

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

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-02-049/2025-02-150

End-user: IAU

Name of Project: _____

RFQ No.: 2025-02-216

Date: FEB 27 2025

ABC: ₱372,250.00

EVENTS MANAGEMENT SERVICES FOR THE 74TH DSWD FOUNDING ANNIVERSARY 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 MAR 03 2025, 12:00 NN.

ENRIQUE H. GASCON, JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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**
 - 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 latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall 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, 0969-572-9176** or email address bacsec.car@dswd.gov.ph.

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REQUEST FOR QUOTATION (RFQ)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	EVENTS MANAGEMENT SERVICES FOR THE 74TH DSWD FOUNDING ANNIVERSARY CELEBRATION				
1	EVENTS MANAGEMENT SERVICES Please see attached Terms of Reference Scope of Work: 1. Coordinates and works collaboratively with the organizer in terms of the details of tasks, goods, and services to be provided; 2. Attends technical working group meetings called by the Physical Set-up, Arrangements, Decorations, and Logistics for the main venue and gallery for the awardees) and other committees to provide technical expertise and respond to inquiries relative to the required services; and 3. Provides and delivers the following goods and services on time which is listed in the Terms of Reference 4. Ensures delivery of all required outputs and services stated above within the given timelines/duration.	1	lot		
TOTAL PRICE					
OTHER REQUIREMENTS		COMPLIANCE		REMARKS	
		Can Comply	Cannot Comply		
	Service Provider is compliant with the works provided in the Terms of Reference/Specification.	[]	[]		
	Service Provider must have an 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: Item Basis x Lot Basis

*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 Canvasser



MEL/cj

**TERMS OF REFERENCE (TOR)
FOR THE PROVISION OF EVENTS MANAGEMENT SERVICES**

I. IDENTIFYING INFORMATION

Title: 74th DSWD Founding Anniversary Celebration

Inclusive Dates: March 2025

Venue: Baguio City

Services Required: Events Management Services

Budgetary Requirements: Php 372,250.00

II. BACKGROUND

The Department of Social Welfare and Development is celebrating its 74th Founding Anniversary in 2025 with the theme **“Bawat Pamilya ay Mahalaga sa Bagong Pilipinas.”**

Through the years, the DSWD has steadfastly served the poor, vulnerable, and the marginalized through the amenities of its programs and social services. As another year develops, employees under the department are inspired by the department's longevity and consistent pursuit of excellent public service.

The anniversary celebration is a venue for the Field Office CAR to celebrate its workplace culture and values. It is to remind the employees that they are the vessels for which compassion and service are realized. The said activity is also an excellent opportunity to share positivity in the Field Office by recognizing and rewarding staff and partners.

For this celebration, the first day will be the Field Office Anniversary Kick-off Program launching/unveiling the PRAISE and Loyalty Awardees in appreciation for their attributable contributions to the agency. Through the Program on Awards and Incentives for Service Excellence (PRAISE) Awards, staff's accomplishments and contributions are recognized, strengthening camaraderie and togetherness. On the other hand, the Pagkilala sa Natatanging Kontribusyon (PANATA KO) sa Bayan awards will be awarded to civil society organizations, government agencies, media partners, and other individuals who made notable contributions in fulfilling the Department's mandate. In addition, the Paglaray Awards for the Local Government Units aim to recognize the valuable contributions and persistent efforts of the Local Social Welfare and Development Offices and strengthen the commitments of the DSWD FO and LGUs in supporting and promoting SWD Laws at the regional and local level.

Simultaneous activities will be conducted such as follows: market encounter or LAKO with various organizations/CBOs will be invited to join, and this will be in coordination with the

SLP and EPAHP; health and wellness activities for the DSWD staff where different service providers will be invited; and conduct of the cooking festival, film showing, fun run and FOCARide, indoor games, weeding and tree planting/maintenance to be participated by the Regional Office and its SWAD Offices (Abra, Apayao, Baguio-Benguet, Ifugao, Kalinga, and Mountain Province) to be facilitated by SWEAP and its partner division. The culminating activity will be held on 13 March 2025.

The DSWD anniversary is an important occasion that allows all staff to reflect on the department's history. Celebrating it allows its personnel to evolve in different ways as they reflect on the moments that have shaped them and the department. The week-long celebration not only provides opportunities for staff development, but also provides a venue for staff to revitalize their enthusiasm, commitment, and passion for public service

III. REQUIREMENTS AND QUALIFICATIONS

The Events Management 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. Bidders must be in operation as Event Management Service Providers/ event organizers for at least three (3) years. Submit SEC/DTI registration;
4. Has experience in talent development and management events for government agencies;
5. Has a team of professionals to implement the services;
6. Submit and concur with these Terms of References, quoted RFQ, and other required documents.

IV. 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 organizer in terms of the details of tasks, goods, and services to be provided;
2. Attends technical working group meetings called by the Physical Set-up, Arrangements, Decorations, and Logistics for the main venue and gallery for the awardees) and other committees to provide technical expertise and respond to inquiries relative to the required services; and
3. Provides and delivers the following goods and services on time:

Particulars	Quantity	Unit Cost	Total Cost	Time Frame
Collaterals (tokens) for the judges of the Fruit/ Vegetable Carving Contest (3 fruit baskets and 3 ethnic bags/pouches)	6			7 March 2025

Collaterals (tokens) for the Health and Wellness Service Providers (gift certificate)	12			7 March 2025
Event Styling for the: a. Culminating Activity b. Gallery for the Awardees	1			12 March 2025 9 March 2025
Performers	1			13 March 2025
Photo booth: a. with paraphernalia that can readily print photos, unlimited copies b. with written (Executive Summary Report and full-blown documentation) c. photo documentation (8 hours)	1			13 March 2025
Plaques for the Gawis Awardees	21			7 March 2025
Sintra Board for the Gawis Awardees (Regional Awardees only/1st Placers)	15			7 March 2025
Sintra Board for the Service Awardees	2			7 March 2025
Sintra Board for the Loyalty Awardees	82			7 March 2025
Sintra Board for the Loyalty Awardees (COS Category)	3			7 March 2025
Plaques for the Paglaray Awardees	4			7 March 2025
Sintra Board for the Paglaray Awardees	4			7 March 2025
Sintra Board for the PaNATA Ko sa Bayan Awardees	9			7 March 2025
Certificate holders for the Awardees (Iyaman)	75			7 March 2025
Plaques for the Director's List Awardees	8			7 March 2025

**Please see Annexes for the Terms of Reference, specifications, and designs.*

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

V. PAYMENT AND SCHEDULE

The Event Management shall be paid a package rate of **Three Hundred Seventy-Two Thousand Two Hundred Fifty Pesos** (Php 372,250.00) for the services rendered. Payment is subject to appropriate taxes before payment. Moreover, additional expenses that 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.

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

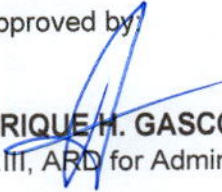
VI. OTHER CLAUSE

The DSWD-CAR reserves the right to make necessary changes in the TOR provisions as deemed necessary and in the exigency of the success of the 74th DSWD Founding Anniversary. Changes will be communicated with the Events Management Services provider.

Prepared by:


MS. DARLAINE PEARL V. PECKLEY
Management and Audit Analyst II


Approved by:


ENRIQUE H. GASCON, JR.
Dir. III, ARD for Administration

Conforme:

Name of Service Provider

ANNEXES

Particulars	Specific Requirements
Collaterals (tokens) for the judges of the Fruit/ Vegetable Carving Contest (fruit basket and ethnic bag/ pouch)	<p>Fruit basket to include:</p> <ul style="list-style-type: none"> • 1 Med. Size Honeydew • 3 pcs. Large Apple • 1 kl. Grapes (seedless) • 1 Bunch Banana (Lakatan) • 1 Med. Size Half-Ripe Pineapple • 3 pcs. Large Orange • 1 Rattan Basket <p>Ethnic Sling Bag:</p> <ul style="list-style-type: none"> • 2 compartment • Material Used: Original " inabel" fabrics from Cordillera • Dimensions: L 10 inches / W 5.5 inches / 7 inches • Type : Shoulder sling Bag / Crossbody Bag • Color Variant: Red , Blue , Green • Compartment : 3 compartment sealed with zipper lock • Please see sample below: 
Collaterals (tokens) for the Health and Wellness Service Providers (gift certificate)	Gift Certificate for general merchandise worth 1,800-2,000, redeemable within one (1) year.
Event Styling for the: <ul style="list-style-type: none"> a. Culminating Activity b. Gallery for the Awardees 	<p>a. Culminating Activity</p> <p>Stage and Table Setting</p> <ol style="list-style-type: none"> 1. Stage design and decoration 2. Table centerpiece (shall be based on the number of tables in the venue as confirmed by the end-user) 3. Entrance design or welcome arch (will depend on the venue as confirmed by the end-user) 4. Photo wall/background



	<p>b. Gallery for the Awardees</p> <p>Photo Gallery Hall on the Physical Set-up (Training Center and verify venue on the 74th anniversary)</p> <ol style="list-style-type: none"> 1. Display Stand (115 pcs of A3 size - 297mm X 420mm Sintra Board) 2. Hall Design <ol style="list-style-type: none"> a. Hall backdrop/background b. Gallery light effects (Spotlight/lens flares/dynamic lighting)
Performers	<p>Singers and Dancers</p> <ol style="list-style-type: none"> 1. Stage Props 2. Rehearsal Schedules 3. Performance Details 4. Music, sound, and audio/accompaniments 5. Costume and Make-up, wardrobe and grooming <p>Pre-Activity:</p> <ol style="list-style-type: none"> 1. The end-user shall coordinate with the service provider and discuss the activity's initial plan (i.e., theme, venue, program details, including cultural performances and songs for invocation, anthem, intermissions, etc.). 2. The service provider shall provide their proposed concept based on the initial plan of the end-user, three (3) days after the meeting. 3. The end-user and the service provider shall meet again to finalize the details. 4. The end-user and the service provider shall also visit the venue together to check the applicable sounds, lights, and stage props before the activity. 5. All changes in the event details should be provided to the service provider five (5) days before the activity. Other details that the service provider would want to change should be provided to the end-user five (5) days before the activity. 6. The final schedule will be shared by the end-user a month before the activity. Any changes in the schedule may be done by the end-user but should be communicated with the service provider as soon as possible. <p>Activity Proper</p> <ol style="list-style-type: none"> 1. The service provider shall set up a day before the activity. The end-user shall coordinate with the venue regarding dry-run 2. A staff from the service provider should be present during the activity to coordinate if there is a need with the end user.

Photo booth with Process Documentation	Please see Annex A
Plaques for the Gawis Awardees	Please see Annex B
Sintra Board for the Gawis Awardees (Regional Awardees only/1st Placers)	Please see Annex C
Sintra Board for the Service Awardees	Please see Annex D
Sintra Board for the Loyalty Awardees	Please see Annex E
Sintra Board for the Loyalty Awardees (COS Category)	Please see Annex F
Plaques for the Paglaray Awardees	Please see Annex G
Sintra Board for the Paglaray Awardees	Please see Annex H
Sintra Board for the PaNATA Ko sa Bayan Awardees	Please see Annex I
Certificate holders for the Awardees (Iyaman)	Please see Annex J
Plaques for the Director's List Awardees	Please see Annex K

ANNEX A: PHOTOBOOTH RENTAL WITH PROCESS DOCUMENTATION

Particulars	Specific Requirements
1. Requirements and Qualifications	<p>A. Should have relevant experience in photobooth operation and written documentation;</p> <p>B. Have a personal laptop, camera, and photo booth paraphernalia that can readily print photos. A voice recorder is an advantage;</p> <p>C. Submit the concurred/signed TOR, quoted RFQs, together with the following documents: -Comprehensive profile indicating documentation experiences</p>
2. Scope of Work and Expected Outputs for Documenters	<p>A. Process Documentation</p> <ul style="list-style-type: none"> • Document the proceedings based on the approved design and guidelines provided by the DSWD Learning Management Team; • Package the proceedings using the Executive Summary Report and submit within 5-7 working days and Full-blown Documentation format provided by DSWD to Include photos (with captions) as annexes within 15 working days; and • Submit a final copy of the Full-blown Documentation (softbound) in three (3) copies including an electronic/soft copy of the pictures saved in DVD/USB and attached to the inner back cover, three (3) working days after receipt of the final comments/input from the end user. • Documentation and other documentary materials shall be used solely by DSWD-CAR. <p>B. Photo Booth</p> <ul style="list-style-type: none"> • The service provider shall provide the following: <ul style="list-style-type: none"> - Photo booth rental for 8 hours (9 am to 12 nn; 3 pm to 8 pm) - 1 standby photo booth operator - 1 DSLR Camera - View screen, studio lights, high-quality printer, etc. - Props to include (but are not limited to): wigs; hats; glasses; thought bubbles; etc. - 4R prints (to contain 4 shots each print) - Unlimited prints - DVD/USB copy of all shots

ANNEX B: PLAQUES FOR THE GAWIS AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Plaque</p>	<p>DESIGN AND SPECIFICATION – PRAISE AWARDEES' PLAQUE</p> <p>Circle design:</p>  <p>The updated design will be 2024 and not 2023.</p> 

ANNEX C: SINTRA BOARD FOR THE GAWIS AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Sintra Board</p> <p>For Regional Awardees only/1st Placers</p> <p>Design and Specifications:</p> <ul style="list-style-type: none"> • Sintra PVC Board; White • A3 Size • Thickness: 5mm • Matte Finish (will not glare in photos) • Direct printing on a substrate (preferred only) • The highest quality of printing available • See a sample of the picture and previously printed Sintra Boards 	 

ANNEX D: SINTRA BOARD FOR THE SERVICE AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Sintra Board</p> <p>Design and Specifications:</p> <ul style="list-style-type: none"> • Sintra PVC Board; White • A3 Size • Thickness: 5mm • Matte Finish (will not glare in photos) • Direct printing on a substrate (preferred only) • The highest quality of printing available • See a sample of the picture and previously printed Sintra Boards 	 

ANNEX E: SINTRA BOARD FOR THE LOYALTY AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Sintra Board</p> <p>Design and Specifications:</p> <ul style="list-style-type: none"> • Sintra PVC Board; White • A3 Size • Thickness: 5mm • Matte Finish (will not glare in photos) • Direct printing on a substrate (preferred only) • The highest quality of printing available • See a sample of the picture and previously printed Sintra Boards 	

ANNEX F: SINTRA BOARD FOR THE LOYALTY AWARDEES (COS CATEGORY)

Particulars	Specific Requirements
<p>Sample Design of Sintra Board</p> <p>Design and Specifications:</p> <ul style="list-style-type: none"> • Sintra PVC Board; White • A3 Size • Thickness: 5mm • Matte Finish (will not glare in photos) • Direct printing on a substrate (preferred only) • The highest quality of printing available • See a sample of the picture and previously printed Sintra Boards 	 <p>The image shows a sample Sintra board for a loyalty awardee. It features a portrait of a smiling woman, Grainel C. Depao, wearing a red and blue striped traditional Filipino blouse. The board has a dark blue background. At the top, there are logos for DSWD (Department of Social Welfare and Development), a Philippine flag, and a 'PRAISE' award seal. The text '10 Years IN SERVICE' is prominently displayed in yellow and white. Below the portrait, the name 'GRAINEL C. DEPAO' is written in bold yellow letters, followed by her title 'Project Development Officer II' and 'PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps)'. At the bottom, there is a circular logo with the number '74' and the text 'DSWD @74 BAWAT PAMILYA AY MAHALAGA SA BAGONG PILIPINAS'.</p>

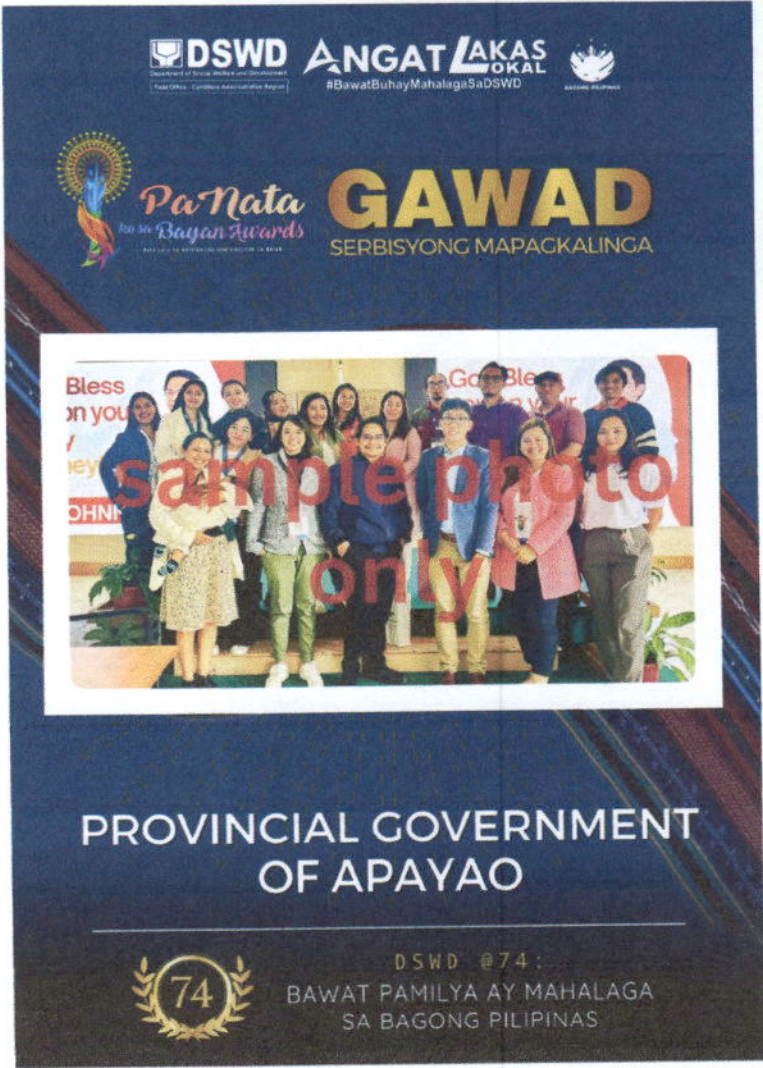
ANNEX G: PLAQUES FOR THE PAGLARAY AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Plaques</p> <ul style="list-style-type: none"> • Wooden Material • Metal Plate Background 	

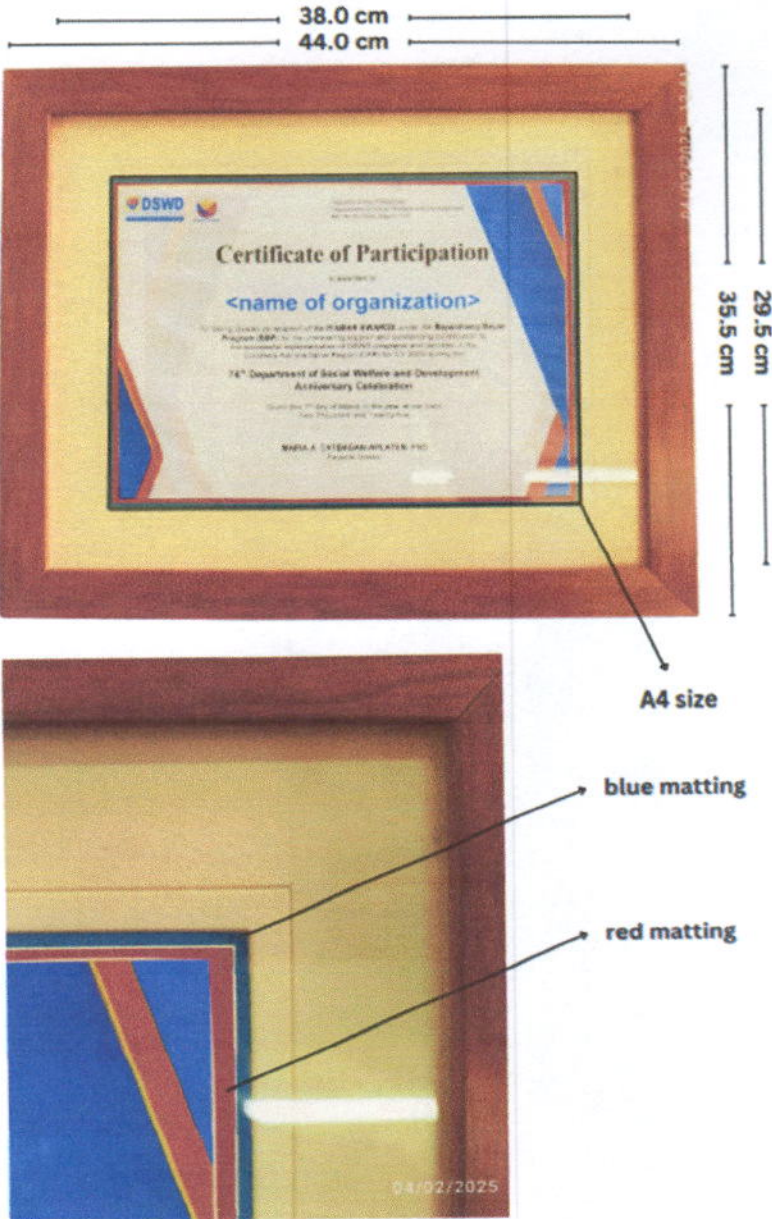
ANNEX H: SINTRA BOARD FOR THE PAGLARAY AWARDEES

Particulars	Specific Requirements
<p>Design and Specifications:</p> <ul style="list-style-type: none"> • Sintra PVC Board; White • A3 Size • Thickness: 5mm • Matte Finish (will not glare in photos) • Direct printing on a substrate (preferred only) • The highest quality of printing available • See a sample of the picture and previously printed Sintra Boards 	

ANNEX I: SINTRA BOARD FOR THE PANATA KO SA BAYAN AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Sintra Boards</p> <p>Specification of IEC Materials: Sintra PVC Board (White), A3 size portrait, Matte Finish (will not glare in photos), direct printing on substrate (preferred only), highest quality printing available</p> <p>Please see the sample layout.</p> <p>Note: Award Description, Photo, Name of Awardee will vary</p>	

ANNEX J: CERTIFICATE HOLDERS FOR THE IYAMAN AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Certificate Holders</p> <p>Certificate Holder: frame, A4 Certificate Size, outer frame dimension: 44cm x 35.5cm, inner frame dimension: 38cm x 29.5cm, red and blue matting</p>	 <p>A4 size</p> <p>blue matting</p> <p>red matting</p>

ANNEX K: PLAQUES FOR THE DIRECTOR'S LIST AWARDEES

Particulars	Specific Requirements
<p>Sample Design of Plaques</p> <ul style="list-style-type: none"> • Frame: 32cmx27cmx3cm • Inabel Lining • 3D Native Cordilleran Figurine • Embossed DSWD Logo • Certificate: 15.5cmx10.5cm 	