



Republic of the Philippines
Benguet State University
 2601 La Trinidad, Benguet
 www.bsu.edu.ph

Telefax No. (074) 661-1839; Email: procurement@bsu.edu.ph

REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____

QUOTATION NO. 1456

Name of Business : _____

DATE: NOV 25 2022

Address: _____

P.R. NO. : 2022-09-945

Email address: _____ Telephone No. _____

ABC: Php. 250,000.00

FUND SOURCE: DOST-PCAARRD

The Benguet State University through its Bids and Awards Committee will undertake WP- SVP
 for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within _____ calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non-expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 PM of Dec. 2, 2022. **Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)**
- The item/s shall be procured by: _____ a) line item; _____ b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____, place of issue: _____
 (If renewal of Business Permit is still on process, please indicate OR
 No: _____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

REYNANTE B. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **DEVCOM**

Item No.	Qty	Unit	Item	Technical Specifications (Brand and Model)		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
A. PROFESSIONAL SERVICES								
1	1	LOT	Editor and Layout Artist Services (Multimedia Production Specialists/Experts)			250,000.00		
TOTAL						250,000.00		
XXXXXXXXXX								

Counter offers:

Delivery Period: _____
 Warranty: _____
 Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

 Signature over Printed Name

 Date and Time of Receipt of RFQ

* Not a ground for disqualification for failure to indicate but required as a condition for award.

MULTIMEDIA PRODUCTION SPECIALIST/EXPERTS

DURATION: December 2022-January 2023

Project Title: Packaging and Conducting of Communication Campaign to Mitigate Watershed and Environmental Degradation During a Pandemic

DUTIES and RESPONSIBILITIES:

- Review available footages
- Assist in the capture of necessary footages (if possible)
- Design and lay out several IEC materials (Printed, Audio-visual & infographics)
- Edit and finalize the common media materials even after pre-testing until ready for mass production

REQUIREMENTS and QUALIFICATIONS

- With complete software, gadgets & equipment for multimedia production (computer with audio-visual software & for print materials)
- Must be creative
- With at least 2 years of experience in multimedia production

EXPECTED OUTPUTS (High Quality)

1. AUDIO-VISUAL

- 8 videos (5 minuter) with different format (Documentary, Narration style, Short Film and Animation)
 - ✓ 2 for Upper Abra River (Mankayan and Tadian)
 - ✓ 2 for Upper Agno River (Bokod and Kabayan)
 - ✓ 2 for Upper Chico River (Bauko and Sabangan)
 - ✓ 1 for women organization
 - ✓ 1 Animation

2. PRINTED IEC MATERIALS

- 5 Signages of different design
- 3 Brochures of different design
- 12 Tarpaulin of different design
- 6 Flyers of different design