



REQUEST FOR QUOTATION (RFQ)

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

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-24-00536
Date of Posting/Canvass : 11/05/2024
Deadline of Submission : 11/11/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 980,000.00

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:

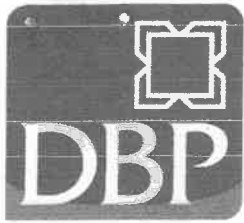
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under partnership/corporation);
- VAT Returns for the last six (6) months;
- DTI or SEC Registration (proof of 5 years in the business);
- Signed Request for Quotation (RFQ);
- 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:

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
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



TERMS OF REFERENCE

Hiring of Services of an Event Coordinator for the DBP Institutional Fellowship

Event/Purpose	DBP Institutional Fellowship
Date and Venue	November 22, 2024 Reception Hall, Philippine International Convention Center
Approved Budget for Contract	P980,000.00 (inclusive of all taxes)
Requirements/Scope of Services	<p>I. The events coordinator must provide the following requirements/services:</p> <ul style="list-style-type: none">a. Performers:<ul style="list-style-type: none">• Neocoloursb. Host Comedian<ul style="list-style-type: none">• Jelly Joyce Belenb. 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)c. Male and female dance instructorsd. 360 degree photo booth
Other Requirements/Conditions:	
Neocolours	<p>I. Submission of Certification/Offer Sheet signed by the manager of Neocolours indicating the following:</p> <ul style="list-style-type: none">a. That the Neocolours will perform during the DBP Institutional Fellowship to be held on November 22, 2024 (Friday), starting at 7:00 p.m. at the Reception Hall of PICCb. Performance shall be for a minimum of 90 minutes consisting of around 18 to 20 songs.c. Attire shall be Smart Casuald. Call time at 2:00 p.m.
Ms. Jolly Joyce Belen	<p>II. Submission of Certification/Offer Sheet signed by the manager of Jolly Joyce Belen indicating the following:</p> <ul style="list-style-type: none">a. That Ms. Jolly Joyce Belen will host the "All I Want for Christmas Is You" Dating Game and perform a comedy skit/monologue during DBP Institutional Fellowship to be held on November 22, 2024 (Friday) at the Reception Hall of PICCb. Attire shall be Smart Casualc. Call time at 2:00 p.m.
Dance Instructors	<p>III. Provision of male and female dance instructions</p> <ul style="list-style-type: none">a. Call time is at 2:00 p.m.

Conforme: _____
Signature over Printed Name

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Event Director and Production Team	<p>IV. Availability of the overall director and production staff on the day of the event and production meetings.</p> <ul style="list-style-type: none"> • Should handle concept development, script, direction, choreography/blocking of performers, and production sequence. • Services shall include but not be limited to the following: overall in-charge of production, show direction, technical director, lighting director, sound engineer, stage managers, spinner, and production assistants. • Should provide direction for all technical and production requirements.
Other Conditions	<ul style="list-style-type: none"> • The Event Organizer /Coordinator should provide food/snacks/meals for guest performers, and their staff during their stay in PICC and should provide PICC with the list of equipment, and names of production staff for ingress/egress and gate passes. • Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with 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 cancellation is made before 8:00 a.m. on the same day of the program.
Qualification/s of Prospective Event Coordinator	<ul style="list-style-type: none"> • Must be in the business for at least 5 years • Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients. • Can handle concept development, direction, choreography/blocking of guest performers, and execution of production sequence. • Can provide services of the following: production manager, show director, stage manager, lighting designer, sound engineer, scriptwriter, VO talent, spinner and production assistant.
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). • Proof of PhilGEPS Registration • Copy of DTI or SEC Registration • Current/valid Mayor's Permit • Omnibus Sworn Statement (and Secretary's Certificate – as applicable) • Latest Income/Business Tax Return <i>aw</i> • Signed Request for Quotation <i>CRA</i> Form

Conforme: _____
Signature over Printed Name

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Recommended by:

SIGNED

SM Lina Maria O. Reyno
Head, Events Unit
Corporate Affairs Department

Approved by:

SIGNED

FVP Zandro Carlos P. Sison
Head, Corporate Affairs Department

Conforme: _____
Signature over Printed Name