



REQUEST FOR QUOTATION (RFQ)

Rental of Sounds, Lights and LED Video Wall Facilities

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-CAD-25-00462
Date of Posting/Canvass	:	12/05/2025
Deadline of Submission	:	12/10/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 296,800.00

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/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;
- Latest/Updated Omnibus Sworn Statement *(11 statements)*;
- Secretary's Certificate *(for supplier under partnership/corporation)*; and
- 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 / 8818-9511 local 2636

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

TERMS OF REFERENCE

Rental of Sounds, Lights and LED Video Wall Facilities for 2025 DBP Christmas Program and Raffle

Event/Purpose	DBP Christmas Program and Raffle	
Approved Budget for the Contract (VAT inclusive/applicable taxes and other charges)	P296,800.00	
Date/Time/Venue	DBP Bulwagan ng Diwang Pilipino on December 16, 2025 (Tuesday) DBP Head Office Building, Makati City	
Specifications		
Sound System	<ul style="list-style-type: none">• 6 units Full range speaker systems• 4 units Subwoofers• 4 units Audio Stage Monitors• 4 units Center Fill Speakers• 8 units Handheld Wireless Microphones• 6 units Condenser Mic with Stand• 1 unit Digital Audio Mixer• 1 set Audio Playback with Sub Mix• 1 lot Audio Video Cables	
Lighting System	<ul style="list-style-type: none">• 8 units Autolight• 8 units BSW Moving Head 380• 8 units B-Eye K10• 8 units Stormy• 2 units Haze Machine• 2 units Follow Spots• 16 units LED Pars 10watts RGBW• 2 unit Smoke machines• 1 unit Avolites Arena Controller	
LED Wall	<ul style="list-style-type: none">• 3 sets 5 x 7 Panels LED Wall• 1 set Video Audio Playback• 2 units 55" TV Monitors• 2 units Digital Cameras• 1 lot LED Digital Juices• 1 lot Video Audio Cables• 1 unit cables, connectors and accessories	
Videoke System	<ul style="list-style-type: none">• 1 unit Videoke System with Scoring and Song Reserve Features	
Other requirements	<ul style="list-style-type: none">• The supplier shall provide food/snacks/meals for their staff during their stay in DBP and should provide DBP-Procurement & Inventory Management Department with the list of equipment and production staff for ingress/egress/gate	

CONFORME:

Company Name

Name & Signature

Date

**Rental of Sounds, Lights and LED Video Wall Facilities
for 2025 DBP Christmas Program and Raffle**



	<p>passes.</p> <ul style="list-style-type: none"> • Lowest calculated proposal shall be evaluated based on the lowest price, provided the provisions of the quotation are compliant with minimum requirements. • Incomplete submission of requirements shall not be evaluated. • 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 7:00 a.m. on the day of the program. • Setup of the video system, sound, and light facilities may start on December 15, starting at 6:00 p.m. It should be completed before 6:00 a.m. on the following day (December 16). The facilities should be ready for technical checking which will start at 7:00 a.m.
Payment	<ul style="list-style-type: none"> • 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). • 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.
Qualification/s of prospective supplier	<ul style="list-style-type: none"> • Supplier must be in the business for at least 5 years • With track record of providing services of LED video wall and lights and sounds facilities for the past 3 years • Submission of Certification of Satisfactory Performance from at least two (2) previous years' corporate clients
Documentary Requirements	<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) • Proof of PhilGEPS Registration • Current/valid Mayor's Permit/Business Permit • Copy of DTI or SEC Registration • Latest/updated Omnibus Sworn Statement • Secretary's Certificate (for supplier under partnership/corporation) • Signed DBP Data Privacy Consent Form

Recommended by:

SIGNED
SM Neil B. Diaz
Head, Events Unit

Approved by:

SIGNED
FVP Zandro Carlos P. Sison
Head, Corporate Affairs Department

CONFORME:

Company Name

Name & Signature

Date