



REQUEST FOR QUOTATIONS

Solicitation No: LR_2025_10_0054

Project Title:	Provision of Services for the Video Production to be used during the BU Polangui Institutional Accreditation on November 10-14, 2025		
ABC:	Php 90,000.00	Fund Source:	F-05
Mode of Procurement	Small-Value Procurement	Mode of Evaluation	By lot
Implementing Office/ End-user/s:	Guillermo V. Red Jr.	Delivery Period/s:	November 10-14, 2025
Required Document/s:	☒ Mayor's Permit ☒ PhilGEPS Registration Number ☒ Tax Clearance ☐ Income & Business Tax Return ☒ Omnibus Sworn Statement		

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions provided at the last portion, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 03 NOV 2025 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

Aileen V. Hilutin
AILEEN V. HILUTIN
BAC Secretariat

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

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			YES	NO	
1	1 lot	Provision of Services for the Video Production to be used during the BU Polangui Institutional Accreditation on November 10-14, 2025 Output: 1 Final Institutional Video Presentation (for 9 areas approx.. 5-15 minutes each)) INCLUSIONS / COVERAGE / SPECIFICATIONS: • Development of an engaging narrative that highlights campus governance, strategic planning, probity, resource generation, and leadership structure • Full video recording of key personnel (Dean, Associate Dean, and Department Chairs, and others), including on-cam scripts and guided takes • Visual documentation of campus facilities, events, and resource management initiatives			



BIDS AND AWARDS COMMITTEE

Bicol University Polangui, Centro Occidental, Polangui, Albay
bac-polangui@bicol-u.edu.ph

	• Use of advanced motion graphics and animated infographics to enhance visual delivery and underscore important messages • Integration of voice-over narration with professional audio recording, if required • Incorporation of licensed high-quality stock footage to reinforce thematic storytelling • Seamless editing of interview clips, B-rolls, drone shots , and presentation materials to create a visually cohesive and professionally branded institutional video • Final output must be rendered in Full HD (1920x1080) and submitted in both MP4 and USB • Draft version to be submitted for review before final approval and delivery Note: Winning supplier/service provider must coordinate with the Dean's Office or Quality Assurance Team of BU Polangui Campus for script finalization, shooting schedules, and feedback sessions.			
Delivery Compliance:		BID PRICE:		
Payment Term:		Price Validity:		

Printed Name / Signature / T.I.N.#

Contact numbers/e-mail address



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TERMS & CONDITIONS

1. All entries must be typewritten or in BLOCK LETTERS;
2. Bidders shall provide correct and accurate information required in this form.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty/ UOM	Description	Compliance to Specifications		Remarks
			YES	NO	
1					
Delivery Compliance:		BID PRICE:		3	
Payment Term:		Price Validity			

1. Check if compliant with the specifications or not;
2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
3. State the bid price in accordance with the UOM.

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, and quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Cash on Delivery (C.O.D) as payment term is not allowed per agency Accounting Policy.
8. Bids with no Payment Term and/or Delivery Term indicated shall be understood to be in adherence with the standard Government Terms and/or conditions stipulated in these forms;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. Proposal/Quotation forms issued by the designated canvasser or those acquired electronically, either downloaded from the BU website or the PhilGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotation forms through e-mail shall be allowed, specifically for suppliers outside the Province of Albay, provided that the originally signed forms shall be transmitted to BAC Secretariat through courier; non-receipt of which shall automatically disqualify the bids;
12. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
13. *The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (Documentary Requirement for Alternative Methods of Procurement) of the 2016 IRR of R.A. 9184; the notarized Omnibus Sworn Statement shall be submitted by winning bidder;*
14. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
Bicol University Polangui
BAC Office, Centro Occidental, Polangui, Albay
09104618693 or bac-polangui@bicol-u.edu.ph

15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.