



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



REQUEST FOR QUOTATION (RFQ)

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

Procuring Entity : DEVELOPMENT BANK OF THE PHILIPPINES
Solicitation Number :
Date of Posting/Canvass :
Deadline of Submission :
Approved Budget for the Contract (ABC) : **Php 950,000.00**

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. 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;
- 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:

MARY GRACE M. PARAISO

sl-lq@dbp.ph

8818-9511 local 1543

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



DEVELOPMENT BANK OF THE PHILIPPINES
DEVELOPMENT LENDING SECTOR

TERMS OF REFERENCE
Hiring of Services of an Event Coordinator

Event/ Purpose : 2025 Joint BBS & DLS Convention
Date : March 26 to 28, 2025
Venue : Club Balai Isabel, Talisay, Batangas
Approved Budget of Contract : Php 950,000.00
Mode of Procurement : Small Value Procurement

Scope of Works & Responsibilities	Date: March 26, 2025 (Wednesday) Venue: Front Office or Aplaya Pavilion The Event Coordinator (EC) shall provide/supply the following requirements/ services: <ul style="list-style-type: none">• Live cultural performance to welcome the delegates as they arrive• Video coverage and photography services for documentation purposes• Welcome banner/streamer (as appropriate to the venue)• Lei/Garland for VIPs/ Guests• Photo wall• "Pasalubong" Kit (various local delicacies of Batangas)• Prizes for the games
	Date: March 27, 2025 (Thursday) Venues: Aplaya Pavilion and Taal Pavilion The Event Coordinator (EC) shall provide/supply the following requirements/ services for both venues: <ul style="list-style-type: none">• Lighting & sound system facilities, including 10 microphones (wireless, with stand)• LED wall (size should be appropriate to the Aplaya Pavilion and Taal Pavilion)• Video coverage and photography services for documentation purposes• Live feed camera• Decoration/styling of the venue as appropriate to the theme "Every Day Counts: Decide. Begin. Perform." shall include but not limited to the following:<ul style="list-style-type: none">○ Stage decoration○ Styling of entrance hall and lobby○ Styling of the main hall, including the table centerpieces○ Photo wall• Same-Day Edit video

Conforme:

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



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info@dbp.ph



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P.O. Box 1998, Makati Central Post Office 1200
Makati City

	<ul style="list-style-type: none"> • 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) <p><i>For the Solidarity Night at Aplaya Pavilion only (6:00 PM to 10:00 PM*):</i></p> <ul style="list-style-type: none"> • Photobooth services (with refrigerator magnet) • 360 camera booth • Provision of Talents: <ul style="list-style-type: none"> ○ Host ○ Guest Performer/s and/or Comedian ○ Rock/pop band ○ Dance instructors: one (1) male and one (1) female for three (3) hours <p><i>*Estimate only</i></p>
	<p>Date: March 28, 2025 (Friday) Venue: Aplaya Pavilion</p> <p>The Event Coordinator (EC) shall provide/supply the following requirements/ services:</p> <ul style="list-style-type: none"> • Lighting & sound system facilities • LED wall (size should be appropriate to the venue) • Video coverage for documentation purposes • Decoration/styling of the venue as appropriate to the theme "Every Day Counts: Decide. Begin. Perform." shall include but not limited to the following: <ul style="list-style-type: none"> ○ Stage decoration ○ Styling of entrance hall and lobby ○ Styling of the main hall, including the table centerpieces ○ Photo wall • Same-Day Edit video • Tokens for three (3) External Speakers • 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) <p><i>For the Gabi ng Parangal at Aplaya Pavilion only (6:00 PM to 10:00 PM*):</i></p> <ul style="list-style-type: none"> • Photobooth services (with refrigerator magnet) • 360 camera booth • Provision of Talents: <ul style="list-style-type: none"> ○ Host ○ Guest Performer/s <p><i>*Estimate only</i></p>
<p>Requirements/ Conditions:</p> <p>Talents:</p>	<ul style="list-style-type: none"> • Submission of Certification/Offer Sheet signed by the manager of the host and guest performer/s or comedian indicating the following:

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Signature over printed name:

Date

	<ul style="list-style-type: none"> ○ That the host and guest performer/s and/or comedian will perform at the Club Balai Isabel during the: <ul style="list-style-type: none"> ▪ Solidarity Night on March 27, starting 7:00 PM ▪ Gabi ng Parangal on March 28, starting 7:00 PM ○ Attire shall be matching with the event's theme are: <ul style="list-style-type: none"> ▪ "Coachella" on the Solidarity Night (March 27) ▪ "ASEAN-inspired OR Modern Filipiniana" on the Gabi ng Parangal (March 28) ○ Call time at 5:00 PM • Band to perform maximum of three (3) sets minimum of ten (10) 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 Club Balai Isabel for the ingress/egress requirements including venue permit, as necessary • The EC should provide accommodation and food/ snacks/ meals for Event Director and the production team during the event.
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 March 26, 2025.
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.
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

Conforme:

Company

Signature over printed name:

Date

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 • Copy of DTI or SEC Registration • Current/Valid Mayor's Permit • Omnibus Sworn Statement (and Secretary's Certificate – as applicable) • Signed Request for Quotation (RFQ) Form • Latest Income/Business Tax Return
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Recommended by:

SIGNED

BERNADETTE A. SALMON

Assistant Manager
Officer-In-Charge, DLS Administrative Unit
(Per Office Order No. 473 dated Nov. 15, 2024)

SIGNED

IMMACULADA CONCEPCION M. MORENO-LACALLE

Assistant Manager
BBSD Administrative Unit

Approved by:

SIGNED

EDDIE M. GEÑOSA

Assistant Vice President
Officer-In-Charge, Development Lending Support Department
(Per Sector Order No. 668 dated Nov. 14, 2024)

SIGNED

ARLENE E. CALIMLIM

Senior Assistant Vice President
Head, Branch Banking Support Department

Conforme:

Company

Signature over printed name:

Date

