



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

**"Matino, Mahusay at Maasahan"**  
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
 (RFQ No. 2018-09-037)

Name of Supplier:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

The Department of the Interior and Local Government Region XII (DILG-XII), through its Bids and Awards Committee, hereby invites all interested suppliers registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the item listed below, subject to the General Conditions stated herein, and submit their quotation duly signed by their representatives not later than **10:00 A.M., 16 July 2018** (MONDAY):

**NAME OF PROJECT :** Hiring of Service Provider for Documentation of Completed CMGP Projects FY 2017 in four (4) provinces in Region XII with two (2) projects per province

**LOCATION / AREA OF DELIVERY :** DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City

**APPROVED BUDGET :** One Hundred Sixty Thousand Pesos (Php 160,000.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item	Unit	Cost Estimate	Total Cost
Hiring of Service Provider for Documentation of Completed CMGP Projects FY 2017 in four (4) provinces in Region XII with two (2) projects per province.	Job	Php160,000.00	Php160,000.00
<b>TOTAL AMOUNT:</b>			<b>Php160,000.00</b>

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*The total amount of the above item shall determine the most advantageous price for DILG-XII.*

**SCOPE OF SERVICES**

1. Under the supervision of the *DILG Regional Office's Project Development Management Unit* the Service Provider will be required to:
  - a. Confer with the above-mentioned entities in the DILG Regional Office for pre-documentation activities including briefing, discussion of expected outputs and objectives of the activity to enable the Service Provider to understand what is hoped to be conveyed to the target audience, the deliverables and deadlines for the service, and budget allotments;
  - b. Conduct at least five (5) interviews with project beneficiaries in project sites and the Provincial Government (for context);
  - c. Produce two (2) brief but comprehensive success stories per province featuring two (2) distinct projects. Each story should highlight narratives of at least three (3) beneficiaries. The stories are:
    - To be uploaded to any social media platform by the Central and Regional Offices
    - To be compiled in a coffee-table book, published and distributed to Provincial Governments, National Government Agencies and Organizations, the Upper and Lower Congressional Houses, the press, and any other opportune venues for distribution of the material;
  - d. Produce a one-pager background story on the province including a brief narration of its socio-economic profile;
  - e. Capture remarkable and compelling photos of the beneficiaries, the project, the project's surroundings, economic drivers and social services the projects are leading to.

**REQUIRED QUALIFICATIONS**

1. The Service Provider shall be able to do all tasks the service entails:
  - Interview with Beneficiaries
  - Translation of interviews to success stories
  - Development of background story on the Province
  - Photography

Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks;
2. The Service Provider shall be able to present a relevant and satisfactory portfolio prior to hiring;
3. Engagement of relevant services to assist in the production of the required deliverables will be upon the discretion of the Service Provider.

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### **OUTPUT/DELIVERABLES**

1. All outputs must be reviewed and approved by the DILG Regional Office. For final submission, outputs must be compiled in a CD and flashdrive.
2. All submitted materials should be uploaded to the cloud through google drive and shared to the following email address: [pdmu.ro12@gmail.com](mailto:pdmu.ro12@gmail.com) and [dilg\\_ro12@yahoo.com](mailto:dilg_ro12@yahoo.com).
3. The expected outputs of this engagement are as follows:
  - 3.1 Raw interview sound recordings
    - Preferably in mp4, mp3 and wma file format
  - 3.2 Interview transcripts
    - Interview transcripts should be written according to the template set forth and agreed by the DILG Central Office and Regional Office. The copy of the template is attached to this document as Annex A.
    - Information and consent form on interviewees which is attached herewith as Annex B should be fully accomplished and submitted along with the transcript.
  - 3.3 Two (2) brief but comprehensive success stories per province featuring two (2) distinct projects.
    - The stories should be I two languages – English and vernacular
    - The stories should be faithful to the *guidelines* set forth and agreed upon by the DILG Central and Regional Office. A copy of the guide is attached to this document as Annex C.
    - The stories should be written following the document template set forth and agreed upon by the DILG Central and Regional Office. A copy of the template is attached to this document as Annex D.
  - 3.4 One-pager background story on the Province including a brief narration of its socio-economic profile
  - 3.5 At least ten (10) satisfactory and remarkable photos per story. The photos should be feature the beneficiaries, the project's surroundings, economic drivers and social services the projects are leading to:
    - High resolution soft copies of the photos must be provided.

### **MANAGEMENT ARRANGEMENTS AND COORDINATION MECHANISM**

1. The Service Provider will be engaged under the DILG Regional Office's terms of contract and supervised by the PDMU chief, solely for the purpose of delivering the above outputs, within the agreed timeframe. DILG RO as the Client shall provide necessary support to the Service Provider in order to execute the assignment during the provision of service. These shall include:

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- 1.1 Provision of Service fee to be paid in tranches as stated in Item Number 12 (page 5);
- 1.2 Overseeing the delivery of services of the Service Provider;
- 1.3 Assist the Service Provider in coordinating the activity with the concerned Provincial Government;
- 1.4 When necessary, accompany the Service Provider to the project sites.

#### TIMETABLE

1. The services under this TOR are expected to be accomplished **two (2) months** from the date of the contract signing.
2. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not accomplished within the prescribed delivery period shall be imposed per day of delay. The DILG-XII 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.

#### DATA, MATERIALS, AND FACILITIES TO BE PROVIDED BY DILG

- a. In connection with the work of the Service Provider that requires the cooperation of LGUs and other government agencies, DILG shall provide liaison and ensure that the Service Provider has access to the necessary information that may be required for the completion of the services.
- b. The equipment that will be used to accomplish the services stipulated above **shall be provided by the Service Provider.**

#### SECURITY DECLARATION

1. The Service Provider shall be responsible for preserving the security and confidentiality of all classified matter which may be imparted or entrusted to him/her as a result of this endeavor.

#### DECLARATION OF OWNERSHIP

1. All submitted outputs, recordings, documents, raw production material under this TOR, including but not limited to electronics files, digital information, videos, photographs produced by the Service Provider in connection with the performance of the services shall become property of the DILG upon completion of work and full payment of the contract. *The Service Provider shall not use copies of the final and raw photos and interviews for any other purpose.*
2. The DILG has the right to reproduce, edit, revise and distribute of any and all the photos and stories intended for promotional purposes to other National Government Agencies and Organizations, Local Government Units (Provinces, Cities, Municipalities, Barangays), the press, other partners, and the general public.

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3. Ideas and concepts shall be originated by the Service Provider and shall be approved by the end user. The stories and photos shall not be culled out from any stories and/or photos done before by any individual, company, or organization.
4. Any use by a third party of the said materials/studies without prior consent of the DILG is absolutely prohibited.

### **BUDGET**

1. The total budget for the services required in this TOR is P40,000.00 per Province with two (2) projects per Province, which shall be charged against the FY 2018 Support to Local Government Programs Fund under LGSF downloaded to the DILG Regional Office.
2. The budget for the service is based on similar services procured by the DILG Office in CARAGA for their Bottom-up Budgeting Program.
3. The allocated budget shall cover the salary, overhead costs, social charges, professional fees, travel and accommodation expenses of the Service Provider.

### **REMUNERATION**

1. Service fee shall be paid as follows:
  - **100% final payment upon turnover and approval of final Outputs/Deliverable from the DILG Regional Office**
2. Remuneration for the service shall cover expenses for all equipment, software, traveling, and accommodation and other related costs that will be incurred in the conduct of all pre-production, production, and post-production activities.

### **WARRANTIES**

1. The Service Provider shall hold the DILG Regional Office free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the Service Provider incident to or in connection with the services under this TOR.

### **LOCATION/AREA OF DELIVERY**

DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City

### **LOCATION OF QUALIFIED BIDDERS**

Bidders/Suppliers are exclusively within Region XI and XII.

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**TERMS OF PAYMENT**

The winning supplier shall be paid the contract amount in full upon submission of the final output and acceptance by the DILG-XII, subject to deduction of applicable taxes.

**OTHER CONDITIONS**


Mode of payment to the winning supplier shall be made via Landbank's Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the supplier will bear the bank charges deducted from such transaction.

All quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation.

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano, Ms. Merriam D. Sarmiento and Ms. Herminia S. Ontoy** at telephone numbers **(083)228-1421** or **(083) 228-7960** or email address at **dilg\_ro12@yahoo.com**.

The DILG-XII reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous for the Government.

The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

  
**RILIMIN H. SANDOVAL**  
 LGOO VII  
 DILG XII RBAC

12 JULY 2018

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Please quote your best offers for the item(s) below. **Please submit your quotations not later than 16 JULY 2018 (MONDAY)**. The information stated below shall be the basis for the evaluation and calculation of your quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Hiring of Service Provider for Documentation of Completed CMGP Projects FY 2017 in four (4) provinces in Region XII with two (2) projects per province.	160,000.00
<b>TOTAL AMOUNT</b>	<b>Php160,000.00</b>

Offered Quotation			
Item	A Offered Rate (Php)	B Unit	Subtotal
Hiring of Service Provider for Documentation of Completed CMGP Projects FY 2017 in four (4) provinces in Region XII with two (2) projects per province.		Job	
<b>TOTAL OFFERED QUOTATION</b>			

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Telephone or Mobile Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date Accomplished**

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## **Terms and Conditions**

1. Any modifications in the items listed above during contract implementation must be approved by DILG-XII. The rate of each item shall not exceed the amount equal to the said room's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of items shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for additional persons shall be contained in an Amendment to Contract.
11. The DILG-XII shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
13. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII 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.

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