

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-03- 190

End-user: IAU

Name of Project:

RFQ No.: 2025-03-229

Date: MAR 03 2025

ABC: ₱130,000.00

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 07 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**.

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

REQUEST FOR QUOTATION (RFQ)

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	EVENTS MANAGEMENT SERVICES FOR THE 74TH DSWD FOUNDING ANNIVERSARY CELEBRATION				
1	Events Management Services -Event styling for the Culminating Activity -Performers Please see attached Terms of Reference	1	package		
				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/c

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

I. IDENTIFYING INFORMATION

Title:	74 th DSWD Founding Anniversary cum Regional General Assembly
Inclusive Dates:	28 March 2025
Venue:	Baguio City
Services Required:	Hiring of External Performers and Event Styling

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 of the PRAISE and Loyalty Awardees in appreciation for their attributable contributions to the agency throughout the years. Through the Program on Awards and Incentives for Service Excellence (PRAISE) Awards, staff's accomplishments and contributions are recognized which is seen to strengthen 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. OBJECTIVE

a. Performance Objectives

At the end of the activity, participants will be able to recognize the exemplary performance and significant contributions of the PRAISE, Loyalty, and PANATA awardees and the volunteers, donors, and partners of the Field Office.

b. Enabling Objectives

After the conduct of the activity, the participants will be able to:

1. Develop camaraderie and togetherness by participating in the week-long celebration of the DSWD Anniversary;
2. Celebrate the history, milestones, and successes of DSWD CAR; and
3. Appreciate the achievements and significant contributions of PRAISE, Loyalty, and PANATA awardees and the volunteers, donors, and partners of the Field Office.

IV. PARTICIPANTS

For this activity, around **1,135 participants** are expected from the DSWD, representative/s from the National Government Agencies, Civil Society Organizations, Local Government Units, DSWD retirees, and media will participate in the event.

IV. PROVISIONAL PROGRAM

Arrival and Registration	8-8:30am	Committee-in-charge
Acknowledgement of Officials, Awardees, Guests, and Visitors	8:30- 8:35am	Master of Ceremonies
Opening Preliminaries	8:36 am- 8:45am	DSWD Chorale
Welcome Message		ARDO
Introduction of Guest Honor and Speaker		RD
Anniversary Message		SRG
Awarding of Token		RMANCOM
Awarding Proper (Overview of the Paglaray Awards; Awarding Rites; Acceptance Speech)	9:36am – 10:10am	Committee in charge
INTERMISSION	10:11 am- 10: 20am	EXTERNAL PERFORMERS
Continuation of Awarding (IYAMAN Awards; AVP; Awarding Rites; Acceptance Speech)	10:20- 10:45am	Committee in charge
INTERMISSION	10:46- 10:55	EXTERNAL PERFORMERS
Continuation of Awarding (PANATA ko sa BAYAN Awards; AVP; Acceptance Speech)	10: 56 am – 11:30	Committee in charge
INTERMISSION	11:31- 11:40	EXTERNAL PERFORMERS
Photo Opportunity with EXECOM	11:41am -12:00	Master of Ceremonies
Lunch Break	12:01- 1:00pm	
Recognition and Awarding Rites for DSWD Personnel	3:00pm – 7:00pm	Committee in charge

A) Acknowledgement of Officials, Awardees, Guests, and Visitors		Master of Ceremonies
B) Opening Billboard and Production Number Social Marketing Unit		Master of Ceremonies/ SMU
C) Recognition of Loyalty Awardees		Committee in charge
D) Overview and AVP Loyalty Awardees		Committee in charge
E) Awarding Rites		Committee in charge
F) Award Acceptance Speech		Loyalty Awardee
INTERMISSION	4:40pm-4:50pm	EXTERNAL PERFORMERS
G) Dayaw Awards: The Director's List Awarding Rites	4:51pm- 5:15pm	Committee in charge
H) Recognition of Regional PRAISE Awardees	5:16-5:40	Committee in charge
I) Overview of PRAISE Awards	5:41pm- 6:00pm	Committee in charge
J) Awarding Rites	6:01pm- 6:30pm	Committee in charge
K) Awardees Acceptance Speech	6:31pm- 6:36pm	PRAISE Awardee
INTERMISSION	6:37 pm-6:45pm	EXTERNAL PERFORMERS
Community Cultural Dance	6:45- 6:54pm	EXTERNAL PERFORMERS
Closing Remarks	6:55pm-7:00pm	ARDA

V. 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 Provider/ event organizer for at least three (3) years. Submit SEC/DTI registration;
4. Has experience in talent development and management 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

VI. SCOPE OF WORK

A. PERFORMERS

1. The service provider shall provide the following services

- a. Singers and Dancers:
 - i. Stage props
 - ii. Rehearsal Schedules
 - iii. Performance details
 - iv. Music, sound, and audio/ accompaniments
 - v. Costume and Make-up; wardrobe and grooming

2. Pre-activity

- a. The end-user 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 end-user, three days after the meeting.
- c. The end-user and the service provider shall meet again to finalize the details.
- d. 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.
- e. 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 end-user five days before the activity.
- f. 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.

3. Activity Proper

- a. The service provider shall set up a day before the activity. The end-user shall coordinate with the venue regarding dry-run.
- b. A staff from the service provider should be present during the activity to coordinate if there is a need with the end-user.

B. EVENT STYLING

1. The service provider shall provide the following services

- 1.a .Stage and Table Setting that includes:
 - b. Stage design and decoration
 - c. Table centerpiece (shall be based on the number of tables in the venue as confirmed by the end-user)
 - d. Entrance design or welcome arch (will depend on the venue as confirmed by the end-user)
 - e. Photo wall/ background

VII. PAYMENT AND SCHEDULE

The Event Management 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 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 LBP bank deposit. In case the service provider does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. 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 74th DSWD Founding Anniversary. Changes will be communicated with the Events Management Services provider.

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 	

Performers (based on the number of performances indicated in the provided program)	
Total	

Prepared by:

FATIMA D. FLORENDO

Approved by:

MARIA A. CATBAGAN-APLATEN, PhD

Conforme:

Name of Service Provider