



REQUEST FOR QUOTATION

Date: 15 May 2025

Reference: **RFQ CO-25-014SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **THREE HUNDRED THIRTY THOUSAND PESOS (PHP330,000.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020700000	25-05-0077	PROCUREMENT OF PHOTO AND VIDEO COVERAGE SERVICES INCLUDING PHOTOBOOTH RENTAL AND ZOOM MANAGEMENT <i>(See Terms and Conditions for detailed requirements)</i>

3. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “*Government Procurement Reform Act*”.
4. The quotation must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at bac@pitahc.gov.ph. The quotation shall be received until **22 May 2025, 10:00 AM.**
5. The bidder must **submit a copy** of the following documents, **together with the quotation**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
- a. Valid and current Mayor’s/Business Permit 2024/2025
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 - c. PHILGEPS Registration Number *(to be indicated in the Price Quotation Form)*
6. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all quotations, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
7. For any clarification, you may contact Mr. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-5194 loc 303.

Sgd.
ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Term: **August 12, 14-15, 2025, team must be on-site and fully set up at least one (1) hour before the start of the event daily**
3. Place of Delivery: **Event venue located in one of the hotels in Metro Manila**
4. Terms of Payment : **The total contract price shall be inclusive of VAT, applicable taxes, and service charges. Payment shall be made within 30 calendar days upon: Submission of all required deliverables, and Submission of a complete Statement of Account (SOA).**
5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations exceeding the ABC shall be automatically rejected.
8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation, if applicable.**
9. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, which complied with the minimum technical specifications and other terms and conditions stated herein.
10. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC 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.



PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
PITAHC Building, Matapang Street, East Avenue Medical Center Compound,
Barangay Central Quezon City

Sir/Madam:

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

Item Description	Total Price (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
PROCUREMENT OF PHOTO AND VIDEO COVERAGE SERVICES INCLUDING PHOTOBOOTH RENTAL AND ZOOM MANAGEMENT		

Total Amount in Words: LOT 1 _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPS Registration Number: _____



TECHNICAL SPECIFICATIONS

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
PROCUREMENT OF PHOTO AND VIDEO COVERAGE SERVICES INCLUDING PHOTOBOOTH RENTAL AND ZOOM MANAGEMENT	Yes ()	No ()	
DELIVERABLES:			
RAW PHOTO AND VIDEO FILES FROM ALL DAYS	Yes ()	No ()	
SAME-DAY EDIT VIDEOS	Yes ()	No ()	
FULL-LENGTH EDITED VIDEO SUMMARIZING THE ENTIRE AUGUST 12-15 EVENT	Yes ()	No ()	
SOCIAL MEDIA HIGHLIGHT VIDEO SUMMARIZING THE ENTIRE AUGUST 12-15 EVENT.	Yes ()	No ()	
LIVESTREAM RECORDINGS (ZOOM AND FACEBOOK)	Yes ()	No ()	
PRINTED PHOTO BOOTHS OUTPUTS (AT LEAST 200 COPIES)	Yes ()	No ()	
ALL FILES TO BE TURNED OVER VIA LABELED EXTERNAL HARD DRIVE, WITHIN 15 WORKING DAYS AFTER THE EVENT	Yes ()	No ()	
GENERAL REQUIREMENTS			
1. HIGH-RESOLUTION PHOTO AND VIDEO DOCUMENTATION OF THE EVENT FROM AUGUST 12 TO 15, 2025.	Yes ()	No ()	
2. DAILY SAME-DAY EDIT (SDE): A SHORT VIDEO (AT LEAST 3 MINUTES) SUMMARIZING THE DAY'S HIGHLIGHTS. TO BE DELIVERED BEFORE THE END OF EACH DAY OR PRIOR TO THE START OF THE NEXT DAY'S PROGRAM.	Yes ()	No ()	
3. FINAL FULL-LENGTH VIDEO (AT LEAST 20 MINUTES) DOCUMENTING THE ENTIRE FOUR-DAY EVENT.	Yes ()	No ()	
4. HIGHLIGHT VIDEO (AT LEAST 3 MINUTES) SUITABLE FOR SOCIAL MEDIA POSTING.	Yes ()	No ()	
5. PROVISION OF PROFESSIONAL-GRADE EQUIPMENT, INCLUDING DSLR/MIRRORLESS CAMERAS, VIDEO CAMERAS, LIGHTING, AUDIO RECORDERS, TRIPODS, ETC.	Yes ()	No ()	



6. AT LEAST TWO PERSONNEL PER DAY (PHOTOGRAPHER AND VIDEOGRAPHER) AND, WITH MORE AS NEEDED.	Yes ()	No ()	
7. PROVISION OF A STORAGE DEVICE (EXTERNAL HARD DRIVE) CONTAINING ALL DELIVERABLES.	Yes ()	No ()	
8. FOOD/MEALS FOR THE TEAM WILL BE PROVIDED. ACCOMMODATION IS NOT INCLUDED.	Yes ()	No ()	
AUGUST 12, 2025 FULL-DAY PHOTO AND VIDEO COVERAGE. LIVESTREAMING VIA ZOOM AND FACEBOOK LIVE, WITH: STREAMING EQUIPMENT AND OPERATOR. CLEAR AUDIO AND PROPER LIGHTING. LIVESTREAM RECORDING. SAME-DAY EDIT VIDEO.	Yes () Yes () Yes () Yes () Yes ()	No () No () No () No () No ()	
AUGUST 14, 2025 FULL-DAY PHOTO AND VIDEO COVERAGE. SAME-DAY EDIT VIDEO.	Yes () Yes ()	No () No ()	
AUGUST 15, 2025 FULL-DAY PHOTO AND VIDEO COVERAGE. SAME-DAY EDIT VIDEO. PHOTO BOOTH WITH ON-SITE PRINTING: SETUP BEGINS AT 3:00 PM, OPERATION UNTIL 10:00 PM MAX. AT LEAST 200 PRINTED PHOTO COPIES. CUSTOM-DESIGNED LAYOUT WITH EVENT BRANDING. BOOTH BACKDROP AND PROPS INCLUDED. STAFFED BY A PHOTO BOOTH OPERATOR.	Yes () Yes () Yes () Yes () Yes () Yes ()	No () No () No () No () No () No ()	
ADDITIONAL NOTES A. THE SERVICE PROVIDER SHALL COORDINATE CLOSELY WITH THE EVENT'S ORGANIZING COMMITTEE FOR SETUP, SCHEDULING, AND VENUE ACCESS. B. THE PROVIDER SHALL BE RESPONSIBLE FOR THE TRANSPORTATION AND SAFETY OF THEIR CREW AND EQUIPMENT.	Yes () Yes ()	No () No ()	



C. PUNCTUALITY, PROFESSIONALISM, AND HIGH-QUALITY OUTPUT ARE EXPECTED AT ALL TIMES.	Yes ()	No ()	
Delivery Term: AUGUST 12, 14-15, 2025 , TEAM MUST BE ON-SITE AND FULLY SET UP AT LEAST ONE (1) HOUR BEFORE THE START OF THE EVENT DAILY.	Yes ()	No ()	
Place of Delivery of Service: EVENT VENUE LOCATED IN ONE OF THE HOTELS IN METRO MANILA.	Yes ()	No ()	
Terms of Payment: within 30 days upon receipt of invoice/billing after the date of the activity	Yes ()	No ()	
Bidder shall submit a Certificate of Satisfactory Performance/Completion for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation, if applicable	Yes ()	No ()	

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date