



REQUEST FOR QUOTATION (RFQ)

Procurement of Media Monitoring Services

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-CAD-25-00019
Date of Posting/Canvass	:	03/13/2025
Deadline of Submission	:	03/19/2025 (10:00AM)
Approved Budget for the Contract (ABC)	:	₱ 420,000.00

Kindly refer to the attached **Terms of Reference** for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- Proposal/Quotation *[using supplier's letterhead]*;
- 2025 Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement (10 statements);
- Secretary's Certificate (for suppliers under partnership and corporation); and
- Data Privacy Consent Form

For submission of proposal and any inquiry, you may contact the following personnel:

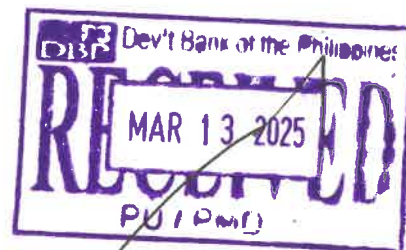
MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name

Development Bank of the Philippines



Terms of Reference

PROCUREMENT OF MEDIA MONITORING SERVICES

I. **Approved Budget for the Contract:** Four Hundred Twenty Thousand Pesos (P420,000.00), inclusive of VAT/applicable taxes and other charges

II. **Scope of Services:**

The media monitoring service provider shall provide/ perform the following:

- A. Media intelligence services or news monitoring of pre-specified topics published and/ or broadcast over Philippine television, radio, print media (newspapers and magazines), including provincial print publications, online news portals, and social media – Facebook, Instagram, Twitter and YouTube
- B. Data management system

III. **Expected Output/ Deliverables**

A. Daily news monitoring and email reporting of the following topics:

Media	Medium	Topics
Traditional Media	<ul style="list-style-type: none"> • Print (local) <ul style="list-style-type: none"> ○ national broadsheets ○ tabloids ○ magazines • Provincial publications • Online news websites (local) • Television (local) • Radio (AM band) 	<ul style="list-style-type: none"> • Development Bank of the Philippines • DBP • Al Amanah Islamic Investment Bank of the Philippines • Al Amanah Islamic Bank • AAIBP • Banking and Finance • The Economy
Social Media	<ul style="list-style-type: none"> • Facebook • Twitter • Instagram • Youtube 	<ul style="list-style-type: none"> • Development Bank of the Philippines • DBP • Al Amanah Islamic Investment Bank of the Philippines • Al Amanah Islamic Bank • AAIBP

CONFORME:

Company Name

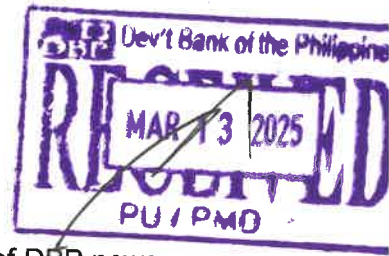
Name & Signature

Date

B. Digital compilation of all DBP news materials monitored

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- C. Media analytics, e.g. computation of advertising and PR value of DBP news stories, exposure in various media
- D. Deadline of the submission of reports:
- Daily Alert shall be provided within the day
 - Monthly Statistics / PR and Ad Value report shall be provided within the second week of the following month
- E. Timetable: One year after the receipt of the approved purchase order/ Notice to Proceed

IV. Documents for Submission:

- A. Proposal/Quotation
- B. 2025 Mayor's/Business Permit
- C. Proof of PhilGEPS Registration
- D. Omnibus Sworn Statement
- E. Secretary's Certificate (For suppliers under partnership/ corporation)
- F. Signed Request for Quotation (RFQ)

V. Payment:

- a. Payment shall be processed after the completion of each service and subject to the submission of complete documents for payment which are as follows:
- Updated and valid tax clearance
 - Statement of Account/ Billing Statement
 - Certificate of Completion/ Acceptance
- b. For every day of delay, 1/10 of 1% (0.001) of the price of unperformed service shall be deducted from the payment, in case the supplier fails to perform the service on time. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the PO, the DBP rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

CONFORME:

Recommended by:

SIGNED

MGR. JAYVEE P. CORTEZ
Head, Media and Advertising Unit

Approved by:

SIGNED

FVP ZANDRO CARLOS P. SISON
Head, Corporate Affairs Department

Company Name

Name & Signature

Date