



REQUEST FOR QUOTATION (RFQ)

Hiring of Services of An Event Coordinator, Per Terms of Reference

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00348
Date of Posting/Canvass : 08/07/2024
Deadline of Submission : 08/13/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 700,000.00

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;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Notarized Omnibus Sworn Statement;
- 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

Hiring of Services of an Event Coordinator



Event/Purpose	DBP Lingkod Katapatan Loyalty Awards Program for CY2023 Awardees
Approved Budget for the Contract	P700,000.00 (inclusive of VAT/applicable taxes and other charges)
Venue	The Manila Hotel, Ermita, Manila
Theme	Filipiniana
Requirements/ Scope of Services	The event coordinator must provide the following services/ requirements: a. 5-pc band (M.Vax, F. Vox, Keyboard, Bass and Saxophone) b. 1 Professional Host c. 2 Dance Instructors d. 1 Video editor e. 2 photographers f. 1 videographer g. Event Management Team [Pre-event coordination (at least 3 face-to-face meetings), Overall in-charge of Production, Show Director, Technical Director, Lighting Designer, Concepts and Script Writer, DJ/Spinner, Creative Team, Voice Over Talent, Stage Management Team, Talent Coordinator & Production Assistants.) h. Stage and Venue Design (3D rendering)
	Submission of an Offer Sheet signed by the managers of the performers and the host indicating the following: 1. <u>On the 5-pc Band:</u> a. That band will perform during DBP's Lingkod Katapatan Loyalty Awards Program to be held on October 25, 2024 (Friday) at the Manila Hotel; b. Performance shall be for a minimum of ninety (90) minutes c. Attire: Modern or traditional Filipiniana d. Call time: 12:00nn 2. <u>On the Host:</u> a. Attire: Modern or traditional Filipiniana b. Call time: 12:00 nn c. At least one face-to-face meeting prior to the event
	Technical Requirements: See attached Annex A
Event Coordination	<ul style="list-style-type: none"> • The event management team should be available on the day of the event. • The overall director and production staff should be present in the production meetings. • They should write the script, prepare the invitation, program, event banner and Powerpoint presentation of the awardees to be used during the awarding • They should provide direction, choreography of performers and production sequence. • They should coordinate with the event venue and provide all technical requirements to ensure the smooth flow of the event. • Provide direction for all technical and production requirements.

Conforme: _____
Signature over Printed Name

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Terms of Reference

Hiring of Services of an Event Coordinator



<p>Others</p>	<ul style="list-style-type: none">• Food/meals of the performers, host, crew/production/technical team and artists hospitality rider shall be provided by the event coordinator.• Provides the backstage supplies• Handles mobilization and coordination with the venue and technical service provider, including securing venue permit, if necessary.• Conducts technical rehearsal with the technical services provider prior to the program proper.• Photos and videos to be saved in USB or cloud to be provided to ERD after the event• Provides a 9x12 feet tarpaulin background with carpet and lights• At least 2 sets of P3 Led wall• In-charge of registration and ushering• Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the minimum requirements.• In the event of force majeure and consequences arising from Acts of God or forces of nature, DBP can reset the date of the event without cancellation or penalty fee, provided that the cancellation is made before 8:00am on the same day of the program.
<p>Payment Terms</p>	<ul style="list-style-type: none">• No down payment.• Processing of payment shall be made after the completion of required services subject to submission of complete documents by the suppliers (e.g. Billing Statement or Statement of Account, Certificate of Completion, if applicable)
<p>Documentary Requirements for interested Supplier/s</p>	<ul style="list-style-type: none">• Quotation/Proposal• 2024 Mayor's/Business Permit• Proof of PhilGEPS Registration• Latest/Valid Income/Business Tax Returns• Omnibus Sworn Statement• Secretary's Certificate (for supplier under partnership/corporation)• DTI or SEC registration• Signed Request for Quotation (RFQ)
<p>Evaluation of Proposal</p>	<ul style="list-style-type: none">• Technical evaluation of vendors with complete requirements shall be facilitated by the Employee Relations Department• Proposals above the ABC shall automatically be disqualified.
<p>Qualifications of Prospective Event Coordinator</p>	<ul style="list-style-type: none">• Must be in the business for at least five (5) years• Capable of providing the services of the following: performer, host, Overall in-charge of Production, Show Director, Technical Director, Lighting Designer, Concepts and Script Writer, DJ/Spinner, Creative Team, Voice Over Talent, Stage Management Team, Talent Coordinator & Production Assistants

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Terms of Reference

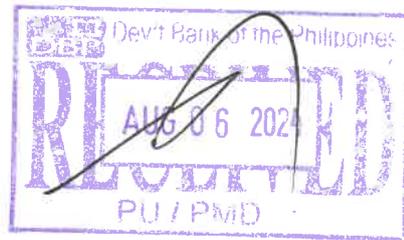
Hiring of Services of an Event Coordinator

	<ul style="list-style-type: none">• Can handle script writing, talent coordination, choreography, blocking of performers and awardees and execution of the production sequences.• Must be able to handle coordination with the venue• Certificate of Satisfactory Performance from at least 2 previous clients
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Recommended by:

SIGNED

SM ARLENE GUEVARA-MASANGCAY
Officer-In-Charge, Employee Engagement Unit



Approved by:

SIGNED

VP HEIDI G. MACASAET
Officer-in-Charge, Employee Relations Department
(Per Office Order No. 162 dated 5 April 2024)

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Development Bank of the Philippines
Terms of Reference
Hiring of Services of an Event Coordinator

Annex A

Technical Requirements

Audio & Equipment

4 units VRX 932LAP Line Array
2 units VRX 918FSA Subwoofer
4 units 12a Series Monitor Speakers
4 units TC2300 Wireless Microphone
1 units 32-Channel Digital Mixing Console
1 unit Laptop for Music Playback
1 unit Stage Master Snake Cable
Broadcast Camera with video mixer, tripods and switcher
4 pcs. communication set

LED Wall

2 set P3 LED Wall
1 lot Aluminum Platform
1 lot Cat 5 Cables and Links
1 lot Power Pack
1 unit Laptop for Video Playback
1 pc V4EX Video Mixer

Lights & Technicals

24 units LED PAR 10 watts x 24 Bulbs Lights RGBW
16 units LED PAR 3 watts x 54 Bulbs Amber White
4 units Beam 230 Moving Head Lights
4 units Beam 290 Moving Head Lights
4 units Beam 260 Moving Head Lights
6 units Moving Head LED
1 unit Follow spot 1200 with stand
1 unit Avolites 2010 Controller

Styling

1 lot Inverted U Aluminum Truss/Back Truss 20'x30'

Genset

150 KVA Generator Set
Fuel for the entire event (including setup & rehearsal)

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