



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

APPROVED FOR POSTING

Reference No. 24-01-086
Date: February 5, 2024

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV
FEB 05 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, intends to undertake the following procurement project in accordance with Annex “H” of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184, otherwise known as the Government Procurement Reform Act:

Project Description	One (1) Lot Photography Services for the Sandiganbayan <i>en banc</i> on March 18, 2024 (Refer to attached Terms of Reference for details)
Approved Budget for the Contract (ABC)	Ninety Thousand Pesos (Php90,000.00), inclusive of all applicable taxes and charges
Delivery of Services	March 18, 2024/ 10:00 A.M/ Sandiganbayan Centennial Building
Deadline of Submission of Quote	February 12, 2024, 12:00 noon

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty; if applicable
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if applicable
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items/services specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items, as applicable. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. An alteration and/or amendment of the Terms and Conditions would render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

3. The Supplier warrants its compliance to the attached Terms of Reference of the subject procurement project.

4. The supplier likewise warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

5. In case of tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 (*"Tie-Breaking Method"*).

6. Prior to award or payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements²:

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

7. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

8. All pertinent provisions of R.A. No. 9184 shall apply.

For any clarification, kindly contact Ms. Maridel D. Panaligan through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,

(original signed)

CHAMAGNE E. GUERRERO

Supervising Judicial Staff Officer

Procurement Management Division

¹ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II, Annex "H" of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021.

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021.

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma’am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Quantity	Unit	Description	Total Quote
1	Lot	Photography Services for the Sandiganbayan <i>en banc</i> on March 18, 2024 (Refer to attached Terms of Reference for details)	

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

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number (required prior to award):

Contact Number/s

Email Address

Date Issued

TERMS OF REFERENCE

Photography Services

Pictorial of the Sandiganbayan Justices
on March 18, 2024

I. Background

The Sandiganbayan holds the distinction of being the oldest anti-corruption court in the world with its creation by virtue of Presidential Decree (P.D.) No. 1486 on 11 June 1978 forty-five (45) years ago. Along with the changes in its jurisdiction, the Court's membership likewise increased from the original nine-member collegiate Court to the current twenty-one (21) members.

With the appointment of new members since, and the forthcoming retirement of several senior justices, including Presiding Justice Amparo M. Cabotaje-Tang, it is an opportune moment to capture the current composition of the Court in still photographs. This will enable the Court to update its website information, include the photos in its annual report and other publications materials, as well as prepare for the retirement ceremonies of the most senior justices.

II. Objective

The primary objective of the project is to contract the services of a reputable photographer to take and produce updated photos of the incumbent Sandiganbayan Justices (subjects). The outputs are intended for the updating of the Sandiganbayan website, publication of annual report and other materials, and the preparation for this year's retirement ceremonies.

III. Minimum Qualifications

The Service Provider (SP), who may be an individual or a group, must possess the following qualifications:

- a. Registered with the PhilGEPS
- b. Engaged in photography services for at least two (2) years prior to the commencement of the project;
- c. First-rate skills using at least mid-range, professional level still cameras; and,
- d. Excellent post-processing/photo editing skills using professional photo editing software (*e.g.*, Adobe Photoshop and Adobe Lightroom). To this end, the prospective service providers shall be required to submit to the

end-user their respective portfolio, whether physical or digital. This shall form part of the criteria for the selection of the service provider.

- e. Quotations shall be subject to evaluation of the submitted portfolios and shall be rated according to the following criteria:
 - i. 40% Technical Expertise and Quality
 - ii. 30% Relevance of past works to theme of intended activity
 - iii. 30% Visual Impact

The highest rated quotation within the Approved Budget for the Contract shall be recommended for award.

IV. Scope of Work

The SP is expected to:

- a. Capture individual portraits and group photos of the subjects using their own professional still camera/s with the appropriate lenses, and in as many poses/angles as possible;
- b. Provide appropriate indoor/studio lighting equipment setup;
- c. Allow subjects to access, view and select photos immediately after every photoshoot session. The SP shall setup a personal computer, laptop or other appropriate equipment, *e.g.*, projector, etc., at the venue for this purpose.
- d. To edit, revise, and reshoot, if necessary, the photographs that are not acceptable to the Sandiganbayan at no additional cost.
- e. Submit, within ten (10) days from the conclusion of the photoshoot, high-resolution, soft copies of edited/post-processed pre-selected photos in the following quantities:
 - i. At least three (3) individual portraits of each of the twenty-one (21) justices, in different poses and/or taken from different angles;
 - ii. At least three (3) group photos consisting of the members of each of the seven (7) Divisions of the Sandiganbayan, in different poses and/or taken from different angles;
 - iii. At least five (5) group photos of the Sandiganbayan *En Banc*, in different poses and/or taken from different angles;
 - iv. At least fifteen (15) behind the scenes (BTS) group photos

- f. To bear the cost of transportation, food and other related expenses of their photographer/s and support staff for the entire duration of the photoshoot.
- g. To schedule at least one meeting (either face to face or via virtual platforms) and ocular inspection of the venue of the photoshoot.

V. Copyright

The SP shall assign full copyright ownership of all photographs, both raw and edited, covered under the conduct of the services, to the Sandiganbayan. The Sandiganbayan shall retain the exclusive right to publish the photographs. The SP shall not use the photos for their portfolio. Posting of the photos in their business and personal social media pages shall likewise be prohibited. Any violation of this condition shall be dealt with legally.

VI. Confidentiality of Data and Information

All data, document, records (collectively "Information") which may be disclosed to or accessed by the SP for purposes of delivering the services are considered confidential and shall remain the sole property of the Sandiganbayan. The SP shall prevent the unauthorized transfer, disclosure, or use of the Information by any of its officers, employees, or representatives, to any third person or entity. The Service Provider shall not use the Information for any purpose other than what is reasonably necessary to perform the services.

Upon completion of the Services, the SP shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

VII. Dispute Resolution

Should any dispute related to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

VIII. Schedule and Location

The photoshoot shall be held on 18th of March 2024, at 10:00 am tentatively set at the Fourth Division Courtroom, Sandiganbayan Centennial Building, Commonwealth Ave. cor. Batasan Road, Batasan Hills, Quezon City.

IX. Approved Budget for the Contract P 90,000.00