



## **REQUEST FOR QUOTATION (RFQ)**

### **Rental of Sounds, Lights and LED Video Wall Facilities, Per Terms of Reference**

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-CAD-25-00475
Date of Posting/Canvass	:	09/11/2025
Deadline of Submission	:	09/15/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 300,000.00

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:**

- Signed Proposal/Price 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) *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- Current/Valid Mayor's/Business Permit;
- Copy of DTI or SEC Registration;
- Omnibus Sworn Statement *(10 statements)*;
- Secretary's Certificate *(for supplier under partnership/corporation)*;
- Signed DBP Data Privacy Consent Form;

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

**MELBA V. BERMUDEZ / [pimd-pu-gsteam@dbp.ph](mailto:pimd-pu-gsteam@dbp.ph) / 8818-9511 local 2636**

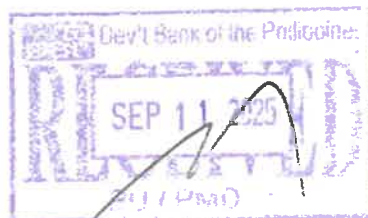
Name of Company/Supplier: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature over Printed Name*



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



BAGONG PILIPINAS

**Rental of Sounds, Lights and LED Video Wall Facilities  
for 2025 DBP Araw ng mga Kawani**

**TERMS OF REFERENCE**

Event/Purpose	DBP Araw ng mga Kawani
Approved Budget for Contract	P300,000.00 (including VAT/applicable taxes and other charges)
Venue	DBP Bulwagan ng Diwang Pilipino on September 19, 2025 (Friday) DBP Head Office Building, Makati City
Specifications	
Sound System	<ul style="list-style-type: none"><li>• 6 units Line-array speaker systems</li><li>• 2 units Amplifier TD controllers</li><li>• 2 units Powered dual 18" sub-woofers</li><li>• 4 units Powered monitor speakers</li><li>• 4 units Front and back-fill speakers</li><li>• 1 unit Digital microphone mixer</li><li>• 4 units Dynamic microphones with stands</li><li>• 20 units Handheld wireless mics</li><li>• 10 units Lapel wireless mics</li><li>• 2 units CD/USB digital players</li><li>• 1 unit Spinner sub-mixer</li><li>• 7 sets Wireless headset communication systems</li><li>• 1 lot connectors, cables and accessories</li></ul>
Lighting System	<ul style="list-style-type: none"><li>• 24 units M-Series IP-65 32x10 10-watt RGB LED Pars</li><li>• 16 units M-Series IP-65 32x10 10-watt AW LED Pars</li><li>• 2 units LED follow spotlights</li><li>• 12 units Beam 200 moving heads</li><li>• 8 units B-Eye K-20 moving beams</li><li>• 1 unit Moving light controller</li><li>• 1 unit Haze machine</li><li>• 2 unit Smoke machines</li><li>• 4 units Tripod light towers</li><li>• 1 unit 75-meter gauge 2, phase 3 main line</li><li>• 1 lot connectors, power cables and accessories</li></ul>
LED Wall	<ul style="list-style-type: none"><li>• 2 sets 35 cubes (9 x 12) P3 LED Screen w/ System</li><li>• 1 unit Scan converter</li><li>• 1 unit HD digital seamless video switcher</li><li>• 2 units DVD players</li><li>• 2 units 14" LED video monitors</li><li>• 1 unit Laptop computer</li><li>• 1 unit Computer controller</li><li>• 2 units Digital teleprompters</li><li>• 1 lot High resolution LED digital juices</li><li>• 1 lot cables, connectors and accessories</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• The supplier shall provide food/snacks/meals for their staff during their stay in DBP and should provide DBP-Procurement &amp; Inventory Management Department with the list of</li></ul>

CONFORME:

Company Name

Name & Signature

Date



(02) 8818-9511



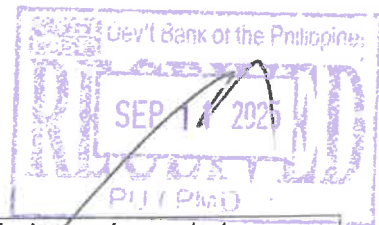
info@dbp.ph



www.dbp.ph



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



Payment	<p>equipment and production staff for ingress/egress/gate passes.</p> <ul style="list-style-type: none"> <li>• Lowest calculated proposal shall be evaluated based on the lowest price, provided the provisions of the quotation are compliant with minimum requirements.</li> <li>• Incomplete submission of requirements shall not be evaluated.</li> <li>• Payment shall be processed after the completion of the services and subject to submission of the complete documents for payments (e.g. Invoice, Billing Statement or Statement of Account, Certificate of Completion/acceptance to be 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 it.</li> <li>• In the event that, due to force majeure, and consequences arising from Acts of God or forces of nature, DBP can reset the services of the supplier and the use of facilities without cancellation or penalty fee provided the cancellation is made before 8:00 a.m. on the day of the program.</li> <li>• Setup of the video system, sound, and light facilities may start on September 18, starting at 10:00 p.m. It should be completed before 6:00 a.m. on the following day (September 19). The facilities should be ready for technical/blocking rehearsals which will start at 8:00 a.m.</li> </ul>
Qualification/s of prospective supplier	<ul style="list-style-type: none"> <li>• Supplier must be in the business for at least 5 years</li> <li>• With track record of providing services of LED video wall and lights and sounds facilities for the past 3 years</li> </ul>
Documentary Requirements	<ul style="list-style-type: none"> <li>• Proposal/Price 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)</li> <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> </ul>

Recommended by:

Approved by:

**SIGNED**

**SIGNED**

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

**FRP Zandro Carlos P. Sison**  
Head, Corporate Affairs Department

CONFORME:

Company Name

Name & Signature

Date