal)/Municipal License**, where the principal place of business of the prospective bidder is located.

Annex C: **Valid and current Tax Clearance Certificate**, tax clearance as finally reviewed and approved by the BIR.

Annex D: The CONSULTANT'S **2017 Audited Financial Statements**, showing, among others, the CONSULTANT'S total and current assets and liabilities, stamped "**received**" by the BIR or its duly accredited and authorized institutions.

Annex E: **PhilGEPS Registration**

Annex F: **Company Profile** (in case of consulting firm) or Curriculum Vitae (in case of individual CONSULTANT) (The Profile of CV should reflect the number of years of experience in the field of advertising, marketing, creative, etc.).

Annex G: List of **similar projects handled/completed** in the **past two (2) years**. Projects awarded **on or after 01 August 2016 and completed on or before 01 August 2018**. Contract amount of the projects to be submitted should be at least 50% of the approved budget of the contract which is One Million Pesos only (PhP1,000,000.00) (Should include duration of project).

The CONSULTANT is also required to submit his/her/its **Financial Proposal in a separate sealed envelope** together with the abovementioned requirements/documents. The financial proposals shall not exceed the approved budget for the contract and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

The project duration will cover a period of one (1) month from the date stated in the Notice to Proceed, with an Approved Budget of the Contract (ABC) of One Million Pesos Only (P1,000,000.00) inclusive of applicable taxes and fees, in which the consultant shall be paid based on the terms of payment found in the TOR. Bids received in excess of the ABC shall be automatically rejected.

The BCDA invites interested consultants to participate in the procurement process and submit their Letter of Intent; Technical Proposal composed of the aforementioned Annexes A to G, and the Financial Proposal by hand **on or before 10th October 2018, Wednesday 12:00 noon**.

The Letter of Intent, the Technical and Financial Proposals shall be submitted by hand to the address below:

CHRISTIAN PAOLO R. QUILLAMOR

Officer-In-Charge

Investment Promotions and Marketing Department

Bases Conversion and Development Authority

2/F, Bonifacio Technology Center

31st Street corner 2nd Avenue

Bonifacio Global City, Taguig City, 1634

Your office may also contact Ms. Ana Trina A. Sulit through email address: aasulit@bcda.gov.ph.



CHRISTIAN PAOLO R. QUILLAMOR

Officer-In-Charge

Investment Promotions and Marketing Department