



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8179629
<b>Procuring Entity</b>	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION V
<b>Title</b>	Venue Rental, Event Organizer, Logistic and Food Provision for the Celebration DSWD FO V Regional General Assembly on December 17, 2021 in Legazpi City
<b>Area of Delivery</b>	Albay

<b>Solicitation Number:</b>	F 2111-0223	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Catering Services		
<b>Approved Budget for the Contract:</b>	PHP 225,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	12/11/2021
<b>Contact Person:</b>	Judex Donnel G. Llamoso BAC Secretariat Magnolia St., PBN Buragwis, Legazpi City Albay Philippines 4500 63-52-4805670  fo5bacsec2021@gmail.com	<b>Last Updated / Time</b>	11/11/2021 14:20 PM
		<b>Closing Date / Time</b>	15/11/2021 09:00 AM

#### Description

Venue Rental, Event Organizer, Logistic and Food Provision for the Celebration DSWD FO V Regional General Assembly on December 17, 2021 in Legazpi City

#### 1 Lot Venue Rental & Logistics

-Provision of Stage Hall, Photo booth and overall Decoration  
"Just Up Denim Motif"

-Event Organizer - see attached TOR

-Provision of Sound System and Lights

Light and sounds with at least 5 microphones to cover the whole duration of the activity (8:00 am to 5:00 pm)

Light & sounds must be assembled at least 2 hours before the start of event

-Provision of LED Wall

6-8 feet x 8-12 Feet panel

self mountable with one unit laptop, video processor and other video accessories

-Provision of Foods

Lunch for 150 pax

Lunch menu to be provided by the caterer

Rice, 3 viands (Chicken/Pork, Vegetables, with desserts)

-AM & PM Snacks for 150 pax  
Heavy Snacks, Plated mode of serving with canned or bottled beverages  
with inclusion of finger food before PM Snacks  
\*Free flowing purified water, coffee with cream & sugar

**\* Free inclusion**

Free electrical fees, use of CR, Stand by generator set, 5 standby microphones, 1 projector, tables and chairs for 150 pax with skirting (with Just Up denim Motif) (50% pax per table capacity as per IATF protocols)  
2 registration tables, 1 presidential table for 8 guests and other amenities.  
\*Venue should at least have a 300 seater capacity floor area to allow the 150 pax set-up with social distancing as per IATF protocols

**Other Information**

FOR REQUESTS FOR RFQ, kindly send email to [procurement.dswd5@gmail.com](mailto:procurement.dswd5@gmail.com)

**Created by** Judex Donnel G. Llamoso

**Date Created** 11/11/2021

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