



REQUEST FOR QUOTATION (RFQ)

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

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-25-00641
Date of Posting/Canvass : 12/05/2025
Deadline of Submission : 12/10/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : Php 960,000.00

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 (11 statements);
- 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 of Satisfactory Performance from at least two (2) previous corporate clients
- Submission of Certification/Offer Sheet signed by the manager's of the following: Sweet Rose Hernandez and Youth Harmonic Ensemble

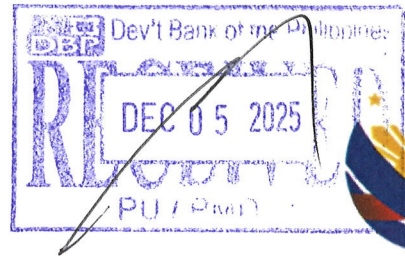
For submission of proposal and any inquiry, you may contact the following personnel:

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 PHILIPPLINES

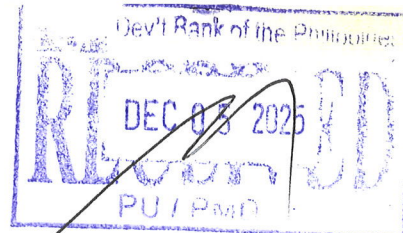
TERMS OF REFERENCE

Hiring of Services of an Event Coordinator for the 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)	P960,000.00
Date, Time, and Venue	December 16, 2025 (Tuesday) 8:00 a.m. to 5:00 p.m. DBP Head Office, Makati City, specifically at the Bulwagan ng Diwang Pilipino and DBP Inner Court
Requirements/Scope of Services	<p>The events coordinator must provide/coordinate the following requirements/services:</p> <ol style="list-style-type: none"> 1. Singers, Host, Choir <ul style="list-style-type: none"> • Sweet Rose Hernandez • Youth Harmonic Ensemble 2. Event Director with Production Team (i.e., show director, technical director, lighting designer, stage management team, scriptwriter, spinner, and production assistants) 3. Provision of Filipino food for 1,500 employees. The food consists of the following: <ul style="list-style-type: none"> • 500 servings of Lugaw • 500 servings of Champorado • 500 servings/pieces of Bibingka • 1,500 servings of assorted kutsinta, puto, and biko • 1,000 cups of taho • Free-flowing coffee/hot chocolate/cold drinks 4. Production of 1,500 cards for the PASKO! A No-Bet Bingo Game
Other Requirements/Conditions:	
Submissions	<ol style="list-style-type: none"> I. Submission of Certification/Offer Sheet signed by the managers of Sweet Rose Hernandez and the Youth Harmonic Ensemble indicating the following: <ol style="list-style-type: none"> a. Sweet Rose Hernandez will host the program and perform musical intermissions during DBP Christmas Program and Raffle, and Open Mic Videoke Challenge, starting at 9:00 a.m. at the DBP Bulwagan ng Diwang Pilipino. Attire shall be Smart Casual. Call time is 7:00 a.m.

Conforme: _____
Signature over Printed Name/Company/Date

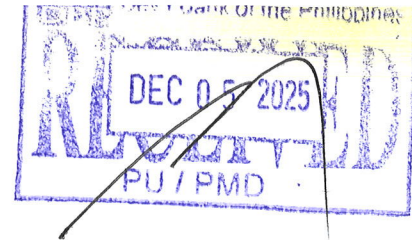
**Hiring of Services of an Event Coordinator for the
2025 DBP Christmas Program and Raffle**



	<p>b. Youth Harmonic Ensemble will perform songs during the Caroling with the Board of Directors. Call time is 7:00 a.m.</p>
Event Director and Production Team	<ul style="list-style-type: none"> • Availability of the overall director and production staff on the day of the event and production meetings. • Should handle concept development, script, direction, choreography/blocking of performers, and production sequence. • 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. • Should provide direction for all technical and production requirements. • 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 & Inventory/ Management Department with the list of equipment, and names of production staff for ingress/egress and gate passes.
Food Handling and Presentation	<ul style="list-style-type: none"> • The food should be available starting at 8:00 a.m. on December 16, 2025. • Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning. • Provide appropriate number of servers in uniform with ID who shall be responsible in food serving throughout the duration of the catering services. • The event coordinator should also provide required utensils, paper cups, paper plates, tissues and trash bags. As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals (on request basis) and not "styrofoam/single-use plastic" for food packaging or utensils. • In terms of disposal, the supplier/caterer is required to segregate/dispose of leftover food and other waste generated (decorations, packaging materials, etc.) after the event.
Payment Terms	<ul style="list-style-type: none"> • 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). • 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.

Conforme: _____
Signature over Printed Name/Company/Date

**Hiring of Services of an Event Coordinator for the
2025 DBP Christmas Program and Raffle**



Other Terms and Conditions	<ul style="list-style-type: none"> • Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with minimum requirements. • Incomplete submission of requirements shall not be evaluated. • 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 7:00 a.m. on the same day of the program.
Qualification/s of Prospective Event Coordinator	<ul style="list-style-type: none"> • Must be in the business for at least 5 years • Submission of Certification of Satisfactory Performance from at least two (2) previous years' corporate clients. • Can handle concept development, direction, choreography/blocking of guest performers, and execution of production sequence. • Can provide services of the following: production manager, show director, stage manager, lighting designer, sound engineer, scriptwriter, VO talent, spinner and production assistant.
Documentary Requirements: For interested Supplier/s	<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 • Latest Income/Business Tax Return

Recommended by:

SIGNED

SM Neil B. Diaz
Head, Events Unit

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**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.

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. I am the duly authorized and designated representative of *[Name of Supplier]* with office address at *[Address of Supplier]*;
2. 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 Development Bank of the Philippines, as supported by the attached duly notarized Secretary's Certificate;
3. *[Name of Supplier]* is not "blacklisted" or barred from bidding/submitting proposal 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;
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 Supplier]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The corporation itself, and officers, directors, and controlling stockholders 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;
7. It is understood that failure to faithfully disclose 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.

[Name of Supplier] 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.

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

9. *[Name of Supplier]* is aware of and has undertaken the following responsibilities as a Supplier:
- a) Carefully examine all of the Terms of Reference/Technical Specifications/other documents, if applicable;
 - 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
10. *[Name of Supplier]* 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 Supplier]*, 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]*.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____