

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-10-721 B

End-user: 4PS-RPMO

Name of Project:

RFQ No.: 2024-10-1049

Date: OCT 16 2024

ABC: ₱150,000.00

Event Styling for the 4Ps Regional Conference and Partnership Gathering 2024

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 OCT 23 2024 12:00NN.

RINA CLAIRE L. REYES

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:
 - 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**.

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Event Styling for the 4Ps Regional Conference and Partnership Gathering 2024				
	Event Styling PLEASE SEE ATTACHED TERMS OF REFERENCE/SPECIFICATION	1	package		
TOTAL					
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
A. Service Provider is compliant with the works provided in the Terms of Reference/Specification.			[]	[]	
B. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			[]	[]	
PAYMENT SHALL 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.

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 (TOR)
FOR THE PROVISION OF EVENT MANAGEMENT SERVICES**

I. IDENTIFYING INFORMATION

Title: Pantawid Pamilyang Pilipino Program (4Ps)
Regional Conference and Partnership Gathering
for CY 2024

Inclusive Dates: 22 November 2024

Venue: Within Baguio City

Services Required: Event Styling

Budgetary Requirements: Php 150,000.00

II. BACKGROUND

The Pantawid Pamilyang Pilipino Program (4Ps) is the national poverty reduction strategy and a human capital investment program of the national government that provides conditional cash transfer to qualified poor households with children up to 18 years upon complying with certain behavioral conditions to improve their education, health, nutrition and towards improved well-being.

This responsibility is fulfilled by the Department through continuous improvement of its programs, systems and processes. As a key mechanism for reviewing and evaluating performance, the program employs the conduct of Regional Conferences. This activity will allow a thorough review and assessment of the performance and accomplishment of the program to ensure effective and efficient program implementation.

In view of the foregoing, the regional conference is necessary to reassess the accomplishments relative to the cascaded targets. This is also serves as a platform to directly communicate valuable information and address challenges, issues and concerns to facilitate the resolution of program implementation.

Additionally, as part of the ongoing commitment, partnership gathering will be held concurrently during 4Ps Regional Conference. This event aims to recognize the partners from National Government Agencies (NGAs), Local Government Units (LGUs), and Civil Society Organizations (CSOs) who have generously provided their support, services, time, and efforts. The timely recognition will not only highlight their contributions but also boost their morale, encouraging continued support for the program and partner beneficiaries in future endeavors.

Furthermore, to acknowledge exemplary individuals and teams who embody the DSWD brand of “*Bawat Buhay Mahalaga sa DSWD*,” and demonstrate the core values of “*Maagap at Mapagkalingang Serbisyo*,” the 4Ps Awards will be integrated into the program. This initiative seeks to acknowledge the dedication and contributions of officials, employees, and teams as valued partners in delivering responsive and compassionate public service. Various award categories have been established to celebrate their achievements and positive impact, emphasizing the agency’s commitment to positive transformation and continuous excellence in serving the public.

III. OBJECTIVE

To facilitate and organize the quality delivery of the day-to-day events and executed events. Under the direct supervision of Pantawid Pamilyang Pilipino Program (4Ps) Regional Program Management Office and its mainstreamed staff, the event management team will be responsible for ensuring the arrangements, logistical, administration, and preparation of the event run in a timely and effective manner.

Given the extensive scope of work required to prepare and hold regional conference and partnership gathering, there is a need to identify someone who can facilitate and ensure the smooth conduct of necessary pre-event, event proper, and post-event related activities. This TOR aims to hire an event’s organizer to manage the conduct of the Regional Conference and Partnership Gathering.

IV. PARTICIPANTS

For this activity, around **473 participants** are expected from the DSWD MANCOM, 4Ps Regional Program Management Office, Provincial/City/Municipal Operations Office. Representative from the National Government Agencies, Civil Society Organizations, Local Government Units and media will also be invited to participate in the event.

V. PROVISIONAL PROGRAM

Agenda Items	Discussant	Time
Day 1		
Registration	Secretariat	1:00 – 1:15 PM
Preliminaries	Facilitator	1:16 – 1:45 PM
Welcome Message	ARD for Operations	1:46 – 2:15 PM

Agenda Items	Discussant	Time
Presentation of Expectation Setting, Objectives & Program Flow	SME	2:16 – 2:30 PM
Presentation of Accomplishments <ul style="list-style-type: none"> • State of 4Ps Performance Indicators CY 2024, • Physical and Financial Accomplishments 2024 	Division Chief Program Staff	2:31 – 5:00 PM
Open Forum	Facilitator	5:01 – 5:15 PM
Day 2		
Preliminaries	Facilitator	8:00 – 8:30 PM
Presentation of Workshop Mechanics, Budget Presentation & Cost Parameter	SME	8:31 – 9:30 PM
Workshop 1: Preparation of Budget Proposal CY 2026	Participants	9:31 – 5:00 PM
Open Forum	Facilitator	5:01 – 5:15 PM
Day 3		
Preliminaries	Facilitator	8:00 – 8:30 AM
Presentation and Critiquing of Workshop Outputs: Budget Proposal CY 2026	Participants	8:31 – 3:00 PM
Open Forum	Facilitator	3:01 – 5:15 PM
Synthesis of the Activity	Division Chief	5:16 – 5:30 PM
Day 4		
Preliminaries	Facilitator	8:00 – 8:30 AM
Opening Remarks	Regional Director	8:31 – 9:00 AM
Presentation of 4Ps Accomplishment	ARD for Operations	9:01 – 10:00 AM
Partnership AVP Presentations		10:01 – 10:20 AM
NGA, CSO, and LGU Awarding Ceremony and Message	NGA, CSO, & LGU	10:21 – 12:00 NN
Lunch		12:01 – 12:59 PM
Pantawid Pamilyang Pilipino Program (4Ps) Awarding Ceremony	Facilitator	1:00 – 3:45 PM
Closing Remarks	Division Chief	3:36 – 4:00 PM
Evaluation of the IDCBA	Facilitator	

VI. REQUIREMENTS AND QUALIFICATIONS

The Events Styling must have prior experience in the following:

1. Must be a legal entity complete with permits and licenses for business operation
2. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Bidder must be in operation as Event Management Service Provider/ event organizer for at least three (3) years. Submit SEC/DTI registration;
4. Has experience in designing events for governments agencies;
5. Has a team of professionals to implement the services;
6. Submit and concur with this Terms of References, quoted RFQ, and other required documents

VII. SCOPE OF WORK

A. EVENT STYLING

1. The service provider shall provide the following services

- a. Stage and Table Setting that includes:
 - i. Stage design and decoration
 - ii. Table centerpiece (shall be based on the number of tables in the venue as confirmed by the LMT)
 - iii. Entrance design or welcome arch (will depend on the venue as confirmed by the LMT)
 - iv. Photo wall/ background
 - v. Lei for the guests (shall be based on the number of confirmed guests by the LMT)
- b. Sounds and Lights
- c. LED Wall
 - i. 9ftx16ft LED Wall System

2. Pre-activity

- a. The LMT shall coordinate with the service provider and discuss the initial plan (i.e., theme, venue, program details, etc.) for the activity.
- b. The service provider shall provide their proposed concept based on the initial plan of the LMT, three days after the meeting.
- c. The LMT and the service provider shall meet again to finalize the details.
- d. Samples of the lei should be provided to the LMT three days before the activity.
- e. The LMT and the service provider shall also visit the venue together to check the applicable sounds, lights, and decorations before the activity.
- f. All changes in the event details should be provided to the service provider five days before the activity. Other details that the service provider would want to change should be provided to the LMT five days before the activity.
- g. The final schedule will be shared by the LMT a month before the activity. Any changes in the schedule may be done by the LMT but should be communicated with the service provider as soon as possible.

3. Activity Proper

- a. The service provider shall set up a day before the activity. The LMT shall coordinate with the venue regarding the early set up.
- b. A staff from the service provider should be present during the activity to assist the LMT.

VIII. PAYMENT AND SCHEDULE

The Event Styling shall be paid a package rate for the services rendered. Payment is subject to appropriate taxes prior to payment. Moreover, additional 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 Styling service provider agrees with the provisions of the TOR and subscribes to perform and deliver the stated scope of work contained herein.

Service provider must have a Landbank (LBP) account. Payment will be made through LBP bank deposit. In case the service provider does not have Landbank account, bank charges will be shouldered by the supplier.

IX. 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.

Prepared by:


DIANNE A. EMAGUIN
Project Development Officer II

Approved by:


FATIMA D. FLORENDO
Chief, 4Ps Division

Conforme:

Name of Service Provider
Address: _____
Contact No.: _____

ANNEX

Specific Requirements of the Event for Quote	Quotation
Stage and Table Setting that includes <ul style="list-style-type: none">• Stage design and decoration• Table centerpiece• Entrance design or welcome arch• Photo wall/background• Lei for the guests	
Sounds and Lights <ul style="list-style-type: none">• Speakers/Front of house <i>(front speaker, monitor speaker, subwoofer)</i>• Sound Processors <i>(Digital mixer, Drive Rack, Equalizer, Crossover, DJ controller, Power Amp, Wired Mic, 2 sets wireless Mic)</i>• Light System <i>(Lights console, moving head, L.E.D. bar, follow spot, haze)</i>	
LED wall	