

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-02-105
End-user: DRMD
Name of Project: _____

RFQ No.: 2023-02-168
Date: FEB 28 2023
ABC: ₱55,000.00

**EVENTS STYLING FOR THE GALLERY AND VENUE FOR THE
CULMINATING ACTIVITY FOR THE 72ND DSWD FOUNDING
ANNIVERSARY AND REGIONAL GENERAL ASSEMBLY (RGA)**

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 MAR 06 2023 12:00NN.


ENRIQUE H. GASCON, JR. y
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 **P500,000.00 for Emergency Cases and P50,000.00 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 STYLING FOR THE GALLERY AND VENUE FOR THE CULMINATING ACTIVITY FOR THE 72ND DSWD FOUNDING ANNIVERSARY AND REGIONAL GENERAL ASSEMBLY (RGA)				
	EVENTS STYLING FOR THE GALLERY AND VENUE FOR THE CULMINATING ACTIVITY PLEASE SEE ATTACHED TERMS OF REFERENCE	2	SET-UP		
	<i>OTHER REQUIREMENTS</i>	COMPLIANCE		REMARKS	
		Can Comply	Cannot Comply		
	The place of delivery/service of the goods is within BAGUIO CITY.	[]	[]		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]		
TOTAL PRICE					
PAYMENT WILL BE MADE THRU LANDBANK OF THE PHILIPPINES					

• 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: _____

Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

 Name and Signature of Canvasser

VUB/dhevz

TERMS OF REFERENCE FOR VENUE PHYSICAL ARRANGEMENT/ MANAGEMENT

IDENTIFYING INFORMATION
Title of Activity: 72 nd DSWD Founding Anniversary and Regional General Assembly (RGA)
Venue: DSWD CAR Training Center (Gallery) and the Rented Hotel/Venue (Culminating Activity)
Inclusive Dates: 05-09 March 2023 (Gallery) 10 March 2023 (Culminating Activity)
Services Required : Venue Physical Arrangement/Management
Budgetary Requirements: Fifty –Five Thousand Pesos (P55,000.00)
RATIONALE
<p>The Department of Social Welfare and Development will celebrate its annual founding anniversary in March 2023 with the theme <i>"DSWD @ 72: Kaagapay sa Pagbangon, Katuwang sa Bawat Hamon."</i></p> <p>Simultaneous with the Anniversary is the conduct of the Regional General Assembly (RGA). It is a week-long celebration comprised of various activities until its culminating activity which will highlight the awarding and recognitions. Once again, the invaluable contribution and dedication of staff and employees and support from its partners and stakeholders in achieving the agency's mandate and excellent performance will be recognized.</p> <p>Through the Program on Awards and Incentives for Service Excellence (PRAISE) Awards, staff's accomplishments and contributions are recognized which may revitalize enthusiasm and commitment. Also, the Pagkilala sa Natatanging Kontribusyon (PANATA KO) sa Bayan awards, on the other hand, will be awarded to civil society organizations, government agencies, media partners, and other individuals who made notable contributions to fulfilling the Department's mandate.</p> <p>With the above, indeed the activity is an opportunity for everyone to learn, interact and develop after the challenges and adversities and a springboard to sustain passion for public service.</p> <p>Among the rigorous tasks involved in such activity is the physical set-up/arrangement of the venue, hence experienced event management and planning is needed. With the foregoing, the engagement of a venue physical arrangement and management through an event stylist is strongly recommended.</p>
DETAILS
<p>1. Requirements and Qualifications</p> <ul style="list-style-type: none"> • Has relevant experience in the venue physical management and arrangement; • Has enough manpower to meet the required tasks and deliverables of the event; <p>2. Scope of Work</p> <p>The venue physical arrangement/management is expected to undertake and deliver the following tasks, goods and services;</p> <ul style="list-style-type: none"> • Coordinate and work with the event's host/organizer or concerned committee in the planning and execution of the activity. • Proposed a well-crafted concept for the overall staging of the event to include the physical set-up and decoration of the main venue of the culminating activity and the gallery to fit the context and the intention of the 72nd DSWD Anniversary Celebration.

- Attend consultations, provide technical expertise and respond to inquiries relative to the required services.
- Provide and deliver the following goods and services on time;
 - a. Styling and decoration of the main venue/ hotel (stage, tables, welcome area, front of the photo booth and other areas needing styling/decorations) and at the gallery located at the 3rd floor of the DSWD Training Center
 - b. Styling and decorations will be set-up prior to the aforementioned event
 - c. Provision of other supplies and materials needed
- Availability/presence at the venue during the culminating activity to check that everything is in place and assist in case of necessary changes;
- Delivery of the required output and services stated above within the given timeline/duration

3. Service Fees:


- Payment shall be processed after submission of the following:
 1. Billing statement
 2. Required outputs as indicated in the preceding pages

Prepared by:



NOVELIA N. POEDING
 Lead- Physical Set-up/Arrangements,
 Decorations and Logistics

Noted by:



AMELYN P. CABRERA
 OIC ARDO/ Chairperson-TWG
 72nd DSWD Anniversary and Regional
 General Assembly (RGA)

Concurred by:

Service Provider:

 (Printed Name over Signature)

Address:

Contact Number:
