



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City

Telephone Number 8818-2200/ Fax Number 819-6176

INVITATION TO QUOTE FOR PROCUREMENT OF PHOTOGRAPHY AND VIDEOGRAPHY SERVICES
(LLFC-CAP-24-008)

REQUEST FOR QUOTATION (Small Value Procurement)

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	Procurement of Photography and Videography Services (LLFC-CAP-24-008)
Approved Budget of the Contract (ABC)	One Hundred Ninety-Nine Thousand Pesos and 00/100 (PHP 199,000.00)

BACKGROUND

The LBP Leasing and Finance Corporation (LLFC) will have a dynamic multimedia initiative aimed at enhancing its corporate image and marketing reach. This project involves procuring top-tier photography and videography services to conduct professional photoshoots for its key executives, including Directors, Vice Presidents, CEO, and its employees. These images will not only elevate the personal branding of LLFC's leadership but also be utilized in various marketing materials, strengthening the corporation's visual identity. The project will be a highlight of the 41st Anniversary of LLFC on March 15, 2024.

OBJECTIVES OF THE PROCUREMENT

The objectives of this project are as follows:

1. Enhance the visual representation of LLFC's leadership and overall brand through professional quality photos and videos.
2. Utilize employee-focused videography to present a relatable and personal side of LLFC, highlighting the company's culture and values.
3. Leverage the created content across digital platforms to bolster marketing strategies, increasing engagement and visibility.
4. Update the LLFC website with fresh, dynamic content to attract and retain the interest of current and potential clients.

SCOPE OF WORK

I. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed but not later than **March 8, 2024**.

The bidder should be able to provide the local rice with the following specifications:

1. Project Cost:
 - Php 199,000.00 inclusive of all applicable taxes and operational expenses such as the transportation.
2. Minimum Qualifications for the Service Provider
 - Engaged in photography and videography services for at least more than five (5) years;
 - Excellent skills in using professional level video and still cameras;
 - With enough/complete manpower for production, hair and make-up artist, videographer, photographer, and other necessary manpower support.

- With enough and complete professional equipment such as professional camera, microphone, cable, monitor, laptop, backdrop, tripod etc.

Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.

3. Deliverables and Timetable:

A. **GROUP PHOTOSHOOT**

Photo-shoot session per group on a white or gray seamless paper background, with the deliverables of (2) two edited photo per group upon release of the output, two 2 revisions shall be allowed.

Group photo session per on a white or gray seamless paper background

Group Photos (5 Groups)

1. CSG - (20 pax)
2. ASG - (11 pax)
3. OGC - (6 pax)
4. OP and Oversight - (9 pax)
5. AMG - (13 pax)

B. **EXECUTIVE PHOTOSHOOT**

Photo-shoot session individually on a white or gray seamless paper background, with the deliverables of (5) five edited photo per person upon release of the output, two 2 revisions shall be allowed.

Shoot Eight (8) Directors and Five (5) VPs and CEO in LBP's HQ in Makati City individually.

- a. (5) five edited photo per person

C. **MARKETING SHOOT**

Photo-shoot session individually with the deliverables of (5) (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment upon release of the output, two 2 revisions shall be allowed.

Shoot Five (5) marketing shots featuring employees in LBP's HQ in Makati City individually.

- a. (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment.

D. **VIDEOSHOOT**

An individual video session to be shot in LLFC's office in Makati City, with the deliverables of a 10-minute interview video upon release of the output, two 2 revisions shall be allowed.

Video-shoot on site for (5) five LLFC staff about employee branding for a (10) ten-minute video output with basic graphic effects/overlay and non-copyright music.

- All raw files and jpeg file shall be release via hard drive.
- Prior to final release of the edited photo a sample edit photo shall be submitted for checking of the criteria parameters on the photo appearance and quality.
- Before the final edit of all the photos, shall be given 7 working days for evaluation.
- After the evaluation, the service provider shall have the output after 15 calendar days.

II. **CONTRACT PAYMENT SCHEME**

The 75% of payment shall be made upon completion of 1st day activities related to (a.) Group Photo Shoot and (b.) Marketing Shoot (c.) Video Shoot. The next 25% shall be made upon 100% completion of the remaining project (d.) Executive Photo Shoot and the entire project.

1. Please accomplish the following:
 - a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
 - b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before March 11, 2024 10:00AM** together with the **Certified True Copies** of the following **Eligibility documents**:

 - a.) Valid and current year Mayor's Permit
 - b.) Valid and current PhilGEPS Registration Number
 - c.) DTI/SEC Registration (for Partnership/Corporation)
2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.
3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance with the Schedule of Requirements and Eligibility documents.
5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government.
7. Payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to procurement@lbpleasing.com

Date of issue: 07 March 2024

(Sgd.)

MS. RIZA M. HERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
CONSULTANCY SERVICES**

PROJECT NAME	:	Photography and Videography Services
APPROVED BUDGET FOR THE CONTRACT	:	One Hundred Ninety-Nine Thousand Pesos (P199,000.00) inclusive of all applicable taxes and other operational expenses
BUDGET SOURCE		2024 Corporate Operating Budget (COB)

I. SUMMARY

The LBP Leasing and Finance Corporation (LLFC) will have a dynamic multimedia initiative aimed at enhancing its corporate image and marketing reach. This project involves procuring top-tier photography and videography services to conduct professional photoshoots for its key executives, including Directors, Vice Presidents, CEO, and its employees. These images will not only elevate the personal branding of LLFC's leadership but also be utilized in various marketing materials, strengthening the corporation's visual identity. The project will be a highlight of the 41st Anniversary of LLFC on March 15, 2024.

Furthermore, the initiative extends to the creation of engaging video content that spotlights LLFC's employees as the embodiment of the company's values and brand. These videos are designed to humanize the Corporation, showcasing the talent and dedication of its workforce. By promoting employees as the face of LLFC, the company aims to foster a deeper connection with its audience. This content will be prominently featured on the LLFC website and utilized in other digital platforms, enhancing the company's online presence.

II. THE OBJECTIVES

The objectives of this project are as follows:

1. Enhance the visual representation of LLFC's leadership and overall brand through professional quality photos and videos.
2. Utilize employee-focused videography to present a relatable and personal side of LLFC, highlighting the company's culture and values.
3. Leverage the created content across digital platforms to bolster marketing strategies, increasing engagement and visibility.
4. Update the LLFC website with fresh, dynamic content to attract and retain the interest of current and potential clients.

By undertaking this initiative, LLFC aims not only to refresh its corporate image but also to reinforce its position in the market as a forward-thinking and people-centric organization.

III. DELIVERABLES AND TIMETABLE

The bidder shall be engaged upon issuance of the notice to proceed but not later than **March 8, 2024**.

The bidder should be able to provide the following services with the following specifications:

1. Project Cost:
 - Php 199,000.00 inclusive of all applicable taxes and operational expenses such as the transportation.

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
CONSULTANCY SERVICES**

2. Minimum Qualifications for the Service Provider
- Engaged in photography and videography services for at least more than five (5) years;
 - Excellent skills in using professional level video and still cameras;
 - With enough/complete manpower for production, hair and make-up artist, videographer, photographer, and other necessary manpower support.
 - With enough and complete professional equipment such as professional camera, microphone, cable, monitor, laptop, backdrop, tripod etc.

Prospective bidders are requested to submit their profile for verification of qualification and other necessary requested as indicated with the Annexes.

3. Deliverables and Timetable:

A. GROUP PHOTOSHOOT

Photo-shoot session per group on a white or gray seamless paper background, with the deliverables of (2) two edited photo per group upon release of the output, two 2 revisions shall be allowed.

Group photo session per on a white or gray seamless paper background

Group Photos (5 Groups)

1. CSG - (20 pax)
2. ASG - (11 pax)
3. OGC - (6 pax)
4. OP and Oversight - (9 pax)
5. AMG - (13 pax)

B. EXECUTIVE PHOTOSHOOT

Photo-shoot session individually on a white or gray seamless paper background, with the deliverables of (5) five edited photo per person upon release of the output, two 2 revisions shall be allowed.

Shoot Eight (8) Directors and Five (5) VPs and CEO in LBP's HQ in Makati City individually.

- a. (5) five edited photo per person

C. MARKETING SHOOT

Photo-shoot session individually with the deliverables of (5) (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment upon release of the output, two 2 revisions shall be allowed.

Shoot Five (5) marketing shots featuring employees in LBP's HQ in Makati City individually.

- a. (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment.

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR
CONSULTANCY SERVICES**

D. VIDEOSHOOT

An individual video session to be shot in LLFC's office in Makati City, with the deliverables of a 10-minute interview video upon release of the output, two 2 revisions shall be allowed.

Video-shoot on site for (5) five LLFC staff about employee branding for a (10) ten-minute video output with basic graphic effects/overlay and non-copyright music.

- All raw files and jpeg file shall be release via hard drive.
- Prior to final release of the edited photo a sample edit photo shall be submitted for checking of the criteria parameters on the photo appearance and quality.
- Before the final edit of all the photos, shall be given 7 working days for evaluation.
- After the evaluation, the service provider shall have the output after 15 calendar days.

IV. CONTRACT PAYMENT SCHEME

The 75% of payment shall be made upon completion of 1st day activities related to (a.) Group Photo Shoot and (b.) Marketing Shoot (c.) Video Shoot. The next 25% shall be made upon 100% completion of the remaining project (d.) Executive Photo Shoot and the entire project.

Price Quotation Form

Date:

MS. RIZA M. HERNANDEZ

Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Ms. Hernandez**:

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:

Description/ Specifications:	Qty.	Unit Price (P)	Total Price (P)
(In details)			
Amount in Words: _____ _____			
Warranty			

The above-quoted prices are inclusive of all costs and applicable taxes. Delivery to **LBP Leasing and Finance Corporation** shall be within thirty (30) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

 Printed Name over Signature of Authorized Representative

 Name of Company

 Contact No./s

***Please submit all the required eligibility documents together with the Annexes "A, B and C"**

Schedule of Requirements and Eligibility Requirements

Bidders must state “**Comply**” in the column “Statement of Compliance” against each of the individual parameters.

Requirements/Trainings	Statement of Compliance
Deliverables and Timetable	
<p>A. <u>GROUP PHOTOSHOOT</u> Photo-shoot session per group on a white or gray seamless paper background, with the deliverables of (2) two edited photo per group upon release of the output, two 2 revisions shall be allowed.</p> <p><u>Group photo session per on a white or gray seamless paper background</u> Group Photos (5 Groups) 1. CSG - (20 pax) 2. ASG - (11 pax) 3. OGC - (6 pax) 4. OP and Oversight - (9 pax) 5. AMG - (13 pax)</p>	
<p>B. <u>EXECUTIVE PHOTOSHOOT</u> Photo-shoot session individually on a white or gray seamless paper background, with the deliverables of (5) five edited photo per person upon release of the output, two 2 revisions shall be allowed.</p> <p><u>Shoot Eight (8) Directors and Five (5) VPs and CEO in LBP’s HQ in Makati City individually.</u> a. (5) five edited photo per person</p>	
<p>C. <u>MARKETING SHOOT</u> Photo-shoot session individually with the deliverables of (5) (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment upon release of the output, two 2 revisions shall be allowed.</p> <p><u>Shoot Five (5) marketing shots featuring employees in LBP’s HQ in Makati City individually.</u> a. (15 – 30) Fifteen to Thirty edited photos of employees shaking hands, smiling, working and showcasing good employee environment.</p>	
<p>D. <u>VIDEOSHOOT</u> An individual video session to be shot in LLFC’s office in Makati City, with the deliverables of a 10-minute interview video upon release of the output, two 2 revisions shall be allowed. Video-shoot on site for (5) five LLFC staff about employee branding for a (10) ten-minute video output with basic graphic effects/overlay and non-copyright music.</p> <ul style="list-style-type: none"> • All raw files and jpeg file shall be release via hard drive. • Prior to final release of the edited photo a sample edit photo shall be submitted for checking of the criteria parameters on the photo appearance and quality. • Before the final edit of all the photos, shall be given 7 working days for evaluation. 	

<ul style="list-style-type: none"> After the evaluation, the service provider shall have the output after 15 calendar days. 	
Supplier Qualifications	
1. Engaged in photography and videography services for at least more than five (5) years;	
2. Excellent skills in using professional level video and still cameras;	
3. With enough/complete manpower for production, hair and make-up artist, videographer, photographer, and other necessary manpower support.	
4. With enough and complete professional equipment such as professional camera, microphone, cable, monitor, laptop, backdrop, tripod etc.	
Eligibility Requirements (Certified True Copies only) :	
1. Valid and Current Year Mayor's Permit	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	

I hereby certify to comply and deliver all the above Schedule of Requirements.

<hr/> Name of Company /Bidder	<hr/> Signature over Printed Name of Authorized Representative	<hr/> Date
--	---	-------------------