



REQUEST FOR QUOTATION (RFQ)

Hiring of Services of an Event Coordinator and Rental of Sounds and Lights Facilities and LED Video Wall (REPOSTING)

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-25-00480
Date of Posting/Canvass : 10/07/2025
Deadline of Submission : 10/13/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : Php 1,299,200.00

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 DBP Privacy Consent Form;
- Submission of Certification/Offer Sheet signed by the manager's of the following: Professional Dance Company; Marc Nelson

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

Development Bank of the Philippines
Terms of Reference
Hiring of Services of an Event Organizer
and Rental of Sounds and Lights Facilities and LED Video Wall (1 Lot)

Event/Purpose	8th DBP Lingkod Katapatan Awards Program for CY2024 Awardees
Approved Budget for Contract	P1,299,200.00 (inclusive of VAT, applicable taxes and other charges)
Venue/Date	Dusit Thani Manila, Ayala Center, Makati City / Nov 7, 2025.
Theme	Filipiniana
I. Event Organizer/Coordinator	
Requirements/ Scope of Services	The event coordinator must provide the following services/ requirements: a. Professional Dancers 8-10 performers for 2 intermission number with costume and props and dance lead duties for party segment; and pre-event rehearsal sessions b. Professional Host: Marc Nelson c. Videography team for SDE d. Photoman (Roaming around) with Onsite printing on 4x6 photopaper e. Event Management Team [Pre-event coordination (at least 3 face-to-face meetings), Overall in-charge of Production, Show Director, Technical Director, Lighting Designer, Concepts and Script Writer, DJ/Spinner, Creative Team, Voice Over Talent, Stage Management Team, Video Editor (same day edit video), Talent Coordinator & Production Assistants.] f. Stage and Venue Design i. Stage - 01 unit stage platform - 02 units side panels with design - 01 unit led platform - 01 lot black cloth - 06 units vertical truss ii. Covered pathway iii. Photowall 9 x 12 feet Tarp Background with carpet, stanchions and lights Submission of an Offer Sheet signed by the managers of the dancers and the host indicating the following: 1. <u>On the Professional Dance Company:</u> a. That 8-10 dancers will perform during DBP's Lingkod Katapatan Loyalty Awards Program to be held on November 7, 2025 (Friday) at the Dusit Thani Manila; b. At least 2 dance numbers (at least 1 performance with the HRMG dancers) and to lead the dance session after the program. c. Call time: 12:00nn d. At least two (2) rehearsals prior to the event at the DBP Head Office, Makati City 2. <u>On the Host – Marc Nelson:</u> a. Available to host DBP's Lingkod Katapatan Loyalty Awards Program on November 7, 2025 (Friday) at the Dusit Thani Manila, Makati, Metro Manila; b. Attire: Modern or traditional Filipiniana

Conforme: _____
 Signature over Printed Name/Company/Date

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Other Requirements	d. Call Time: 2:00 PM - The event management team should be available on the day of the event. - The overall director and production staff should be present at the production meetings. - They should write the program script, invitation and Powerpoint presentation of the awardees to be used during the awarding. - They should provide direction, guidance (for external and internal performers/singers), choreography of performers (both external and internal dancers), same day edit video and production sequence. - They should coordinate with the event venue and provide all technical requirements to ensure the smooth flow of the event. - Provide directions for all technical and production requirements. - Set-up of the Lights and Sounds Facilities and Led Wall should start on 07 November 2025, 12:00 mn, completed by 08:00 am and should be ready for technical/blocking rehearsals from 12:00 nn onwards. - Handle coordination with Dusit Thani Manila for the ingress/egress requirements including venue permit.
	- Food/meals of the performers, host and crew/production/technical team hospitality rider shall be provided by the event coordinator. - Provides the backstage supplies - Handles mobilization and coordination with the venue and technical service provider, including securing venue permit, if necessary. - Conducts technical rehearsal with the technical services provider prior to the program proper. - Photos and videos to be saved in a hard drive to be provided by the ERD after the event. - In-charge of registration and ushering - Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the 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 the cancellation is made before 8:00am on the same day of the program.
II. Sounds and Lights Facilities and LED Video Wall	
Sound System	4 units JBL VRX 932LAP Line Array 2 units JBL VRX 918FSA Subwoofer 4 units FBT Promaxx 12a Series Monitor Speakers 4 units AMS TC2300 Wireless Microphone 1 unit Presonus 32-channel Digital Mixing Console

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	• 1 unit Samsung Laptop for Music Playback • 1 unit Stage Master Snake Cable • 1 unit Digital microphone mixer
Video System	• 02 units p3 LED wall • Playback system • 02 units video monitor • 01 unit camera with system
Stage System	• 02 units side panels with design • 01 unit LED platform • 01 lot black cloth • 06 units vertical truss
Power Supply	• 01 unit 150 kva genset (including fuel cost)
Lighting System	• 24 units LED PAR 10 watts x 24 bulbs Lights RGBW • 16 units LED PAR 3 watts x 54 bulbs amber white • 4 units Sharpy Beam 230 Moving Head Lights • 4 units Sharpy Beam 290 Moving Head Lights • 4 units Sharpy Beam 260 moving Head Lights • 6 units Aura Moving Head LED • 1 unit Follow spot 1200 with stand • 1 unit Avolites 2010 controller
Evaluation of Proposal	• Technical evaluation of vendors with complete requirements shall be facilitated by the Employee Relations Department (ERD) • Proposals above the ABC shall automatically be disqualified.
Qualifications	• Must be in the business for at least five (5) years • Capable of providing the services of the following: dancers, host, dance instructors, Overall, in-charge of Production, Show Director, Technical Director, Lighting Designer, Concepts and Script Writer, DJ/Spinner, Creative Team, Voice Over Talent, Stage Management Team, Talent Coordinator, Video Editor, & Production Assistants, Lights and Sounds Facilities and led wall. • Can handle script writing, talent coordination, choreography, blocking of performers and awardees and execution of the production sequences. • Must be able to handle/provide coordination, venue styling and technical services.
Documentary Requirements	• Quotation/Proposal • 2025 Mayor's/Business Permit • Proof of PhilGEPS Registration • Latest/Valid Income/Business Tax Returns • Omnibus Sworn Statement • Secretary's Certificate (for supplier under partnership/corporation) • DTI or SEC registration • Signed DBP Data Privacy Consent Form
Payment Terms	• No downpayment. Payment shall be processed after

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	completion of services subject to submission of complete documents for payments such as: Invoice, Billing Statement or Statement of Account, and Certificate of Completion/Acceptance to be issued by DBP – ERD, as applicable • For every day of delay, 1/10 of 1% (0.001) of the price of unperformed service shall be deducted from the payment, in case the supplier fails to perform the services on time.
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Prepared by:

SIGNED

Armileene C. Mercene

Acting Head, Employee Engagement Unit

(Per Department Order No. 20 dated 11 September 2025)

Recommended by:

SIGNED

VP Heidi G. Macasaet

Head, Employee Relations Department

Approved by:

SIGNED

SVP Romeo B. Carandang

Head, Human Resources Management Group

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**¹ 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.

¹**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.