

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.: 2026-01-022

RFQ No.: 2026-02-072

End-user: PSD

Date: FEB 06 2026

Name of Project:

ABC: ₱200,000.00

**Event Management Services for the Kick-Off, Culminating, and Wellness Activities During the 75th DSWD Founding Anniversary Weeklong Celebration**

Mode of Procurement: Small Value Procurement

Sir/Madam:

Please quote your 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 FEB 10 2026 12:00NN

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, zero or blank 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. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. 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**.
9. 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 of RA 12009 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 issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
10. 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.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
12. 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.
13. 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**.
14. 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.
15. 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**.
16. **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.
17. 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](mailto:bacsec.car@dswd.gov.ph)**.

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REQUEST FOR QUOTATION (RFQ)					
ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Event Management Services for the Kick-Off, Culminating, and Wellness Activities During the 75th DSWD Founding Anniversary Weeklong Celebration				
1	<b>EVENTS MANAGEMENT WITH PROVISION OF PERFORMERS</b>  Venue and Tentative Date: Within Baguio City - March 6, 2026  PLEASE SEE ATTACHED TERMS OF REFERENCE	1	package		
<i>OTHER REQUIREMENTS</i>			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
The place of delivery of the goods/services is within BAGUIO CITY.			[ ]	[ ]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			[ ]	[ ]	
<b>TOTAL PRICE</b>					
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• Award shall be made per:                      Item Basis                       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

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Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region  
 #40 Northdrive, Baguio City

**TECHNICAL SPECIFICATIONS FOR HIRED SERVICE PROVIDERS OF THE  
 75TH DSWD FOUNDING ANNIVERSARY CELEBRATION - CULMINATING ACTIVITY  
 (EVENTS MANAGEMENT WITH PROVISION OF PERFORMERS)**

Title of CBA:	<b>75TH DSWD FOUNDING ANNIVERSARY CELEBRATION - CULMINATING ACTIVITY</b>
Venue:	<b>Within Baguio City</b>
Inclusive Date:	<b>March 6, 2026</b>

Proponent: <b>Protective Services Division</b>	Administrative Support: <b>Sections and Units under Protective Services Division</b>
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**Rationale:**  
 In 2026, the Department of Social Welfare and Development (DSWD) will celebrate its 75th Founding Anniversary, commemorating over seven decades of dedicated service. This milestone provides an opportunity to highlight the Department's achievements, recognize the contributions of its personnel and strengthen partnerships and collaboration with its stakeholders.

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. Through the Program on Awards and Incentives for Service Excellence (PRAISE) Awards, staff's accomplishments and contributions are recognized. This awarding will be a good way of showing value for personnel. Further, 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. These awards are essential means of showing gratitude and appreciation for partners

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.

## Objectives

### a. Performance Objectives

At the end of the activity, participants will be able to recognize and reflect on 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. To foster collaboration and camaraderie by bringing partners / stakeholders together to recognize and celebrate collective achievement;
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.

## 1. Requirements and Qualifications

- a. Proven skills and experience in managing and styling complex activities such as events; trainings and workshops;
- b. Attentive to details and excellent event coordination and management skills and;
- c. Has knowledge or good understanding of government or non-government projects or programs
- d. Possess the financial capacity to meet the demands and technical requirements to deliver the services needed.
- e. Must have enough manpower, equipment, supplies, transportation, and other materials and logistics necessary to undertake all necessary tasks specified in the scope of work.
- f. Submit a comprehensive profile or resume highlighting relevant documentation experience along with the concurred/signed TOR and quoted RFQ.

## 2. Scope of Work and Expected Output

### a. Event management

- i. Provide event management assistance, including stage direction, timing and coordination with hosts, performers and other members of the technical working group before and during the culminating activity
- ii. Provide performers during the events, ensuring professional and engaging performance who would perform the following:
  - Opening preliminaries (Includes singing of the National Anthem and prayer)
  - Intermission Performances to be conducted during the activity (2 for AM session and 3 for PM session) Schedule of performances based on the program flow, as applicable

### b. Event stylist

- i. Provide on-site event coordination team before (setup), during (execution) and after (dismantling).
- ii. Provide lights services in coordination with the sound technician.
- iii. Develop and install stage design and backdrop consistent with the 75th DSWD Anniversary theme. The theme will be provided during the coordination meetings with the services provider.
- iv. Provide entrance or photo wall setup (theme and branded)
- v. Maintain cleanliness, order and safety of all stylistic installations
- vi. Supply and install all necessary decorations, structures and materials for the event styling which includes but is not limited to

- centerpieces, banners, props, and other decorative elements consistent with the event theme.
- vii. Coordinate with the venue provider for electrical, lighting and space requirements
- viii. Ensure proper dismantling and clean-up immediately after the event

**Other Causes**

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 75th DSWD Founding Anniversary. Changes will be communicated with the Service provider.


**Payment and Other details:**

- a. Payment will be made through the provided Landbank Account of the Service Provider. For other banks, service charges will be deducted upon payment on the account.
- b. Payment shall be processed after the submission of the following:
  - i. Billing Statement
  - ii. Documentations required from the service provider (Shall be submitted within three (3) working days after the event or as soon as possible)
- c. Stand by staff (maximum of two) of the service provider who will stay during the activity will be provided with meals.

Prepared by:

  
**ELEONORE N. ELMO**  
Project Development Officer II

Reviewed and Approved by:

 JAN 27 2026  
**CECILE AGUILAN BASAWIL**  
Director III / ARD for Operations

Concurred by the  
Service Provider:

\_\_\_\_\_  
(Printed name over signature)  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_