

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-07-431

RFQ No.: 2022-07-489

End-user: PPD

Date: JUL 07 2022

Name of Project:

ABC: ₱350,000.00

**EVENTS MANAGEMENT SERVICES FOR THE 35TH CORDILLERA MONTH
CELEBRATION**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before JUL 11 2022 12:00NN.

ENRIQUE H. GASCON, JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be REJECTED.
2. For unit price/s, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is as indicated in the next page.
7. Price validity shall be for a period of 120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - o Updated Mayor's / Business Permit
 - o PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
 - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - o Official Receipt issued by BIR (a mere picture of the receipt can suffice)
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation may be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the technical specifications and the terms and conditions stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **₱500,000.00** for Emergency Cases and **₱50,000.00** above for Small Value Procurement.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.**
14. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430** local **25025** or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	EVENTS MANAGEMENT SERVICES FOR THE 35TH CORDILLERA MONTH CELEBRATION				
	EVENTS MANAGEMENT SERVICES PLEASE SEE ATTACHED TERMS OF REFERENCE	1	LOT		
The place of delivery/service of the goods is within BAGUIO CITY.					
TOTAL PRICE					

• Award shall be made per: Lot basis Total Quoted Price

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

*Signature of supplier/representative
 over printed name:* _____

Name of Firm/Dealer/Contractor: _____

(This will be the name indicated on the check)

Address: _____

 Name and Signature of Canvasser

Contact Number/s: _____

PhilGEPS Registration Number: _____





REPUBLIC OF THE PHILIPPINES
REGIONAL DEVELOPMENT COUNCIL

Cordillera Administrative Region

Botanical Garden, Leonard Wood Road, 2600 Baguio City
 Tel./Fax No. (074) 442-3232 *** email: car@neda.gov.ph ; neda_cordillera@yahoo.com

REGIONAL SOCIAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE FOR EVENT MANAGEMENT SERVICES

I. IDENTIFYING INFORMATION

Title: 35th Cordillera Month Celebration

Inclusive Dates: **10 – 15 July 2022** (Cordillera Day Celebration and Search for Mr. and Ms. Cordillera Autonomy Youth Ambassadors)

30 July 2022 (Cordillera Month Culminating Celebration)

Venue: Baguio Convention Center

Services Required: Event Management Services

Budgetary Requirements: Three Hundred Fifty Thousand Pesos (350,000.00)

II. Background

The Department of Social Welfare and Development Cordillera Administrative Region (DSWD-CAR) together with the Provincial Local Government of Mountain Province are the host organizations of this year's 35th Cordillera Month Celebration to be held in July 2022.

Major activities of the celebration include the kick-off on 01 July, the Cordillera Day on 15th July, and the culminating celebration on 30th July.

One of the major activities identified by the Regional Social Development Council (RSDC) on the Cordillera Day celebration on the 15th July is the **Search for Mr. and Ms. Cordillera Autonomy Youth Ambassadors 2022**. This activity aims to promote the region's quest for Cordillera autonomy by raising awareness especially among the youth. Hence, the youth ambassadors will serve as spokesperson and representative of their respective provinces in advocating for autonomy.

In cognizance of the rigorous tasks and preparations involved in mounting a regionwide event requires a highly qualified event management services to run efficiently and effectively the whole gamut of the activity.

With the foregoing, the engagement of an **Event Management Services** is highly recommended to ensure the success of the Cordillera Month Celebration.





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III. Scope of Work

The Event Management Services are expected to undertake and deliver the following tasks, goods, and services:

1. Coordinates and works collaboratively with the host, organizer, and search committee in the planning and execution of the activity.
2. Proposed a well-crafted concept on the over-all staging of the event (production and event management) to fit the context and the intention of the Cordillera Celebration.
3. Provides technical expertise by training candidates with their walks, production number during scheduled rehearsals/practice of candidates.
4. Attends to technical working group meetings called by the RSDC or the Search Committee to provide technical expertise and respond to inquiries relative to the required services.
5. Provides and delivers the following goods and services on time:
 - a. **14 standard sashes with Cordillera accent for male and female candidates (similar to what is being used in national pageant)** to be worn by all candidates during the competition proper;
 - b. **Six (6) Winner's sash with cordillera accent** for Mr. and Ms. Cordillera Autonomy Youth Ambassador 2022; Mr. and Ms. Cordillera Autonomy Youth Ambassador first runner-up; Mr. and Ms. Cordillera Autonomy Youth Ambassador 2nd Runner-up
 - c. **Three (3) crowns for female winners** (winner, first, and second runners-up)
 - d. **Six (6) flower bouquet** for all winning candidates (male and female)
 - e. **Multimedia materials and collaterals** (music, AVPs, posters, clips, SDEs, banners and streamers, among others that will be shown during the Search)
 - f. **Photography, videography, and livestream services** during the competition proper
 - g. **Event and stage styling and decoration appropriate** for the Cordillera Month celebration and during the Search for Mr. and Ms. Cordillera Autonomy Youth Ambassadors on the 15 July 2022 and during the culminating activities on 30 July 2022. Decoration will be set-up a day prior to the events.
 - h. **Sounds and lights appropriate for the Cordillera Celebration and the during the search/pageant.**
 - i. **Event management team** (creative director, production staff, among others) who will manage the Search for the Mr. and Ms. Cordillera Autonomy Youth Ambassadors from rehearsals to the pageant proper
 - j. **Hosts and performers for the whole duration of the Search**
 - k. **Cordillera Contemporary Ethnic Attires Rental of the six winners** of the Mr. and Ms. Cordillera Autonomy Youth Ambassadors that represents their respective province on the 30th July 2022 during the Cultural Hybrid Fashion show
 - l. **Other supplies and materials as deemed necessary.**



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.
The profile of a person blowing a "tanggyob" represents a community being called for an important matter or action.
The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.
All the symbols combined represent unity and harmony of the people with culture and environment in beating the gong for self-





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- Ensures delivery of all required outputs and services stated above within the given timelines/duration.

IV. Breakdown of Expenses: The total cost amounts to

- 14 standard sashes with Cordillera accent: 6,000.00
- Six (6) Winner's sash with cordillera accent: 3,000.00
- Three (3) crowns for female winners: 10,000.00
- Six (6) flower bouquet for all winning candidates: 3,000.00
- Multimedia materials and collaterals: 5,000.00
- Photography, videography, and livestream services: 40,000.00
- Event and stage styling and decoration: 100,000.00
- Sounds and lights: 50,000.00
- Event management team: 58,000.00
- Hosts and performers: 25,000.00
- Cordillera Contemporary Ethnic Attires Rental: 50,000.00

V. Time Frame:

The execution of services will be on the following dates:

Rehearsals and practice: 10 – 15 July 2022

Stage Set-up: 14 – 15 July 2022 and 29-30 July 2022

Press Briefing and Preliminary Talent Competition: 14 July 2022

Search Coronation Night: 15 July 2022

*Schedules are subject to change except the day of the coronation night.

VI. Compliance

Requirements	Compliance (please check)		Remarks
	Can comply	Cannot comply	
14 standard sashes with Cordillera accent for male and female candidates (similar to what is being used in national pageant) to be worn by all candidates during the competition proper			
Six (6) Winner's sash with cordillera accent for Mr. and Ms. Cordillera Autonomy Youth Ambassador 2022; Mr. and Ms. Cordillera Autonomy Youth Ambassador first runner-up; Mr. and Ms. Cordillera Autonomy Youth Ambassador 2nd Runner-up			
Three (3) crowns for female winners (winner, first, and second runners-up)			

The round metal gong of the Cordillera known locally as "gangsang" is a symbol of the upland people's culture that has been passed on from generations to another.
 The profile of a person blowing a "tanggyob" represents a community being called for an important matter or action.
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Requirements	Compliance (please check)		Remarks
	Can comply	Cannot comply	
Six (6) flower bouquet for all winning candidates (male and female)			
Multimedia materials and collaterals (music, AVPs, posters, clips, SDEs, banners and streamers, among others that will be shown during the Search)			
Photography, videography, and livestream services during the competition proper			
Event and stage styling and decoration appropriate for the Cordillera Month celebration and during the Search for Mr. and Ms. Cordillera Autonomy Youth Ambassadors on the 15 July 2022 and during the culminating activities on 30 July 2022. Decoration will be set-up a day prior to the events			
Sounds and lights appropriate for the Cordillera Celebration and the during the search/pageant			
Event management team (creative director, production staff, among others) who will manage the Search for the Mr. and Ms. Cordillera Autonomy Youth Ambassadors from rehearsals to the pageant proper			
Hosts and performers for the whole duration of the Search			
Cordillera Contemporary Ethnic Attires Rental of the six winners of the Mr. and Ms. Cordillera Autonomy Youth Ambassadors that represents their respective province on the 30 th July			

The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.
 The profile of a person blowing a "tanggujob" represents a community being called for an important matter or action.
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2022 during the Cultural Hybrid Fashion show			
Other supplies and materials			

VII. Payment and Schedule

The Event Management Service provider shall be paid a package rate of **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)** for the services rendered. Payment is subject to appropriate taxes prior to payment. Moreover, additional expenses (travel expenses, and other incidental expenses) which may be incurred in the course of the engagement should be shouldered by the service provider. Payment shall be made at least one month after the engagement.

In consideration of the foregoing premises, the Event Management service provider agrees with the provisions of the TOR and subscribes to perform and deliver the stated scope of work contained herein.

VI. Other Clause

The DSWD-CAR reserves the rights to make necessary changes in the TOR provisions as deemed necessary and in the exigency of the success of the Cordillera Month Celebration. Changes will be communicated with the Events Management Services provider.

Conforme:

Name of Service Provider



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