

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-10-720  
End-user: EPAHP  
Name of Project: \_\_\_\_\_

RFQ No.: 2024-10-1010  
Date: OCT 16 2024  
ABC: ₱60,000.00

**EVENT STYLING FOR THE STRATEGIC PLANNING WORKSHOP FOR EPAHP NCT,NPMO AND RPMOs**

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](mailto:bacsec.car@dswd.gov.ph) on or before OCT 23 2024 12:00NN.

RINA CLAIRE L. REYES  
BAC Chairperson *RS*

**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:
  - a. **Updated Mayor's / Business Permit**
  - b. **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 or Invoice (as applicable) 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 lower 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. Upon **approval of the Purchase Order (PO)**, the Procurement Section may send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address** or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.
14. 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**.
15. **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.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>EVENT STYLING FOR THE STRATEGIC PLANNING WORKSHOP FOR EPAHP NCT,NPMO AND RPMOs</b>				
	<b>TENTATIVE DATE: NOVEMBER 11-15,2024</b>				
	Inclusions: -Cultural Presentation -Stage Decoration -Tarpaulin (8 x8 ft)	1	lot		
	<b>PLEASE SEE ATTACHED TERMS OF REFERENCE</b>				
<b>TOTAL</b>					
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).	[ ]	[ ]		
	Service Provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]		
	The place of delivery of the goods/services is within <b>BAGUIO CITY</b> .	[ ]	[ ]		
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• 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.

Name of Firm/Dealer/Contractor: \_\_\_\_\_

Office Address: \_\_\_\_\_

Owner's/Proprietor/President's Name and Signature: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Email Address: \_\_\_\_\_

For Authorized Representative, kindly indicate the following: \_\_\_\_\_

Name and Signature: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Convasser









**TERMS OF REFERENCE FOR HIRED SERVICE PROVIDERS  
OF DSWD INSTITUTIONAL DEVELOPMENT AND CAPACITY BUILDING ACTIVITIES (IDCBA)  
EVENT STYLIST**

**IDENTIFYING INFORMATION**

Title of IDCBA: **Strategic Planning Workshop for EPAHP NPMO, NCT and RPMOs**

Venue: **Within Baguio City**

Inclusive Dates:  
**18-22 November 2024**

Proponent: **Enhanced Partnership Against Hunger and Poverty**

Administrative Support: **Capacity Building Section**

**Rationale:**

The Department of Social Welfare and Development Cordillera Administrative Region (DSWD-CAR) Enhanced Partnership Against Hunger is the host region for the conduct of the **Strategic Planning Workshop for EPAHP NPMO, NCT, and RPMOs**. One of the activities of the celebration includes the **Solidarity Night**.

This activity aims to foster camaraderie and strengthen the bonds between the EPAHP National Program Management Office (NPMO), National Convergence Team (NCT), and Regional Program Management Offices (RPMOs) through shared experiences, cultural exchange, and informal interaction, encouraging a collaborative spirit in the pursuit of the program's goals.

To elevate the significance of the event, the hiring of an **event stylist** is recommended to ensure that the atmosphere of the Solidarity Night reflects the spirit of unity and collaboration. By creating an aesthetically pleasing and culturally resonant environment, the stylist will help set the tone for an evening of meaningful connection and celebration. A well-designed space enhances the participants' experience, making the event more memorable and fostering a stronger emotional connection to the objectives of the night. This investment in the event's presentation will contribute to the overall success of the workshop, as it creates an inviting and inspiring ambiance for all attendees.

**Scope of Work:**

The Event Stylist is expected to undertake and deliver the following tasks, goods, and services:

1. Coordinates and works collaboratively with the Learning Management Team in the planning and execution of the activity.
2. Proposed a well-crafted concept for the overall stage decoration of the event to fit the context and the intention of the Solidarity Night.
3. Provides and delivers the following goods and services on time:
  - a. Stage decoration for the Solidarity Night with Cordilleran Themes;
  - b. Cultural Presentations highlighting the different cultural dances of the Cordillera Administrative Region, including the leading of the Community Cultural Dance; and
  - c. 8x8 ft tarpaulin of the event (design to be provided by the end-user).
4. Ensures delivery of all required outputs and services stated above within the given timelines/duration.

**Time Frame:**

The execution of services will be on the following dates:

1. Stage Set-up: November 19 and 21, 2024
2. Cultural Presentation: Evening of November 19 and 21, 2024
3. 8x8 ft tarpaulin: Morning of November 18, 2024

\*Schedules are subject to change.

**Payment and Schedule:**

The Event Management Service provider shall be paid a package rate of Sixty Thousand Pesos (PhP 60,000.00) for the services rendered. Payment is exclusive of appropriate taxes, travel expenses, and other incidental expenses, which may be incurred in the course of the engagement. Payment shall be made at least one month after the engagement.

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

**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 Strategic Planning Workshop for EPAHP NPMO, NCT and RPMOs. Changes will be communicated with the Events Stylist Services provider.

Prepared by:



**ALDRICH NICOLE B. BASALI**  
PDO II - EPAHP

Concurred by:

Service Provider:

\_\_\_\_\_  
(Printed Name over Signature)

Reviewed by:



**CAROLYN URBIE-NAZAIRE**  
RPC - EPAHP

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by:



**AMELYN P. CABRERA**  
CHIEF - PROMSD

Contact Number:

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