



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

3<sup>rd</sup> floor, Core G, GSIS Headquarters Building, Financial Center Area, Pasay City

**REQUEST FOR QUOTATION (Webinar and Video Production)**

Date: 25 October 2017

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure Webinar and Video Production.

As such, the provider or supplier of known qualifications is hereby invited to submit their quotations/price proposals not later than **30 October 2017**.

The service provider must also submit the following requirements:

1. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Certificate;
3. Valid and latest Income Tax Return; and
4. Notarized Omnibus Sworn Statement.

Please submit your formal proposal duly signed by your representative through email, [c-joel.pagtulingan@privacy.gov.ph](mailto:joel.pagtulingan@privacy.gov.ph) or via sealed envelope or the option of the supplier, attention to:

**Joy M. Lazcano**  
 BAC Secretariat Head  
 National Privacy Commission  
 0917-7927-459

Item	Unit	QTY	Description/Specifications	Approved Budget for the Contract	
				Unit Price	Total
1	unit	1	<ul style="list-style-type: none"> <li>• <b>Webinar and Video Production</b>            -PRE-PRODUCTION            Venue: Studio            Date and Time: To be advised by the end-user            Technical Requirements           <ul style="list-style-type: none"> <li>• At least 3 cameras for 3 various angles of the speaker</li> <li>• At least 1 camera dedicated to the presentation slides</li> <li>• A complete audio-video system including quality &amp; appropriate microphone for the speakers</li> <li>• Essential lighting system</li> </ul> </li> </ul>	Php400,000.00	Php400,000.00



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			<ul style="list-style-type: none"> <li>• Other necessary equipment setup</li> </ul> <p>-RECORDED AND EDITED VIDEOS</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Must follow the proposed execution by the end-user</li> <li>• One (1) edited video per topic = 5 topics</li> <li>• Duration per video:             <ul style="list-style-type: none"> <li>-Minimum 30 mins</li> <li>-Maximum 45 mins</li> </ul> </li> <li>• Final output format: DVD copies; and a softcopy each in .avi and .mov file formats</li> </ul> <p><i>Please see uploaded TOR for other requirements</i></p>		
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- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Delivery of service/output shall be made in accordance with the timeline set in the TOR.
- IV. Payment shall be prepared through Advice to Debit Account upon completion of deliveries and receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.