



INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

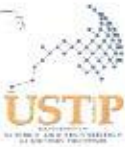
The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No	Qty.	Unit	Specification/Description	Budget for the Contract	Mode of Procurement
RFQ-NP-SVP-412-2021	Please see details below	Please see details below	Negotiated Procurement for the Office Supplies, Equipment, Furniture for DTO	₱80,000.00	Small Value Procurement-Section 53.9, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on August 4, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.


ATTY. KENNETH M. KEMPIS
BAC II Chairman



Date: July 30, 2021
 Quotation No.: RFQ-NP-SVP-412-2021

Name of Project: Procurement for Office
 Supplies, Equipment, Furniture for DTO

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general Conditions stated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than August 4, 2021 at 12:00 noon. Please enclosed in a sealed envelope.

ATTY. KENNETH M. KEMPIS

BAC II Chairman

- NOTE:
1. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.
 2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
 3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED. (if applicable)
 4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE AND REASONABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
 5. REQUIREMENTS: 1) PHILGEPS REGISTRATION (PLATINUM MEMBERSHIP).

ITEM #	QTY	UNIT	DESCRIPTIONS AND SPECIFICATIONS	APPROVED UNIT COST (php)	UNIT PRICE
1	4	lot	CHANGE MANAGEMENT ACTIVITIES Print Publication and Video Production expense (see attached Scope of Works)	20,000.00	

Price Validity:

After having carefully read and accepted for General Conditions, I/We quote on the item at prices noted above.

Gerong-Printing
 RFQ-NP-SVP-412-2021
 Resolution No. 471 s. 2021
 PR No.-202105-329

Tel. #./address/e-mail add

Date

C.M. Recto Avenue, Lapasan, Cagayan de Oro City 9000 Philippines, Tel. Nos. +63 (88) 856 1738; Telefax +63 (88) 856 4696 | www.ustp.edu.ph

**Terms of Reference and Scope of Work
for the Print Publication and Video Production**

I. Print Publication - ISSP Hardbound Copies

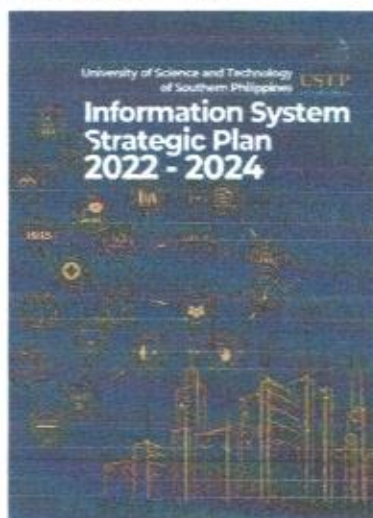
Offices	# of copies
SYSTEM President OVPA OVPF	3
CDO Chancellor ICT Director DTO VCASA VCFA	5
Claveria Chancellor VCAA ICT	3
Directors Jasaan	5
Balubal	
Villanueva	
Oroquieta	
Panaon	
TOTAL	16

Unit cost per print 3,000
Number of Print 16
Total Cost **48,000**

PRINT PUBLICATION DETAILS:

- C2S Paper Type
- Facing (Back to Back) Pages
- A4 Size
- Hard Bound Book Bind Type
- Number of Pages – 211

FRONT PAGE



BACK PAGE



Digital Transformation Office

II. Video Production

Digital Transformation Office Project Highlights from 2020 - 2021 **32,000.00**

Production Details:

- Video Interview of the ff:
 - President
 - DTO Director
- Video Recording of the DTO Developers
- Animation of Systems
- Graphics and Sound Licenses

OVER ALL TOTAL: 80,000.00

Video Production Services

MAIN TASKS AND RESPONSIBILITIES

These will include, but not limited to, the following:

1. Plan and execute footage collection /coverage activities
2. Develop scripts incorporating interviews, new footage, background footage, logos/graphics/job titles, and background music;
3. Based on the script, produce a first draft
4. Make up to two rounds of suggested changes to produce finished products
5. Deliver short and longer videos (2 to 10 minutes)
6. Use high quality multimedia equipment and software
7. Providing two (2) video files of the final version in full resolution HD and converted to H264 for web.

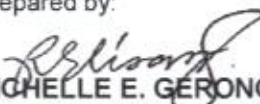
Criteria for Video Production Services

- The provider shall be a company operating in the field of video production with proven expertise in the creative process of editing/producing various video product
- Demonstrated relevant experience of at least 5 (five) years in video production
- Relevant experience of at least 3 video production projects with any local organization
- Can provide at least links of 3 videos produced for past projects

Deliverables

- Video Formats for both videos, 1920 x 1080 px, 30fps Uncompressed and 3840x2160 px, 30fps MP4
- 1 motion video – 2 minutes 30 seconds
- 1 video corporate video– 2 versions: 1 short version (2 minutes 30 seconds) 1 long version 5 minutes for DTO Launching and Direction
- 1 video corporate video - 2 versions: 1 short version (2 minutes 30 seconds) 1 long version 5 minutes on DTO Flagship Systems

Prepared by:


RICHELLE E. GERONG
Special Assistant, DTO
End-User Representative