



**REQUEST FOR QUOTATION (RFQ)**

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

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-25-00473  
Date of Posting/Canvass : 09/11/2025  
Deadline of Submission : 09/15/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : Php 760,000.00

**Kindly refer to the attached Technical Specifications 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;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate for suppliers under Partnership/Corporation;
- Income/ Business Tax Return;
- DTI or SEC Registration (proof of 5 years in the business);
- Signed Privacy Consent Form;
- Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients
- Submission of Certification/Offer Sheet signed by the manager's of the following: Deja (w/ 2 back-up dancers) and Kristof Garcia.

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**



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



## DEVELOPMENT BANK OF THE PHILIPPINES

### TERMS OF REFERENCE

#### Hiring of Services of an Event Coordinator for the 2025 DBP Araw ng mga Kawani Program

Event/Purpose	DBP Araw ng mga Kawani Program
Approved Budget for the Contract	P760,000.00 (including VAT/applicable taxes and other charges)
Date, Time, and Venue	September 19, 2025 (Friday)/2:00 p.m. DBP Bulwagan ng Diwang Pilipino, Makati City
Requirements/Scope of Services	I. The events coordinator must provide the following requirements/services: a. Hosts (Comedian) <ul style="list-style-type: none"><li>• Deja (Vice Ganda Kalokalike; Winner of Drag Den Season 2) + backup dancers</li><li>• Kristof Garcia (actor, It's Showtime Bidaman Finalist)</li><li>• 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)</li></ul>
Other Requirements/Conditions:	
Submissions	I. Submission of Certification/Offer Sheet signed by the manager of Deja indicating the following: a. Deja and Kristof Garcia, including the two dancers will host the program and perform a comedy skit/monologue during DBP Araw ng mga Kawani Program, starting at 2:00 p.m. at the DBP Bulwagan ng Diwang Pilipino. b. Attire shall be Smart Casual c. Call time at 11:00 a.m.
Event Director and Production Team	<ul style="list-style-type: none"><li>• Availability of the overall director and production staff on the day of the event and production meetings.</li><li>• Should handle concept development, script, direction, choreography/blocking of performers, and production sequence.</li><li>• 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, production assistants.</li></ul>

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date



(02) 8818-9511



info@dbp.ph



www.dbp.ph



P.O. Box 1996, Makati Central Post Office 1200  
Makati City

**Hiring of Services of an Event Coordinator for the  
2025 DBP Araw ng mga Kawani Program**

Payment Terms	<ul style="list-style-type: none"> <li>• Should provide direction for all technical and production requirements.</li> <li>• The Event Organizer /Coordinator should provide food/snacks/meals for guest performers, and their staff during their stay in DBP and should provide DBP-Property &amp; Inventory/ Management Department with the list of equipment, and names of production staff for ingress/egress and gate passes.</li> <li>• Payment shall be processed after the completion of the services and subject to submission of complete documents for payment (e.g., Invoice, Billing Statement or Statement of Account, Certificate of Completion/Acceptance issued by DBP, as applicable).</li> <li>• 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 ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to</li> </ul>
Other Terms and Conditions	<ul style="list-style-type: none"> <li>• Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with minimum requirements.</li> <li>• Incomplete submission of requirements shall not be evaluated.</li> <li>• 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.</li> </ul>
Qualification/s of Prospective Event Coordinator	<ul style="list-style-type: none"> <li>• Must be in the business for at least 5 years</li> <li>• Submission of Certification of Satisfactory Performance from at least two (2) previous corporate clients.</li> <li>• Can handle concept development, direction, choreography/blocking of guest performers, and execution of production sequence.</li> <li>• Can provide services of the following: production manager, show director, stage manager, lighting designer, sound engineer, scriptwriter, VO talent, spinner and production assistant.</li> </ul>
Requirements for Submission of Proposal	<ul style="list-style-type: none"> <li>• Quotation for the above scope of works and requirements inclusive of taxes (Proposal must</li> </ul>

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

**Hiring of Services of an Event Coordinator for the  
2025 DBP Araw ng mga Kawani Program**

	<p>be within or lower than the approved budget and comparable with prevailing market rates).</p> <ul style="list-style-type: none"><li>• Proof of PhilGEPS Registration</li><li>• Current/valid Mayor's Permit/Business Permit</li><li>• Copy of DTI or SEC Registration</li><li>• Omnibus Sworn Statement</li><li>• Secretary's Certificate (for supplier under partnership/corporation)</li><li>• Signed DBP Data Privacy Consent Form</li><li>• Latest Income/Business Tax Return</li></ul>
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Recommended by:

SIGNED

**AM Neil B. Diaz**

Acting Head, Events Unit  
Corporate Affairs Department  
(Per Office Order No. 321  
dated 11 July 2025)

Approved by:

SIGNED

**FVP Zandro Carlos P. Sison**

Head, Corporate Affairs Department

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date



Name of Project	
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I, \_\_\_\_\_, (Address) \_\_\_\_\_,  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.