

REQUEST FOR QUOTATION (RFQ)

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

Procuring Entity : DBP DEVELOPMENT LENDING SECTOR
Solicitation Number :
Date of Posting/Canvass :
Deadline of Submission :
Approved Budget for the Contract (ABC) : Php 825,000.00

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 Regional Bids and Awards Committee – Visayas, Visayas Lending Group, DBP Cebu City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. A 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 and Secretary's Certificate (for suppliers under partnership/corporation);
- VAT Returns for the last six (6) months;
- DTI or SEC Registration (proof of 5 years in the business);
- Signed Request for Quotation (RFQ);
- Latest Income/Business Tax Return
- Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients

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

SAVP MA. OFELIA V. TESORIO

bohnlc@dbp.ph

8818-9511 local 1993

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
DEVELOPMENT LENDING SECTOR

TERMS OF REFERENCE

Hiring of Services of an Event Coordinator

Event/ Purpose : 2024 DLS Planning Conference
Date : December 12 to 14, 2024
Venue : Bohol Tropics Resort
Approved Budget of Contract : Php 825,000.00
Mode of Procurement : Small Value Procurement

Scope of Works & Responsibilities	DAY 1
	December 12, 2024 (Thursday)
	<p>The Event Coordinator (EC) shall provide/supply the following requirements/ services:</p> <ul style="list-style-type: none">• Welcome tarpaulins (3 pieces at 1.5m x 2.5m), including labor and cost in posting in most conspicuous places in Panglao Airport, Tagbilaran Seaport, and Bohol Tropics• Lei/ Garland for 26 VIP guests• Transportation requirement for the ninety-five (95) participants that will arrive in Panglao Airport and Tagbilaran Seaport to Bohol Tropics Resort• Lighting & sound system facilities, including 6 microphones with stand• LED wall (size should be appropriate to the venue)• Video coverage and photography services for documentation purposes• Decoration/styling of the venue as appropriate to the theme "Keep Moving, Greater Days Ahead" shall include and consistent with required branding swag but not limited to the following:<ul style="list-style-type: none">○ Stage decoration○ Styling of entrance hall and lobby• Photobooth services• Same-Day Edit video• Live feed camera• Event Director with Production Team (i.e., show director, technical director, lighting designer, sound engineer, stage management team, scriptwriter, voice-over talent, spinner and production assistants)• 360 camera booth• Photobooth with ref magnet• Rondalla presentation to welcome the arrival of participants <p><i>For the Fellowship Night (7:00 PM to 11:00 PM*):</i></p> <ul style="list-style-type: none">• Provision of Talents, with performance consistent with convention theme and incorporating Bohol custom/motiff:<ul style="list-style-type: none">○ Guest Performer/s or Comedian (fluent in English & Tagalog)○ Rock/pop band (and the required instruments)○ Dance instructors: one (1) male and one (1) female from 8PM to 11PM○ Provide dinner for these talents <p><i>*Estimate only</i></p>
	DAY 2
	December 13, 2024 (Friday)

Conforme:

Company : _____
Signature over printed name: : _____
Date : _____

	<p>The Event Coordinator (EC) shall provide/supply the following requirements/ services:</p> <ul style="list-style-type: none"> • Lighting & sound system facilities, including 6 microphones with stand • LED wall (size should be appropriate to the venue) • Video coverage for documentation purposes • Decoration/styling of the venue as appropriate to the theme "Keep Moving, Greater Days Ahead" shall include but not limited to the following: <ul style="list-style-type: none"> ○ Stage decoration ○ Styling of entrance hall and lobby • Same-Day Edit video • Live feed camera • Event Director with Production Team (i.e., show director, technical director, lighting designer, sound engineer, stage management team, voice-over talent, spinner and production assistants) • Flip chart with writing materials for the presenter • Giveaways for the participants • Transportation for the participants to and from Panglao Island <p style="text-align: center;">DAY 3 December 14, 2024 (Saturday)</p> <p>The Event Coordinator (EC) shall provide/supply the following:</p> <ul style="list-style-type: none"> • Transportation requirement for the participants for the projects visit/ benchmarking venture, including their conduct to Panglao Airport/ Tagbilaran Seaport • Food/ snacks/ meals for the participants
Requirements/ Conditions:	
Talents:	<ul style="list-style-type: none"> • Submission of Certification/Offer Sheet signed by the manager of the guest performer/s or comedian indicating the following: <ul style="list-style-type: none"> ○ That the guest performer/s or comedian will perform during the 2024 DLS Planning Conference – Fellowship Night starting 7:00 PM at the Bohol Tropics Resort ○ Attire shall be Smart Casual ○ Call time at 5:00 PM • Band to perform maximum of three (3) sets minimum of five (5) songs per set; must be able to perform wide array of genre based on generation i.e., '70s, '80s, and '90s
Event Director and Production Team	<ul style="list-style-type: none"> • Availability of the overall director and production staff on the days of the event and production meetings. • Provide guidance for all technical and production requirements. • Services shall include but not limited to the following: show direction, technical direction, lighting direction, sound engineering, stage management • Handle concept development, script writing, direction, and program sequence. • Coordinates with Bohol Tropics Resort for the ingress/egress requirements including venue permit, as necessary • The EC will shoulder the electricity charge for all AV/musical instruments, and other charges that may arise in relation to their services • The EC should provide accommodation and food/ snacks/ meals for Event Director, the production team and talents during the event.

Conforme:

Company : _____
Signature over printed name: : _____
Date : _____

Other Conditions	<ul style="list-style-type: none"> • Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the minimum requirements stipulated herein. • 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 cancellation is made before 8:00 AM on December 12, 2024.
Qualifications of Prospective Event Coordinator	<ul style="list-style-type: none"> • Must be in the business for at least five (5) years • Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients. • Capable of handling concept development, direction, choreography/blocking of guest performers, and execution of production sequence. • Capable of providing services of the following: production manager, show director, stage manager, lighting designer, sound engineer, scriptwriter, voice-over talent, spinner, and production staff. • Sufficient financial resources to manage upfront expenses, as payments are typically processed 30 days post-event completion
Payment Terms	<ul style="list-style-type: none"> • No down payment or advance payment. • Payment shall be processed within thirty (30) days after completion of the event subject to the date of receipt of complete documents for payment, viz: <ul style="list-style-type: none"> ◦ Billing statement/Statement of Account/Invoice ◦ Certificate of Completion
Requirements for Submission of Proposal	<ul style="list-style-type: none"> • Quotation for the above scope of works and requirements inclusive of taxes (proposal must be within or lower than the approved budget and comparable with prevailing market rates). <ul style="list-style-type: none"> ◦ Price quotation must be inclusive of VAT and other applicable taxes/charges. • Proof of PhilGEPS Registration • Mayor's/ Business Permit for the current year • Omnibus Sworn Statement and Secretary's Certificate – as applicable • VAT Returns for the last six (6) months • DTI or SEC Registration (proof of 5 years in the business) • Signed Request for Quotation (RFQ) Form • Latest Income/Business Tax Return • Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients

Recommended by:

SIGNED
MA. OFELIA V. TESORIO
Senior Assistant Vice President
Head, Tagbilaran Lending Center

Approved by:

SIGNED
ATTY. MARISSA P. ANINO
Vice President
Head, Visayas Lending Group