



PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila)

Intramuros, Manila

REQUEST FOR PRICE QUOTATION

Date: _____

RFQ No.: _____

Company Name: _____

Address: _____

TIN: _____

Business Permit No.: _____

PhilGEPS Cert. No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.


Atty. MAY ANGELI M. ESTOLAS
Acting Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

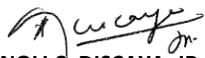
Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				
				Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		Remarks
				Unit Price	Total Price	Yes	No	
Audio-Video Material for the Virtual Graduation Ceremony of PLM A. Scope of Work 1. Production of 2 hrs to 2-1/2 hrs video (approximate running time) 2. Pre-Production Research and Conceptualization 3. Production Shoot - approximately ten (10) days location shooting within Metro Manila - with photo and video inserts - projected 15-18 talking heads 4. Post-Production - non-linear editing; Adobe Photoshop and Vector Art; motion graphics and digital effects; 3D animation and musical scoring; interview transcription B. Equipment 1. Video/Audio/Lighting Systems - 2 DSLR Cameras (Broadcast/HD quality) - 1 Drone with camera - Tripod/dolly - professional lighting system (at least 2400 lux) - audio recording system - boom/lapel mic - Teleprompter attached to a video or DSLR	1	lot	350,000.00					

Gen. Luna cor. Muralla Sts., Intramuros, Manila
Telefax No. (02)528-4592, Email add: procurement@plm.edu.ph

<p>2. Digital video editing system, with the motion graphics, 3D animation, digital effects/Flash graphics capability</p> <p>3. Non-linear editing software - any professional video editing software such as Adobe Premiere Pro, Adobe After Effects, Final Cut Pro and Vegas Pro.</p> <p>4. Video-editing equipment</p> <ul style="list-style-type: none"> - Minimum 8GB RAM - Video/Graphics Card - at least 1GB of memory and 128bit memory interface width - Processor - at least i9 quadcore - LED Wall 9x12 (to be used in presentation of graduates, estimated 3 days of recording) <p>C. Talent</p> <p>1. Pre-Production</p> <ul style="list-style-type: none"> - Director (1) - Production Manager (1) - Producer (1) - Scriptwriter (1) - Voice Talent (1) <p>2. Production Shoot</p> <ul style="list-style-type: none"> - Director (1) - Cameraman (2) - Lightman (1) - Audioman (1) - Costumer/Make-up Artist (1) - Drone Operator (1) - Production Assistant (1) <p>3. Post-Production</p> <ul style="list-style-type: none"> - Video Editors (2) - Graphic Artists/Animators (2) - Producer (1) - Scriptwriter (1) - Researcher (1) - Music Scorer (1) - Voice Talent (1) <p>D. Service Level Agreement</p> <p>1. Production Shoot Requirement</p> <ul style="list-style-type: none"> - The client has the option to request for reshoot should there be any technical problems with the output <p>2. Post-production</p> <ul style="list-style-type: none"> - All visual support requirement for the AVP must be provided by the supplier. - Photo and video inserts will be provided by the client, except that that will be taken during the actual shoot by the supplier that must be at of HD quality or at least 300 dpi - All client provided materials for use in the AVP should be returned to the client at the end of the project. Said materials shall only be used strictly/solely for this specific project. - AVP is subject to re-editing until final approval - Final edited video must be in DVD 							
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<p>format</p> <ul style="list-style-type: none"> - Raw files should be submitted to the client in flash drive <p>3. Duration and Delivery/ Completion Date</p> <ul style="list-style-type: none"> - Three (3) weeks from award, or until 20 July 2020, whichever comes first <p>4. With 5 years of experience in producing quality videos (e.g. university graduation, corporate promotional videos, documentary, etc.)</p> <p>5. The production company should be located and operating within Metro Manila</p> <p>E. Budgetary Requirements</p> <p>The total budget cost shall be Three Hundred Fifty Thousand Pesos (P350,000.00) inclusive of all professional fees, and applicable taxes, payable upon completion of the project and acceptance of the final output by the client.</p>							
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This is to certify that I personally conducted the canvass and that the data herein are true and correct.



NOLI C. DISCAYA, JR.

Canvasser

Mobile No.: 0925-7305799

Email Add.: ncdiscaya@plm.edu.ph

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.: _____

Mobile No.: _____

E-Mail: _____