

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2020-001A
Posting Date: January 2, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services for the Project “Daily News Monitoring Services for CY 2020” in accordance with Section 53.6 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Daily News Monitoring Services for CY 2020
Approved Budget : Two Hundred Four Thousand Pesos (P204,000.00)
for the Contract
Specifications : Please see attached Annex “A”
Delivery Address : No. 100 10th St., Brgy. Mariana, New Manila, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Compliance to the Technical Specifications (Annex “A”); and
4. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 8:00 p.m. of January 3, 2020 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129.


SOFA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Requirement	Statement of Compliance
<p>The Supplier shall provide and media monitoring tool that tracks the OVP's presence in the print media landscape (Print, Broadsheet, Tabloids, Provincial Print, Magazines and Online News) inclusive of the following:</p> <ul style="list-style-type: none"> • Daily news digest that collates and summarizes all political, economic, and business news stories that are relevant to the OVP; • Topical news alerts and breaking news; • Weekend round-up of political, economic and business news; and • Briefers on economic and political reports that may have an impact on economy 	
<p>Frequency of Delivery</p> <ul style="list-style-type: none"> • Daily news digest services, topical news alert and breaking news shall be delivered every Monday – Friday at 8:00 a.m. • Weekend round-up of political, economic and business news, shall be delivered every Saturday at 8:00 a.m. 	
<p>Confidentiality</p> <p>The Supplier shall keep confidential, during and after the term of the Project, any information made known to them by or on behalf of the OVP during the course of the Project</p>	

Note:

1. The frequency of delivery may be modified at the option of the OVP upon prior notice to the supplier.
2. Actual project implementation shall be for twelve months from the issuance of the written notice or until full utilization of the total contract price.
3. Billing shall be based on the actual utilization but shall not exceed the contract price.

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date



PRICE QUOTATION FORM

Date

The Administrative Division

Office of the Vice President

7th Floor, Ben-Lor Building

1184 Quezon Avenue, Quezon City

Sir/Madam:

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Quantity	Unit	Unit Price	Total Price
Daily News Monitoring Services for CY 2020	Daily news monitoring services for twelve (12) months, inclusive of daily news digests; topical news alerts and breaking news; weekend round-up of political, economic and business news; and briefers on economic and political reports	1	lot		
Total (inclusive of VAT)					

- (2) We undertake to deliver above service per technical specifications within five (5) calendar days from receipt of Purchase Order; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number

