



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

REQUEST FOR QUOTATION
**T-Shirt Printing and Video Editing Services for the 2022 National Women's
Month Celebration**

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure t-shirt printing and video editing services for the 2022 National Women's Month Celebration, pursuant to the Philippine Commission on Women's Memorandum Circular No. 2022-01 dated 11 February 2022.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD 500.00 or IDR 7,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than **09 March 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
Fax No. : 3151167
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, 02 March 2022

By Authority of the Bids and Awards Committee (BAC)


GLENN JOSEPH D. TEH
Vice Chairperson, BAC

TERMS OF REFERENCE

The Approved Budget for Contract (ABC) is USD 500.00 or IDR 7,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00

General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
The following are the accepted documents:
 - Notarial deed of establishment;
 - Taxpayer Identification Number;
 - Business Number; and
 - Trade Business License.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a duly accomplished and signed statement of compliance with the Terms of Reference

Scope of Work

1. The Contractor must provide the following:

Service	Size / Description	Quantity (TBC)
T-shirt printing (Purple polo shirt, with Embassy logo) – with high or at least highly satisfactory quality of material	S	5
	M	12
	L	15
	XL	4
	XXL	2
Video editing	1 to 2-minute videos of guests to be featured in the Embassy's official Facebook page	5 videos of featured guests, 1 to 2 minutes each

2. The Contractor shall provide a sample shirt for review of the GAD Focal Unit, before proceeding to the printing of all t-shirts.
3. Upon approval, the Contractor must ensure the delivery of the t-shirts within ten (10) days.
4. Any items with defect/damage received by the Embassy shall be replaced by the Contractor.
5. The Contractor shall edit the videos of five (5) guests to be featured in the Embassy's official Facebook page, each with a maximum duration of 1 to 1.5 minutes, in accordance to the storyboard to be provided by the GAD Focal Unit.
6. Upon review and approval of the edited videos, the Contractor shall immediately send the digital copies of the videos (both raw and final) in high-resolution.

Payment terms

1. Payment shall be made within ten (10) days after the delivery of goods, completion of service, and receipt of invoice.