



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
 Indang, Cavite, Philippines  
 ☎ (046) 889-6373  
[www.cvsu.edu.ph](http://www.cvsu.edu.ph)

**INVITATION TO SUBMIT QUOTATION**  
**Audio-Visual Presentation for Cavite State University**

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Audio-Visual Presentation for Cavite State University”** with an Approved Budget for the Contract (ABC) **Two Hundred Fifty Thousand Pesos Only (PhP 250,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

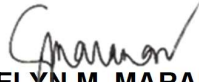
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1.	Lot	<p>CvSU Audio-Visual Presentation</p> <ul style="list-style-type: none"> <li>• Deliverables               <ol style="list-style-type: none"> <li>1. Long version: One (1) AVP in ultra high-definition video format with a duration of 7-10 minutes; soft copy each in .avi and .mov file formats</li> <li>2. Short version: One (1) AVP in ultra high-definition video format with a duration of 3 minutes; soft copy each in .avi and .mov file formats</li> <li>3. All raw and processed assets and other production related materials in digital formats, to be delivered via Google Drive link and external hard drive.</li> </ol> </li> <li>• Scope of Work               <p>The Service Provider shall undertake the following:</p> <ol style="list-style-type: none"> <li>1. Script/storyboard development</li> <li>2. Actual shoot</li> <li>3. Video and photo enhancement</li> <li>4. Voice-over talent (must not be AI-generated)</li> <li>5. Post-production (including, but not limited to: video editing, animations, special effects, licensed musical scoring, English subtitling)</li> <li>6. Close coordination with the Procuring Entity on matters relating to the project</li> </ol> </li> <li>• Qualification Requirements               <ol style="list-style-type: none"> <li>1. Must be a reputable media or creative production company which has been in operation for at least three (3) years.</li> </ol> </li> </ul>	1	250,000.00	250,000.00

		<p>2. Extensive experience in developing and producing similar projects with high-definition standard and premium quality.</p> <p>3. Must have completed at least two (2) similar projects with other government organizations and/or academic institutions.</p> <p>4. With capability to provide full service in terms of, but not limited to, equipment and personnel from pre-production, production, and post-production. A certification must also be issued on the list of equipment it provides for the project.</p> <p>5. Must be able to submit two (2) samples/demo reels of completed audio-visual presentations (AVPs) or television commercials along with their proposal/bid.</p> <p>● WEEK 1-3 Proposed treatment/ storyboard submitted to Procuring Entity and reviewed by the Executive Committee (ExeCom) Finalized script approved by the ExeCom</p> <p>● WEEK 4-6 AVP production and editing</p> <p>● WEEK 7-8 AVP for presentation to Procuring Entity</p> <p>● WEEK 9 Initial version of the AVP presented and reviewed by ExeCom</p> <p>● WEEK 10 AVP submitted for review and approval by ExeCom</p> <p>● WEEK 11 AVP submitted for review and approval by ExeCom</p> <p>● WEEK 12 All deliverables submitted to Procuring Entity</p>			
<b>TOTAL AMOUNT</b>					<b>250,000.00</b>

2. Delivery Period: \_\_\_\_ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Procurement Office through mail, fax or email at the contact details listed below **on or before 8:00 AM of June 16, 2024.**

Address : Procurement Office, Administration Building  
Cavite State University  
Indang, Cavite  
E-mail : [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto:rfqmain@cvsu.edu.ph)  
Telefax : (046) 889-6373

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.



**ROSELYN M. MARANAN**  
BAC Secretary, Goods and Consulting Services