



**REQUEST FOR QUOTATION (RFQ)**

**RENTAL OF EVENT PRODUCTION, STAGE AND SOUND SYSTEM SERVICES, PER APPROVED TERMS OF REFERENCE**

Procuring Entity : DBP Head Office  
 Solicitation Number : P-ERD-24-00010  
 Date of Posting/Canvass : 02/19/2024  
 Deadline of Submission : 02/23/2024 (9:00 AM)  
 Approved Budget for the Contract (ABC) : ₱773,950.00

| Item   | Quantity | Unit Cost | Total Cost |
|--|----------|-----------|------------|
| <b>Kindly refer to the attached Terms of Reference for details and other conditions.</b> |          |           |            |

**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;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K);
- Secretary's Certificate (for suppliers under partnership/corporation)
- Latest Income Tax Return
- Signed Request for Quotation (RFQ).

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

**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

Name of Company/Supplier: \_\_\_\_\_  
 Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature over Printed Name*

**DEVELOPMENT BANK OF THE PHILIPPINES**  
**TERMS OF REFERENCE**  
**RENTAL OF EVENT PRODUCTION, STAGE AND SOUND SYSTEM SERVICES**

**A. OBJECTIVE**

**To resume the Family Day of the bank**

|   |  |
|---|--|
| <b>EVENT PURPOSE</b>  | <b>2024 FAMILY DAY</b>   |
| Approved Budget for Contract:   | P773,950.00 Inclusive of VAT/Applicable taxes                                |
| Venue/Date  | Marikina Sports Complex, #24 Sumulong Hi-way<br>Marikina City /March 9, 2024 |
| <b>SPECIFICATIONS</b>   |  |
| <b>A. 1 LOT - RENTAL OF EVENT PRODUCTION, STAGE AND SOUND SYSTEM</b>  |  |
| <ul style="list-style-type: none"> <li>• <b>Main stage</b> <ul style="list-style-type: none"> <li>• 4 units 9 x 12 LED wall</li> <li>• 1 unit LED wall riser (32'x6'x4')</li> <li>• 2 units LED wall riser (12'x4'x4')</li> <li>• 1 unit Play back software system with playback programmer.</li> <li>• 1 unit Scan converter</li> <li>• 1 unit Digital video switcher</li> <li>• 2 units Video monitors</li> <li>• 1 unit Laptop computer</li> <li>• 1 unit Computer controller</li> <li>• 1 unit Digital teleprompter</li> <li>• 1 lot LED digital juices (high resolution)</li> <li>• 1 unit Flat TV with stand</li> <li>• 1 lot Cables, connectors and accessories</li> </ul> </li> <li>• <b>Soundsystem</b> <ul style="list-style-type: none"> <li>• 16 units Line Array speaker system</li> <li>• 2 units Amplifier controllers</li> <li>• 8 units Powered sub-woofers</li> <li>• 6 units Powered monitor speakers</li> <li>• 1 unit Digital audio mixer</li> <li>• 8 units Dynamic microphones with stands</li> <li>• 2 units CD/USB players</li> <li>• 1 unit Spinner sub-mixer</li> <li>• 1 set Audio play back</li> <li>• 1 lot Connectors, cables and accessories</li> </ul> </li> <li>• <b>Stage and Generator Set</b> <ul style="list-style-type: none"> <li>• 1 center stage</li> <li>• 1 generator set</li> </ul> </li> <li>• <b>Production, Direction and Communication Set</b> <ul style="list-style-type: none"> <li>• 8 sets Wireless headset communication systems</li> </ul> </li> <li>• <b>Lighting system</b></li> </ul> |  |



**TERMS OF REFERENCE –Rental of Event Production Stage and Sound System Services**

- 12 Units par lighting
- 16 units RGB par light
- 2 units Follow spotlights LED
- 16 units Moving heads
- 12 units Aura lights
- 6 units LED Molefaye
- 1 unit Lighting controller
- 2 units Smoke/haze machines
- 4 units Vertical truss tower (at least 15 feet)
- 2 units Light stands
- 1 unit 75 meter gauge 2, phase 3 main line
- 1 lot connectors, power cables and accessories

Contact Person : Mgr. Rudelito L. Tirado Jr.  
(02) 818-9511 local 2510/3517  
Email address:  
rjtirado@dbp.ph

**B. CONDITIONS OF THE CONTRACT**

1. Conduct technical rehearsal with the technical services provider prior to the program proper.
2. Proposal shall be evaluated based on lowest price, provided compliant with them minimum requirements.
3. Food/meals of the guest performer, crew/production /technical team and artist and driver shall be provided by the supplier.
4. Must be available on the date of event ( March 9, 2024 ) from 7:00 AM to 7:00 PM.
5. Ingress on March 8, 2024, 12NN.
6. The Provider shall ensure that the services are in accordance with the specifications required by DBP. DBP has the right to reject if were found to be not in accordance with the required specifications.
7. The DBP may terminate/cancel the Contract when the Supplier fails to deliver, perform and comply with its obligation.
8. Interested Supplier/s must submit the following:
  - a. Proposal/Quotation
  - b. 2023 or 2024 Mayor's Permit/Business Permit
  - c. Signed Request for Quotation (RFQ)
  - d. Proof of PhilGEPS Registration
  - e. Omnibus Sworn Statement
  - f. Secretary's Certificate (for supplier under partnership / Corporation)
  - g. Latest Income Tax Return



**TERMS OF REFERENCE --Rental of Event Production Stage and Sound System Services**

**C. PAYMENT:**

- a. Full Payment shall be processed after the completion of the event subject to the complete documents for payment (e.g. Billing Statement/Statement of Account as applicable, ~~Certificate of Completion~~)
- b. For every day of delay, 1/10 of 1% ( 0.001) of the price of undelivered quantity shall be deducted from the payment in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches 10 percent ( 10%) of the amount of PO, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

**RECOMMENDED BY:**

**SIGNED**

**RUDELITO L. TIRADO, JR.**

Manager

Wellness Program/Medical Claims

Health and Wellness Unit/ERD/HRMG

**APPROVED BY:**

**SIGNED**

**AVP ALEX F. OLIVAREZ**

Concurrent OIC, ERD

Per Group Order No. 2028 dated July 1, 2022



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 10570645  
**Procuring Entity:** DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE  
**Title:** P-ERD-24-00010 - RENTAL OF EVENT PRODUCTION, STAGE AND SOUND SYSTEM SERVICES, PER TERMS OF REFERENCE  
**Area of Delivery:** Metro Manila

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | P-ERD-24-00010 - RENTAL OF EVENT PRODUCTION, STAGE   | <b>Status</b>                | Pending             |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 3                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Audio and Visual Equipment   | <b>Date Published</b>        | 20/02/2024          |
| <b>Approved Budget for the Contract:</b> | PHP 773,950.00   | <b>Last Updated / Time</b>   | 19/02/2024 10:01 AM |
| <b>Delivery Period:</b>                  | 1 Day/s  | <b>Closing Date / Time</b>   | 23/02/2024 09:00 AM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | Procurement Unit DBP - Head Office<br>Procurement/Purchasing Staff<br>Procurement Management Unit-PSM<br>6th Floor DBP Head Office<br>Sen. Gil J. Puyat corner Makati Avenues<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-2-8189511 Ext.2636<br>63-2-8151614<br>pimd-pu-gsteam@dbp.ph |                              |                     |

#### Description

1 LOT - RENTAL OF EVENT PRODUCTION, STAGE AND SOUND SYSTEM SERVICES, PER TERMS OF REFERENCE

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Name of Company/Supplier:

Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Signature over Printed Name

**Created by:** Procurement Unit DBP - Head Office

**Date Created:** 19/02/2024

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