



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the PROCUREMENT OF SERVICES OF AN EVENT ORGANIZER FOR THE 2025 DBP SPORT FEST

SVP-2025-

Approved Budget for the Contract inclusive of all applicable tax: Php 1,814,994.00

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.**
3. **Quotations must be submitted to the BAC Secretariat or Human Resource Management Group, until 05:00 P.M. of 29 October 2025.**
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

TERMS AND CONDITIONS:

1. All entries must be type written.
 2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
 3. Other documentary requirements for each vendor shall be as follows;
 - **Mayor's/Business Permit;**
 - **Duly accomplished Data Privacy Consent Form;**
 - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
 - **All required documents stated in the Technical Specifications: AND**
- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement OR**
- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney <u>AND</u>	Duly notarized Secretary's Certificate <u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice: <https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

Development Bank of the Philippines

**Terms of Reference for the Procurement of Services of an Event Organizer
for the Conduct of the 2025 DBP Sports Fest**

Event/Purpose:	DBP Sports Fest: Celebrating Work, Wellness and Team Spirit																														
Approved Budget for the Contract	P1,814,994.00 (inclusive of VAT/applicable taxes and other charges)																														
Requirements or Scope of Services	The event management coordinator must provide the following services/requirements: a. Venue rentals • Basketball and Volleyball Minimum of 100 pax can be accommodated Covered or indoor facility Standard size wood, taraflex court or equivalent Changing rooms or restrooms accessible on site • Badminton At least 2 standard badminton courts with official court dimensions Indoor, covered, and well-lit facility Taraflex court or equivalent Changing rooms or restrooms accessible on site • Bowling At least 4 functioning lanes with modern scoring systems Well-lit, indoor, air-conditioned bowling alley Adequate seating/lounge space good for up to 90 pax Shoe and ball rentals available in various sizes Changing rooms or restrooms accessible on site b. Game Officials • Event and Number of Games <table><tr><th></th><th>No. of Days</th><th>Quantity</th></tr><tr><td>Basketball</td><td></td><td></td></tr><tr><td>Seniors</td><td>3</td><td>12</td></tr><tr><td>Juniors</td><td>3</td><td>12</td></tr><tr><td>Volleyball</td><td></td><td></td></tr><tr><td>Men's</td><td>3</td><td>12</td></tr><tr><td>Women's</td><td>3</td><td>12</td></tr><tr><td>Badminton</td><td></td><td></td></tr><tr><td>Men's</td><td>1</td><td>24</td></tr><tr><td>Women's</td><td>1</td><td>24</td></tr></table>		No. of Days	Quantity	Basketball			Seniors	3	12	Juniors	3	12	Volleyball			Men's	3	12	Women's	3	12	Badminton			Men's	1	24	Women's	1	24
	No. of Days	Quantity																													
Basketball																															
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Women's	1	24																													

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

Bowling		
	1	12
TOTAL		108

- Number of Referee and Table Official/Committee Per Game

	Number	Officials
Basketball	2	Referee
	4	Table Officials
Volleyball	2	Referee
	2	Line Judge
	1	Scorekeeper
Badminton	1	Umpire
	2	Line Judges
	1	Scorers
	1	Supervisor
Bowling	1	Tournament Director

c. Standby Medical Team/First Aiders

- 1 licensed medical staff or first responder
- Available standby athletic medical first aid kit

d. Game Equipment/Supplies

Sports equipment for tournament use

All items must be tournament-grade or equivalent quality

	Description	Minimum No.
Basketball	Size 7	2
Volleyball	Standard size	2
Badminton shuttlecocks	Feather or nylon	60

Basic Sound System

Foldable Tables two (2)

Monoblock Chairs eight (8)

e. Trophy, Plaques, and Medals

Trophies/Plaque	
Category	Quantity
1. Overall Champion (Trophy)	1
2. 1 st Runner-Up (Plaque)	1

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3. 2 nd Runner-Up (Plaque)		1
4. 3 rd Runner-Up (Plaque)		1
TOTAL		4

Medals	
Category	Quantity
1. Basketball	
Junior	23
Seniors	20
2. Volleyball	
Men's	20
Ladies	19
3. Badminton	
Men's	4
Ladies	4
4. Bowling	37
TOTAL	127

Breakdown of Medal Awards

Game		Award Title	Number (Max)
Basketball	Junior	Most Valuable Player	1
		All-Star Five	5
		Best Scorer	1
		Best 3-Point Shooter	1
		Grand Champion	15
		Subtotal	23
	Seniors	Most Valuable Player	1
		All-Star Five	5
		Best Scorer	1
		Best 3-Point Shooter	1
		Grand Champion	12
		Subtotal	20
Volleyball	Men's	Most Valuable Player	1
		Best Open Spike	1
		Best Setter	1
		Best Setter	1
		Best Receiver	1
		Grand Champion	15
		Subtotal	20
	Ladies	Most Valuable Player	1
		Best Open Spike	1
		Best Setter	1
		Best Setter	1
		Best Receiver	1
		Grand Champion	14
		Subtotal	19

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	Badminton	Men's	Doubles Champion	2
			Mixed Doubles Champion	2
			Subtotal	4
			Doubles champion	2
			Mixed Doubles Champion	2
			Subtotal	4
	Bowling	Mixed	Most Valuable Player	1
			Highest Single Game	1
			Best Male Bowler	1
			Best Female Bowler	1
			Best Male Spare Shooter	1
			Best Female Spare Shooter	1
			Best Striker King	1
			Best Striker Queen	1
			Gutter King	1
			Gutter Queen	1
			Grand Champion	27
			Subtotal	37
			GRAND TOTAL	127
			• Trophy/Plaque Design Subject to DBP approval Material/Design: • Base: Wood/Metal • Color: Any • Engraving/Plate: Glass • Medals Design Subject to DBP approval Material/Design: • Printed with: Glass or Bronze ○ Logo Included ○ Award title Included	
f. Conduct of Opening Ceremony Venue DBP Penthouse Host/emcee services Program management				
g. Conduct of Awarding/Closing Ceremony Venue DBP Penthouse Host/Emcee Services Program management Photo Wall backdrop – design subject to DBP's approval				

Conforme: _____ Vendor's Company Name _____ Name & Signature of Authorized Representative _____ Designation _____ Date

	h. Video and Photography Photo/Video Team during the Game days, Opening and Closing Ceremonies Post event Video Submission of electronic copy of all files i. Meals for four Saturdays - Halal/Non-pork <table><tr><th></th><th>No. of Game Days</th><th>No. of Pax</th><th>Total</th></tr><tr><td>Basketball and Volleyball</td><td>3</td><td>195</td><td>585</td></tr><tr><td>Badminton</td><td>1</td><td>100</td><td>100</td></tr><tr><td>Bowling</td><td>1</td><td>90</td><td>90*</td></tr></table> * Food and Drink Voucher from the Venue worth Php 300.00 per pax - Sports Drink/Water <table><tr><th></th><th>No. of Game Days</th><th>No. of Pax</th><th>No. of Bottle Per Pax</th><th>Total</th></tr><tr><td>Basketball and Volleyball</td><td>3</td><td>195</td><td>2</td><td>1170</td></tr><tr><td>Badminton</td><td>1</td><td>100</td><td>2</td><td>200</td></tr></table> j. Event Management Five (5) Event Coordinators/Marshalls, who will be in charge of Player Sourcing, Player communication, Registration and On-Site Management for four (4) Saturdays for each venue Provide crew meals		No. of Game Days	No. of Pax	Total	Basketball and Volleyball	3	195	585	Badminton	1	100	100	Bowling	1	90	90*		No. of Game Days	No. of Pax	No. of Bottle Per Pax	Total	Basketball and Volleyball	3	195	2	1170	Badminton	1	100	2	200
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Project Term	The engagement will be for a maximum of 2 months, commencing on the issuance of the Notice to Proceed.																															
Payment Terms	- No down payment - The total contract amount will be payable in two (2) tranches, net of all applicable taxes and based on specific deliverables stipulated in this TOR. - Each payment tranche will be released within ten (10) working days upon completion of the corresponding deliverables, milestones and/or activities and subject to the submission of complete supporting documents which may include, but are not limited to Sales Invoice or Statement of Account and Certificate of Completion.																															

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	Deliverables/Milestone/ Activities	No.	Timeline	% of payment
	<u>1st Tranche</u>			35% of the contract amount upon completion of the identified deliverables/milestones/ activities
	Opening Program	1	Within 20 days after NTP	
	Game Day	1		
	<u>2nd Tranche</u>			65% of the contract amount upon completion of the identified deliverables/milestones/ activities
	Closing Program	1	Within 40 days after NTP	
	Game Day	3		
	Trophy	1		
	Plaque	3		
	Medals	127*		
				*Maximum
Documentary Requirements for Interested Supplier/s	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 or BIR Certificate of Registration Signed Data Privacy Consent Form Signed Request for Quotation (RFQ)			
Evaluation of Proposal	• Proposals above the ABC shall automatically be disqualified			
Qualifications of Prospective Provider	• Must be in the business for at least (3) years			

Conforme: _____ Vendor's Company Name _____ Name & Signature of Authorized Representative _____ Designation _____ Date



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project

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.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign

government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing

false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.