



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5735811
Procuring Entity DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT - CAR
Title Service for the documentation of completed CMGP Projects
Area of Delivery Benguet

Solicitation Number:	2018-10-204	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Services		
Approved Budget for the Contract:	PHP 240,000.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	20/10/2018
Contact Person:	Louven L. Matib Administrative Officer V DILG-CAR, Barangay Center Upper Session Road cor. North Drive Baguio City Benguet Philippines 2600 63-074-4420085 63-074-4429030 dilgcar.gss@gmail.com	Last Updated / Time	19/10/2018 17:39 PM
		Closing Date / Time	23/10/2018 10:00 AM

Description

Hiring of service provider for the documentation of 2017 CMGP completed projects in CAR 1 lot

Qualifications:

1. Civil Service Organizations/Non-Government Organizations:
 - Registered with SEC, with accreditation from Government Agencies, with sufficient technical staff to do the following:
 - a. Interview beneficiaries
 - b. Translation of interviews to access stories
 - c. Development of a background story of the Province
 - d. Photography
 - e. Coffee table book
2. Experience:
 - With at least two (2) years experience in documenting success stories or similar tasks
3. Other requirements:
 - comprehensive portfolio including experiences in documentation
 - hard copy of previous relevant documentations
 - timetable of activities per province

Coverage/timeline and expected outputs

1. Six (6) provinces of CAR covering 12 completed CMGP projects (2 completed projects per province)
2. Documentation shall commence when there are at least two (2) completed projects per province
3. Documentations following the required deliverables indicated in the TOR
4. The service provider should accomplish the required outputs within the required timelines indicated in the TOR

Remuneration

1. Remuneration for the service shall be based on the following:
 - Php 30,000.00 per output for each province as indicated in 5.3.1 to 5.3.5 (the total remuneration of all outputs for the 6 provinces is Php 180, 000.00)
 - Php 60,000.00 for the approved regional coffee table book (5.3.6)
2. The remuneration is inclusive of taxes expenses for all equipment, software, traveling, and accommodation and



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4. The service provider shall submit the following as attachment for payment:

- Notice of billing
- Outputs as indicated in TOR 5.3
- Other documents required by the accounting office

Note: Please see attached approved Terms of Reference

Other Information

See attached RFQ & approved Terms of Reference.

Created by Louven L. Matib

Date Created 19/10/2018

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