



REQUEST FOR QUOTATION (RFQ)

**Hiring of Event Management and Entertainment Services (Including Talent and Host),
Per Terms of Reference**

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00008
Date of Posting/Canvass : 02/19/2024
Deadline of Submission : 02/23/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 645,150.00

Item	Quantity	Unit Cost	Total Cost
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 the supplier's letterhead);
- 2023 or 2024 Mayor's/Business Permit;
- Proof of PhilGEPS Registration Number;
- Omnibus Sworn Statement (10 statements);
- Secretary's Certificate (for supplier 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:

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2625

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: _____

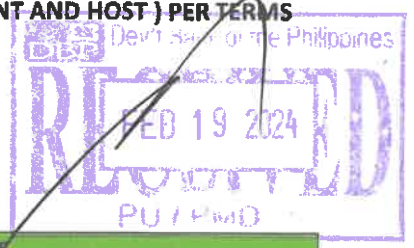
Signature over Printed Name

TERMS OF REFERENCE – Event Management and Entertainment Services for FAMILY DAY 2024

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

HIRING OF EVENT MANAGEMENT AND ENTERTAINMENT SERVICES (INCLUDING TALENT AND HOST) PER TERMS OF REFERENCE



A. OBJECTIVE

To resume the Family Day of the bank

ITEM	QUANTITY	APPROVED BUDGET	SCOPE OF SERVICES
<p>HIRING OF EVENT MANAGEMENT AND ENTERTAINMENT SERVICES (INCLUDING TALENT (singer and host) PER TERMS OF REFERENCE</p> <p>1. Venue Design Styling specifically with the ff: a. 4 Air Dancers b. (Inflatable) c. Banderitas d. Styling (Theme: Fiesta) e. 1 Photowall, photobooth and printers</p> <p>2. Arcades</p> <ul style="list-style-type: none"> • Game booths Minimum of 10 3x3 sq m <p>3. Performers</p> <p>a. 1 Drum and Bugle b. Ati-atihan - Drum Beaters and Brasse c. 2 sets of Band and Band Equipment (Will perform during the event)</p> <p>4. Welcome Kits</p> <ul style="list-style-type: none"> • 2000 pcs armbands 	1	<p>P645,150.00 (inclusive of VAT/applicable taxes)</p>	<p>Purpose : Hiring of Event Management and Entertainment Services (Including Talent and Host) for Family Day 2024</p> <p>Date : March 9, 2024</p> <p>Venue : Marikina Sports Complex 24 Sumulong Highway Marikina City</p> <p>Contact Person : Mgr. Rudelito L. Tirado Jr. (02) 818-9511 local 2510 Email address: rjtirado@dbp.ph</p> <p>CONDITIONS :</p> <ol style="list-style-type: none"> 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 the minimum requirements. 3. Food/meals of the guest host, crew/production /technical team and driver shall be provided by the event coordinator. 4. Must be available on the date of event (March 9, 2024) from 7:00 AM to 7:00 PM.

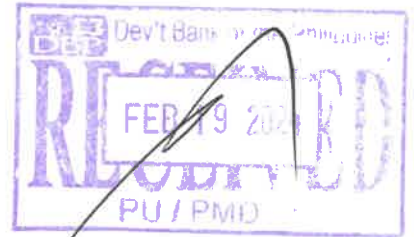
Conforme: _____

Printed Name & Sign. _____

TERMS OF REFERENCE – Event Management and Entertainment Services for FAMILY DAY 2024

B. CONDITIONS OF THE CONTRACT:

1. 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.
2. The DBP may terminate/cancel the Contract when the Supplier fails to deliver, perform and comply with its obligation.
3. Interested Supplier/s must submit the following:
 - a. Proposal/Quotation
 - b. 2023 or 2024 Mayor's Permit/Business Permit
 - c. Proof of PhilGEPS Registration
 - d. Omnibus Sworn Statement
 - e. Secretary's Certificate (for supplier under partnership/corporation)
 - f. Latest Income Tax Return



C. Payment:

- a. Full Payment shall be processed after the completion of the event subject to the complete documents for payment (eg.. 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:

APPROVED BY:

SIGNED
RUDELITO L. TIRADO, JR.
Manager
Wellness Program/Medical Claims
Health and Wellness Unit/ERD/HRMG

SIGNED
AVP ALEX F. OLIVAREZ
Concurrent OIC, ERD
Per Group Order No. 2028 dated July 1, 2022

Conforme: _____
Printed Name & Sign. _____