



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: bacsec@ncda.gov.ph

REQUEST FOR QUOTATION

Date : **MAY 07, 2026**

RFQ No. : **2605-0027**

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends for the **Procurement of Multimedia Production Team (Videographer/s and Video Editor/s) for the Enhancement of the Accessible Online Learning System (AOLS)** through **Small Value Procurement** in accordance with Section 34 of Republic Act No. 12009.

Please submit your best offer for the item/s specified herein, subject to the Terms and Conditions outlined in this Request for Quotation (RFQ), together with all required documents, must be submitted to the National Council on Disability Affairs (NCDA), Doña Isidora St., Brgy. Holy Spirit, Quezon City, in a properly sealed envelope, accompanied by one (1) photocopy of all bidding documents and a scanned copy saved on a USB drive. Alternatively, Submissions may be sent via email to procurementquotations@ncda.gov.ph. For emailed submissions, ensure that all bidding documents are consolidated into a single PDF file (you may use lovepdf.com or similar tools to merge the documents). All quotations must be received no later than 19 May 2026 at 2:00PM.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2026 Mayor's or Business Permit	Updated
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance -Authorized representative signed the Omnibus Sworn Statement Shall be supported by the Notarized Secretary's Certificate, Board Resolutions, Special Power of Attorney (SPA), Partnership Resolution or Joint Venture Agreement (JVA)
PhilGEPS Certificate of Registration and Membership	Red or Updated Platinum Certificate
Income/Business Tax Return	Updated

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at procurementquotations@ncda.gov.ph.

(Originally Signed)
JOHN QUERZEE C. GUITIERREZ
Designated Procurement Officer

(Originally Signed)
JAYME J. MARIÑO
BAC Chairperson

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- Do not alter the contents of this form in any way.
- The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotations may be submitted through properly sealed envelope and/or electronic mail at **procurementquotations@ncda.gov.ph**.
- Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **Sixty (60) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NCDA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NCDA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, e.g., Original Notarized Omnibus Sworn Statement, Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The NCDA may terminate 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 to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Procurement of Multimedia Production Team (Videographer/s and Video Editor/s) for the Enhancement of the Accessible Online Learning System (AOLS)			
Technical Specifications	QTY	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
<p>Project Nature</p> <ul style="list-style-type: none"> • This is a project-based engagement covering the full duration of AOLS module development • The service provider shall deliver continuous audio-visual production services from project start until completion of all modules • Outputs shall be progressive and aligned with each module developed 			
<p>Scope of Services</p> <p>The service provider shall undertake end-to-end audio-visual production services, including:</p> <p>Pre-Production (Per Module or Activity)</p> <ul style="list-style-type: none"> • Conceptualization and creative direction • Scriptwriting and storyboard development • Planning for accessibility features, including captioning and readable on-screen content • Coordination with NCDA focal persons <p>Production (Continuous Coverage)</p> <ul style="list-style-type: none"> • Video documentation of AOLS module development, demonstrations, and related activities • Professional photography coverage • Use of high-quality cameras and production equipment. • Proper lighting setup to ensure clarity and consistency • Professional audio recording (clear speech, minimal noise) • Proper framing, composition, and visual storytelling • Coverage scheduling aligned with module completion timelines <p>Post-Production (Per Module Output)</p> <ul style="list-style-type: none"> • Editing of video materials per module • Color grading and audio enhancement • Integration of graphics, subtitles, and captions for all video outputs 			

<ul style="list-style-type: none"> • Ensuring captions are synchronized, accurate, and readable • Inclusion of accessibility features such as clear text overlays and legible fonts • Background music (royalty-free, if applicable) • Formatting for web, presentation, and social media use 			
<p>Deliverables</p> <p>The service provider shall deliver:</p> <ul style="list-style-type: none"> • Module-based video outputs (one per completed AOLS module), all with captions/subtitles • At least two (2) consolidated AOLS promotional video (3–5 minutes), with captions • Short highlight clips per module (30–60 seconds), with captions • High-resolution edited photos (minimum of 20 per major activity) • Complete raw files (video and photo) • Editable project files for future use 			
<p>Obligations of Service Provider</p> <p>Shall shoulder all project-related expenses, including:</p> <ul style="list-style-type: none"> • Professional fees • Transportation, accommodation, and logistics • Equipment and production costs • Post-production expenses • Ensure proper lighting, sound recording, framing, and overall production quality • Ensure all video outputs include accurate captions/subtitles as a mandatory accessibility requirement • Ensure captions are clear, properly timed, and readable (font size, contrast, and placement) • Provide a dedicated production team for the duration of the project • Coordinate closely with NCDA for scheduling and approvals • Submit outputs on a per-module basis • Revise outputs based on NCDA feedback without additional cost (within reasonable limits) 			
<p>Project Timeline</p> <ul style="list-style-type: none"> • Duration: Four (4) to Five (5) months from receipt of Notice to Proceed • Coverage: Entire duration of AOLS module development • Output submission: Progressive (per module) and final consolidated outputs at project completion 			

Payment Terms

Payment may be structured as:

- Partial payments based on completed modules/deliverables
- Final payment upon completion and acceptance of all outputs

Subject to government accounting and auditing rules and regulations

Payment Tranche	Deliverables	Percentage	Amount
1st Payment	Mobilization/pre production activities	30%	195,000.00
2nd Payment	Completion and acceptance of Batch 1: 8 modules	35%	227,500.00
3rd Payment	Completion and acceptance of Batch 2: 8 modules	35%	227,500.00
Total		100%	650,000.00

Conditions for Payment

Payment shall be processed only upon submission and acceptance of the following, as applicable:

1. Accomplishment report or progress report;
2. Approved work plan and production schedule for the mobilization payment;
3. Completed video/multimedia outputs per batch;
4. Revised/final outputs based on comments and recommendations of NCDA;
5. Other documents required under existing government accounting and auditing rules.

Acceptance of Outputs

Outputs shall be considered completed only after review and written acceptance by NCDA. The contractor/service provider shall incorporate necessary revisions, corrections, or enhancements based on the comments and recommendations of NCDA prior to payment processing.

Note: No payment shall be made for incomplete, unaccepted, or non-compliant outputs.

<p>Qualification Requirements</p> <ul style="list-style-type: none"> • At least three (3) years of experience in audio-visual production • Proven portfolio of similar long-term or project-based engagements • Availability of professional production equipment and technical team • Compliance with all applicable government procurement requirements 			
<p>Other Conditions</p> <ul style="list-style-type: none"> • All outputs shall become the property of NCDA • All materials used must be original or properly licensed • All outputs must comply with accessibility standards, including mandatory captioning/subtitling of all video content • The project shall be subject to existing government procurement laws and COA regulations 			
<p>Note:</p> <ul style="list-style-type: none"> • Please see attached Terms of Reference for full Specifications, Terms and Conditions. • Kindly attach the necessary supporting documents and/or other means of verification to substantiate compliance with the requirements specified in the Terms of Reference. 			
<p align="center">***Nothing Follows***</p>			

FINANCIAL OFFER:

Payment shall be made to the supplier through Land Bank checks. Please see the attached TOR, Part X, for the payment terms.

Please quote your **best offer** for the item/s above.

Procurement of Multimedia Production Team (Videographer/s and Video Editor/s) for the Enhancement of the Accessible Online Learning System (AOLS)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>SIX HUNDRED FIFTY THOUSAND PESOS ONLY</u> <u>(Php 650,000.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



TERMS OF REFERENCE

Position Title	:	Multimedia Production Team (Videographer/s and Video Editor/s)
Engagement Type	:	Procurement of Media Production Services
Duration	:	One Year (1)
Approved Budget for the Contract (ABC)	:	650,000.00
Hiring Entity	:	National Council on Disability Affairs
Assigned Office	:	Technical Cooperation Division
Reports to	:	Chief, Technical Cooperation Division

I. Background

The National Council on Disability Affairs (NCDA), as the government's policy-making, coordinating, and monitoring body on disability-related programs, continuously promotes inclusive and accessible learning initiatives.

In line with this, the NCDA is enhancing the Accessible Online Learning System (AOLS), which requires continuous and professional audio-visual documentation and content production throughout the development and completion of its learning modules.

II. Objectives

- To document the full development lifecycle of the Accessible Online Learning System (AOLS)
- To produce high-quality multimedia content for each module of AOLS
- To ensure all outputs are accessible, including the provision of captions and readable visual elements

III. Project Nature

- This is a project-based engagement covering the full duration of AOLS module development
- The service provider shall deliver continuous audio-visual production services from project start until completion of all modules
- Outputs shall be progressive and aligned with each module developed

IV. Scope of Services

The service provider shall undertake end-to-end audio-visual production services, including:

Pre-Production (Per Module or Activity)

- Conceptualization and creative direction
- Scriptwriting and storyboard development
- Planning for accessibility features, including captioning and readable on-screen content
- Coordination with NCDA focal persons

Production (Continuous Coverage)

- Video documentation of AOLS module development, demonstrations, and related activities



- Professional photography coverage
- Use of high-quality cameras and production equipment
- Proper lighting setup to ensure clarity and consistency
- Professional audio recording (clear speech, minimal noise)
- Proper framing, composition, and visual storytelling
- Coverage scheduling aligned with module completion timelines

Post-Production (Per Module Output)

- Editing of video materials per module
- Color grading and audio enhancement
- Integration of graphics, subtitles, and captions for all video outputs
- Ensuring captions are synchronized, accurate, and readable
- Inclusion of accessibility features such as clear text overlays and legible fonts
- Background music (royalty-free, if applicable)
- Formatting for web, presentation, and social media use

V. Deliverables

The service provider shall deliver:

- Module-based video outputs (one per completed AOLS module), all with captions/subtitles
- At least two (2) consolidated AOLS promotional video (3–5 minutes), with captions
- Short highlight clips per module (30–60 seconds), with captions
- High-resolution edited photos (minimum of 20 per major activity)
- Complete raw files (video and photo)
- Editable project files for future use

VI. Obligations of Service Provider

Shall shoulder all project-related expenses, including:

- Professional fees
- Transportation, accommodation, and logistics
- Equipment and production costs
- Post-production expenses
- Ensure proper lighting, sound recording, framing, and overall production quality
- Ensure all video outputs include accurate captions/subtitles as a mandatory accessibility requirement
- Ensure captions are clear, properly timed, and readable (font size, contrast, and placement)
- Provide a dedicated production team for the duration of the project
- Coordinate closely with NCDA for scheduling and approvals
- Submit outputs on a per-module basis
- Revise outputs based on NCDA feedback without additional cost (within reasonable limits)

VII. Obligations of NCDA

- Provide schedule of module development and activities
- Assign focal persons for coordination and approval



- Facilitate access to locations and participants
- Review outputs within agreed timelines

VIII. Project Timeline

- Duration: Four (4) to Five (5) months from receipt of Notice to Proceed
- Coverage: Entire duration of AOLS module development
- Output submission: Progressive (per module) and final consolidated outputs at project completion

IX. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract shall be Six Hundred Fifty Thousand Pesos (Php 650,000.00), inclusive of all taxes and expenses

X. Payment Terms

Payment may be structured as:

- Partial payments based on completed modules/deliverables
- Final payment upon completion and acceptance of all outputs

Subject to government accounting and auditing rules and regulations

Payment Tranche	Deliverables	Percentage	Amount
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5. Other documents required under existing government accounting and auditing rules.



Acceptance of Outputs

Outputs shall be considered completed only after review and written acceptance by NCDA. The contractor/service provider shall incorporate necessary revisions, corrections, or enhancements based on the comments and recommendations of NCDA prior to payment processing.

Note: No payment shall be made for incomplete, unaccepted, or non-compliant outputs.

XI. Qualification Requirements

- At least three (3) years of experience in audio-visual production
- Proven portfolio of similar long-term or project-based engagements
- Availability of professional production equipment and technical team
- Compliance with all applicable government procurement requirements

XII. Other Conditions

- All outputs shall become the property of NCDA
- All materials used must be original or properly licensed
- All outputs must comply with accessibility standards, including mandatory captioning/subtitling of all video content
- The project shall be subject to existing government procurement laws and COA regulations

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [Address of Bidder];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.