



## REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the “**Rental of Professional Sound System, Lights & Effects, and LED Wall Services**” in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:



Name of Project:	<b>Rental of Professional Sound System, Lights &amp; Effects, and LED Wall Services</b>
Area of Delivery & Installation:	CAP John Hay Trade and Cultural Center, Ordonio Drive, Camp John Hay, Baguio City
Contract Period	November 3 – 4, 2022
Specification:	See attached Terms of Reference
Approved Budget for the Contract	Eighty-Five Thousand Pesos (₱85,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 3:30 P.M. of October 10, 2022. Open quotations may be submitted at DBP BBG – Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address [nlbg@dbp.ph](mailto:nlb@dbp.ph).

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project/contract:

1. Mayor’s / Business Permit
2. PhilGEPS Registration
3. Omnibus Sworn Statement

For inquiry, you may contact Ms. Ariane Xyrille P. Cacho at Telephone No. (074) 442-5308.

  
**SIGNED**  
**MARIA DOLORES C. GUEVARA**  
First Vice President  
Head, BBG-Northern Luzon  


**PRICE QUOTATION FORM**

\_\_\_\_\_  
 The Regional Bids and Awards Committee  
 Development Bank of the Philippines  
 Branch Banking Group – Northern Luzon  
 Lower Session Road  
 Baguio City, Benguet

Sir/Madam:

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

Description	Qty	Unit	Unit Cost	Total Price
Rental of Professional Sound System, Lights & Effects and LED Wall Services				
1. Overall supplier/ technician for sounds and lights to coordinate requirements with DBP production/ staff 2. Technician to handle sound mixing 3. Technician to handle lighting control 4. Two units power follow spotlights 5. 10 units wired microphones, 3 units wireless mics for the MCs 6. At least 24 pcs par 64 spotlights or LED lights 7. Rain lights 8. Dimming/ control board for the lighting equipment 9. 8 units moving heads for special effects 10. 4 units large house speakers 11. 4 units stage monitor speakers 12. Scaffoldings/ stands for lighting and speakers 13. Mixing boards/ consoles/ equalizers/ processors/ effects 14. System cables and interface materials 15. Communication system for production staff 16. One unit teleprompter (at least 40 inches) set for the MCs with connections for playback scripts, lyrics 17. One unit LED wall (9x12 ft)				
<b>Total</b>				
<b>Amount in Words</b>				

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

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Contact No.



TERMS OF REFERENCE

RENTAL OF PROFESSIONAL SOUND SYSTEM, LIGHTS & EFFECTS, AND LED WALL SERVICES

I. Approved Budget for the Contract

The approved budget for the contract shall be in the amount of PESOS: EIGHTY-FIVE THOUSAND ONLY (P85,000.00). The ABC is inclusive of all required services and taxes. The estimated cost shall be against the approved BBS' budget for Planning.

II. Required specification

Event schedule	November 3, 2022 (12:00 noon onwards) November 4, 2022 (7:00 am onwards)
Delivery & Set-up	November 3, 2022 (morning)
Dismantling	November 4, 2022 (after the event)

- Overall supplier/ technician for sounds and lights to coordinate requirements with DBP production/ staff
- Technician to handle sound mixing
- Technician to handle lighting control
- Two units power follow spotlights
- 10 units wired microphones, 3 units wireless mics for the MCs
- At least 24 pcs par 64 spotlights or LED lights
- Rain lights
- Dimming/ control board for the lighting equipment
- 8 units moving heads for special effects
- 4 units large house speakers
- 4 units stage monitor speakers
- Scaffoldings/ stands for lighting and speakers
- Mixing boards/ consoles/ equalizers/ processors/ effects
- System cables and interface materials
- Communication system for production staff
- One unit teleprompter (at least 40 inches) set for the MCs with connections for playback scripts, lyrics
- One unit LED wall (9x12 ft)

III. Contract price and payment terms

No down payment. Payment shall be made 15 working days after complete delivery and acceptance of items.

Prepared By:

Approved by:

**SIGNED**

**SIGNED**

**MGR. MA ROMA ROSA C. LEONARDO**  
Technical Assistant/ BBS-OH

**EVP GEORGE S. INOCENCIO**  
Head, Branch Banking Sector