



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK FILIPINA
JAKARTA

REQUEST FOR QUOTATION
Photography and Videography services

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure photography and videography services.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD500.00 or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 26 August 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia
Tel. No. : 3100334
Email : julius.calisin@dfa.gov.ph

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 19 August 2022

By Authority of the Bids and Awards Committee (BAC)


JOEL M. BERALTA
Chairperson, BAC

TERMS OF REFERENCE

Photography and Videography services

The Approved Budget for Contract (ABC) is USD500.00 or its equivalent in IDR.

General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

Technical Specifications

Photography Services

1. The contractor must provide one (1) photographer and one (1) assistant for the event.
2. Minimum Specification of camera and its peripherals:
 - a. Camera resolution must be at least 20-megapixels
 - b. Camera lens with 24-70 mm
 - c. Camera flash
3. The contractor must transfer all the RAW and edited materials in a flash drive and all the final edited materials in a DVD.
4. Event duration: 4 hours

Videography Services

5. The contractor must provide one (1) videographer and one (1) camper/assistant for the event.
6. Minimum Specification of camera and its peripherals:
 - a. Camera resolution must be at least 24-megapixels
 - b. Camera lens with 17-70 mm
 - c. Camera lens with fixed 17-70mm
 - d. Tripod
 - e. Gimbal stabilizer
 - f. Sound/Voice recorder
7. The contractor must transfer all the RAW and edited materials in a flash drive and all the final edited version in a DVD.
8. The contractor must create a same day video edit with maximum duration of 1 minute and must be compatible with social media platforms.
9. Event duration: 3 hours

Payment Terms

1. Payment shall be made within thirty (30) working days upon receipt of the invoice.

DEPARTMENT OF FOREIGN AFFAIRS
ALLOTMENT ORDER NO. 2022-E25
POST - PHILIPPINE EMBASSY: PE - JAKARTA

In accordance with the provision of Executive Order No. 292 (Administrative Code of 1987), the following amounts are hereby authorized for the Post from 01 January to 31 December 2022

UACS Code		Particulars	Amount in Pesos		
			DIPLOMACY	CONSULAR	TOTAL
I. PERSONNEL SERVICES			34,575,165.00		34,575,165.00
5010102000	705	Salaries and Wages - Casual/Contractual	1,606,500.00		1,606,500.00
5010209001	718	Overseas Allowance - Civilian			
		Post Allowance	218,250.00		218,250.00
		Overseas Allowance	20,736,750.00		20,736,750.00
		Family Allowance	1,182,750.00		1,182,750.00
		Medical Allowance			
		Educational Allowance	75,165.00		75,165.00
		Living Quarters Allowance	10,603,500.00		10,603,500.00
		Clothing Allowance	152,250.00		152,250.00
II. MAINTENANCE AND OTHER OPERATING EXPENSES			18,916,000.00	3,244,000.00	22,160,000.00
		Traveling Expenses			
5020101000	751	Traveling Expenses - Local			
5020102000	752	Traveling Expenses - Foreign	1,356,956.00	883,900.00	2,240,856.00
		Training and Scholarship Expenses			
5020201001	753-01	ICT Training Expenses			
5020201002	753-02	Training Expenses	1,665,000.00	170,000.00	1,835,000.00
5020202000	754	Scholarship Grants/Expenses			
		Supplies and Materials Expenses			
5020301001	755-01	ICT Office Supplies	301,000.00		301,000.00
5020301002	755-02	Office Supplies Expenses	283,000.00	111,000.00	394,000.00
5020302000	756-01	Accountable Forms Expenses			
5020303000	756-02	Non-Accountable Forms Expenses			
5020307000	758	Drugs and Medicines Expenses	57,000.00		57,000.00
5020309000	759	Fuel, Oil and Lubricants Expenses	222,000.00		222,000.00
5020311001	760	Textbooks and Instructional Materials Expenses			
5020321000		Semi-Expendable Machinery and Equipment			
5020321001	761-01	Semi-Expendable M&E - Machinery			
5020321002	761-02	Semi-Expendable M&E - Office Equipment	150,000.00	50,000.00	200,000.00
5020321003	761-03	Semi-Expendable M&E - Information and	150,000.00	50,000.00	200,000.00
5020321007	761-04	Semi-Expendable M&E - Communications			
5020321099	761-06	Semi-Expendable M&E - Other Machinery and			
5020322000	761-07	Semi-Expendable Furniture, Fixtures and Books			
5020322001		Semi-Expendable FF&B - Furniture and Fixtures			
5020322002		Semi-Expendable FF&B - Books			
5020399000	765	Semi-Expendable FF&B - Other Supplies and	277,000.00	166,000.00	443,000.00
		Utility Expenses			
5020401000	766	Water Expenses	166,000.00	55,000.00	221,000.00
5020402000	767	Electricity Expenses	555,000.00	136,000.00	691,000.00
5020403000	768	Gas/Heating Expenses			
		Communication Expenses			
5020501000	771	Postage and Courier Services	219,000.00	60,300.00	279,300.00
5020502001	772	Mobile	33,000.00	29,700.00	62,700.00
5020502002	773	Landline	172,000.00	39,600.00	211,600.00
5020503000	774	Internet Subscription Expenses	222,000.00	49,500.00	271,500.00
5020504000	775	Cable, Satellite, Telegraph and Radio Expenses			
		Confidential, Intelligence and Extraordinary			
5021001000	776-01	Confidential Expenses			
5021003000	776-03	Extraordinary and Miscellaneous Expenses			
		Professional Services			
5021101000	791	Legal Services			
5021102000	792	Auditing Services			
5021103001	793-01	ICT Consultancy Services			
5021103002	793-02	Consultancy Services	112,000.00		112,000.00
5021199000	794	Other Professional Services	485,000.00		485,000.00
		General Services			
5021201000	795	Environment/Sanitary Services			
5021202000	796	Janitorial Services	243,000.00		243,000.00
5021203000	797	Security Services	5,913,000.00	1,109,000.00	7,022,000.00
5021299001	798-01	Other General Services - ICT Services			
5021299099	798-02	Other General Services	1,233,000.00		1,233,000.00
		Repairs and Maintenance - Buildings and Other			
5021304001	802	R&M - Buildings	840,000.00		840,000.00
5021304099	803	R&M - Other Structures			
		Repairs and Maintenance - Machinery and			
5021305001	804	R&M - Machinery			
5021305002	805	R&M - Office Equipment			
5021305003	806	R&M - Information and Communication	57,000.00		57,000.00
5021305007	807	R&M - Communication Equipment			
5021305010	807-1	R&M - Military, Police and Security Equipment			
5021305099	808	R&M - Other Machinery and Equipment			
		Repairs and Maintenance - Transportation			
5021306001	809	R&M - Motor Vehicles	290,074.00		290,074.00
5021306099	810	R&M - Other Transportation Equipment			
5021307000	811	Repairs and Maintenance - Furniture and			
		Repairs and Maintenance - Leased Assets			
5021308001		R&M (Leased Assets) - Buildings and Other			
5021308002		R&M (Leased Assets) - Machinery and Equipment			
5021308003		R&M (Leased Assets) - Transportation Equipment			
5021308004		R&M (Leased Assets) - ICT Machinery and			
5021308099		R&M (Leased Assets) - Other Leased Assets			
		Repairs and Maintenance - Leased Assets			
5021309099	820	R&M (Leased Assets Improvements) - Other			
5021399099		Repairs and Maintenance - Other Property			
		R&M (Other Property, Plant and Equipment) -			
		Financial Assistance/Subsidy			
5021499000		Subsidies - Others			
		Taxes, Insurance Premiums and Other Fees			
5021501001	878	Taxes, Duties and Licenses	38,000.00		38,000.00
5021502000		Fidelity Bond Premiums			
5021503000	880	Insurance Expenses	200,000.00		200,000.00
		Other Maintenance and Operating Expenses			
5029901000	881-01	Advertising Expenses			

5029902000	881-02	Printing and Publication Expenses	57,000.00	33,000.00	90,000.00
5029903000	882	Representation Expenses	-	-	-
	882	Post Representation	1,341,970.00	-	1,341,970.00
	882	Authorized Officers	750,000.00	-	750,000.00
5029904000		Transportation and Delivery Expenses	-	-	-
		Rent/Lease Expenses	-	-	-
5029905001	884	Rents - Building and Structures	-	-	-
5029905002	885	Rents - Land	-	-	-
5029905003	886	Rents - Motor Vehicles	564,000.00	99,000.00	663,000.00
5029905004	887	Rents - Equipment	453,000.00	101,000.00	554,000.00
5029905006	889	Operating Lease	-	-	-
5029905008	891	Rents - ICT Machinery and Equipment	286,000.00	101,000.00	387,000.00
5029906000	892	Membership Dues and Contributions to	-	-	-
	893-01	Subscription Expenses	-	-	-
5029907001	893-01	ICT Software Subscription	112,000.00	-	112,000.00
5029907004	893-02	Library and Other Reading Materials Subscription	55,000.00	-	55,000.00
5029907099	893-03	Other Subscription Expenses	57,000.00	-	57,000.00
5029908000	894	Donations	-	-	-
5029999099	895	Other Maintenance and Operating Expenses	-	-	-
III. FINANCIAL EXPENSES			48,750.00	-	48,750.00
5030199000	975	Other Financial Charges	48,750.00	-	48,750.00
TOTAL ALLOTMENT			53,539,915.00	3,244,000.00	56,783,915.00

Date:

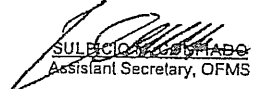
23 February 2022

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ORS No. 011011012022-02-000524
ORS No. 011011012022-02-000527
ORS No. 011011012022-02-000526

Diplomacy
Diplomacy
Consular
Diplomacy

NOTED AND APPROVED:


SUL FELICISBERTO
Assistant Secretary, OFMS