

PRICE QUOTATION FORM

Note: Please fill-out the Price Quotation Form completely with the corresponding unit price of each item and the total price of the required quantities. Otherwise, the said quotation shall not be considered by the DOJ Bids and Awards Committee

Date: _____

Deputy State Prosecutor **MARGARET V. CASTILLO-PADILLA**
 Chairperson, DOJ Bids and Awards Committee
 Room 204, Second Floor, New NPS Building, DOJ Compound
 Padre Faura Street, Ermita, Manila

Madam:

After having carefully read the terms and conditions in the Request for Quotation for the Project: **Creation of Board of Claims (BOC) Infomercial for Various Social Media Platforms**, hereunder is our proposal/price quotations for the following item/s:

Quantity	Unit	Description	Unit Price	Total Price
1	lot	Infomercials		
(as per attached Terms of Reference)				

TOTAL ₱

(Amount of Bid in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name and Signature of the Bidder
 or Authorized Representative

 Name of Company/Business

 Address

 Contact No. and E-mail Address



Department of Justice
BOARD OF CLAIMS
Manila



TERMS OF REFERENCE

**PROFESSIONAL SERVICES FOR THE CREATION OF THREE (3)
BOARD OF CLAIMS AUDIO VISUAL PRESENTATIONS / INFOMERCIALS**

I. Background

The Board of Claims (BOC), created pursuant to Republic Act No. 7309, is mandated to administer the Victims Compensation Program under the Department of Justice to provide a certain amount of monetary compensation to victims of violent crimes and unjust imprisonment or detention, with the objective of recompensing, to a certain extent, the damage to the lives of those who suffered from lawlessness and grave injustice.

As part of its plan to enhance awareness about the program, there is a need to create materials, such as infomercials to be used on various social media platforms and to be shown in all prosecution offices nationwide. Thus, it is imperative for the procurement of professional services for the creation of these infomercials, which is approved under the DOJ Annual Procurement Plan for CY 2023.

II. Objectives

To engage the services of a video production company to produce and create infomercials providing basic information about Republic Act No. 7309 and other related laws, its coverage, and mechanics and procedures in filing a claim. The infomercials will supplement the information dissemination efforts of the BOC.

III. Qualification Requirements

In addition to the provisions of Republic Act No. 9184 and its Implementing Rules and Regulations, the following are the BOC requirements:

1. Supplier must be a reputable video production company and has been operating for at least three (3) years;
2. Supplier must be Philippine Government Electronic Procurement System (PHILGEPS) registered;
3. Supplier must be capable of providing equipment during pre-production, production and post-production;
4. Supplier must have previous experience in the production of infomercials for the government and private sector and have produced at least three (3) AVP projects.

IV. Scope of Work

The contracted film/media production outfit shall undertake the following:

- a. Animation of storyboard
– Script/Storyboard development by the Supplier in coordination with BOC

- b. Cinematography, actual shooting and production works
 - Casting talents and voice-over talents
 - Five (5) workday actual shoot
- c. Post-production activities including but not limited to:
 - Video editing of raw footage
 - Writing, recording and editing of audio track
 - Adding of 3D motion effects
 - Musical scoring, graphics, dubbing and subtitling
 - Transfer of film/video to desired media format

V. Deliverables

1. Three (3) AVPs – High Resolution, each is up to 1 minute and 30 seconds maximum duration
2. Three (3) podcast versions and audio track for radio
3. Original and raw materials / unedited versions (images and videos)

VI. Project Duration and Budget

1. The creation and production of the deliverables shall be made during the second quarter of CY 2023 to commence upon receipt of the DOJ Procurement Management Division of the signed and approved Notice to Proceed (NTP).
2. Supplier must submit the final versions of the three (3) infomercials within THIRTY (30) calendar days from receipt of the NTP.
3. The approved budget for the project under the DOJ APP for CY 2023 is **FOUR HUNDRED THOUSAND PESOS (₱400,000.00)** inclusive of all applicable taxes, agency service fees, bank charges, and other fees as may be incurred in the process;
4. Payment will be made through sendbill and processing of payment shall commence upon completion and submission of the final version of deliverables to the BOC, subject to the usual accounting rules and regulations.

VII. Other Terms and Conditions

1. Supplier must be amenable to edits for a maximum of five (5) revisions on all materials at no additional cost and all creative concepts, raw and edited materials and final products shall be owned by the Board of Claims with full exclusive rights.


ANNA NOREEN T. DEVANADERA
Senior Assistant State Prosecutor
Chief for Administration