

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
Regional Center Site, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

Company Name _____
Company Address _____
Contact No. _____
PhilGEPS Certificate No. _____

P.R. No. NF 2403-0224,
Date: April 4, 2024,
MOP: WORLD BANK - SHOPPING,
TIN: _____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			ENGAGEMENT OF EVENTS MANAGEMENT TEAM FOR CDD CONGRESS AND 10TH REGIONAL BAYANI KA! AWARDS IN NAGA CITY, CAMARINES SUR.			
	1	lot	Events Management Team			
			a. Overall Event Management			
			1. Manage the event from coordination to actual conduct of the activity (300 pax), Theme: Filipino Fiesta - see attached moodboard,	<input type="checkbox"/> Comply <input type="checkbox"/> Comply		
			2. Provide regular feedback to KALAHI-CIDSS RPMO on the status of preparations	<input type="checkbox"/> Comply		
			3. Provide a dedicate overall project manager for coordination and conduct of the event,	<input type="checkbox"/> Comply		
			b. Actual Day of the Event (June 27, 2024)			
			1. Provide the following:			
			a. Venue styling (full stage design and decorations; basic ceiling treatment with hanging elements; themed decors; table centerpieces; entrance tunnel; red carpet; photo wall setup) - June 26, 2024 (ingress) and June 28, 2024 (egress)	<input type="checkbox"/> Comply		
			b. LED Wall, Lights and Sound System - See attached Technical Requirements	<input type="checkbox"/> Comply		
			c. One Live Performance for the Philippine National Anthem and Doxology	<input type="checkbox"/> Comply		
			One live performance during dinner (acoustic band);	<input type="checkbox"/> Comply		
			One intermission number (dancing);	<input type="checkbox"/> Comply		
			One (1) intermission number (singing); and	<input type="checkbox"/> Comply		
			One (1) live performance for community dancing - Ikaw at Ako (KALAHI-CIDSS official jingle),	<input type="checkbox"/> Comply		
			2. Manage the program flow, set up and staging requirements,	<input type="checkbox"/> Comply		
			3. Electrical charges for the LED Wall, Lights and Sound System must be shouldered by the team	<input type="checkbox"/> Comply		
			4. Provide a team that will produce the same-day edit video, photo documentation on June 27, 2024.	<input type="checkbox"/> Comply		
			5. Provide a team that will assist during the live streaming of the event (have at least 2 cameras)	<input type="checkbox"/> Comply		
			6. Provide 1-TB external hard drive of all photos and video materials,	<input type="checkbox"/> Comply		
			7. Provide ample and efficient personnel to manage preparations, coordination and ensure smooth flow of the conduct of the event,	<input type="checkbox"/> Comply		
			8. Provide photobooth for three (3) hours with unlimited shots and prints with regular frame,	<input type="checkbox"/> Comply		
			Please see attached Terms of Reference	<input type="checkbox"/> Comply		
			Page 1 of 1			
			Approved Budget for the Contract:			PHP 340,850.00

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of _____ days from the date of submission.
- DELIVERY PERIOD: As specified in the contract.**
- PLACE OF DELIVERY: As specified in the contract.**
- The project shall be **AWARDED** as follows: (a) as one contract _____ (b) separate contracts per lot _____ (c) separate contracts per item
- TERM OF PAYMENT: CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: one percent (1%) of every day of delay of the cost of undelivered portion until such time completion and acceptance of delivery of goods or services has been made.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit the following documents:
 - Omnibus Sworn Statement
 - _____
- For any clarifications, you may contact the BAC Secretariat through fo5kcpurchase@gmail.com or 0910-017-0818
- Submit your quotation duly signed by you or your duly authorized representative not later that the deadline on **APR 17 2024**

JUDEX DONNEL G. LLAMOSO
BAC & Procurement Head

Signature Over Printed Name of Conasser

Signature Over Printed Name of Bidder

TERMS OF REFERENCE

ENGAGEMENT OF EVENTS MANAGEMENT TEAM

I. PROJECT TITLE

Community Driven Development (CDD) Congress cum 10th Regional *Bayan! Ka!* Awards in Naga City, Camarines Sur

II. PURPOSE/OBJECTIVES

The Department of Social Welfare and Development Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (DSWD KALAHI-CIDSS) is in need of a local events management company specializing in handling big corporate events and social functions.

III. MINIMUM REQUIREMENTS

- a. Must be a company capable of providing services:
 - Special events conceptualization and management
 - Logistical requirements
- b. Must have at least three (3) years of experience in organizing medium to large scale events
- b. Must have expertise in planning, implementing and managing major events

IV. SCOPE AND WORK DELIVERABLES

a. Overall Event Management

- Manage the event from coordination and actual conduct of the activity (Theme: Filipino Fiesta – see attached moodboard)
- Provide regular feedback to KALAHI-CIDSS Regional Program Management Office on the status of preparations
- Provide a dedicated overall project manager for the coordination and conduct of the event

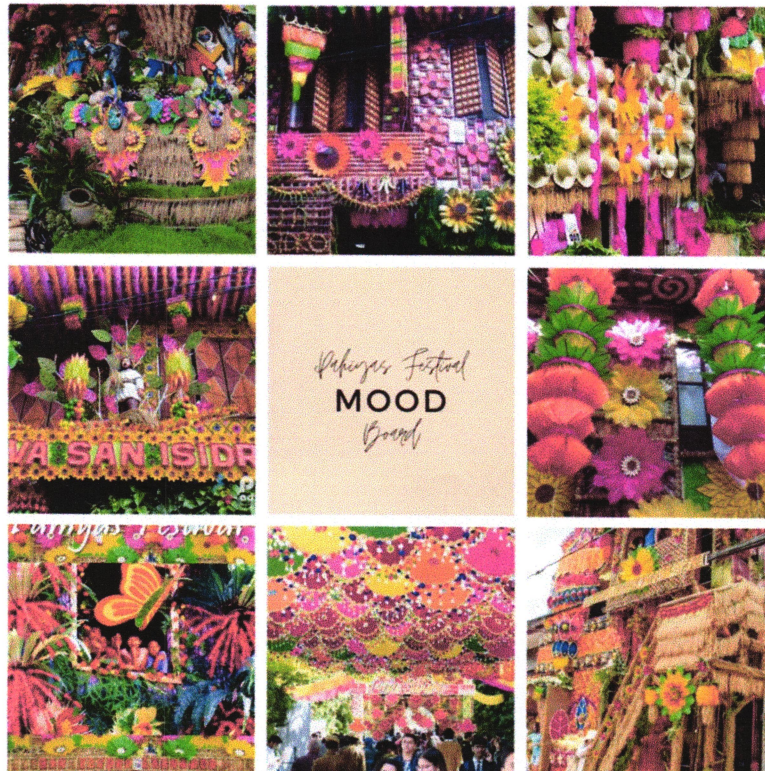
b. Actual Day of the Event (June 27, 2024)

1. Provide the following:

- Venue styling (full stage design and decorations, basic ceiling treatment with hanging elements, themed decors, table centrepieces, entrance tunnel, red carpet and photo wall setup) – **June 26, 2024** (ingress) and **June 28, 2024** (egress)
- LED Wall, Lights, and Sound System
- One (1) live performance for the Opening Salvo

- One (1) live performance during dinner (acoustic band)
 - One (1) intermission number (dancing)
 - One (1) intermission number (singing)
 - One (1) live performance for community dancing – Ikaw at Ako (KALAHI-CIDSS official jingle)
2. Manage the program flow, set up and staging requirements
 3. LED Wall, Lights, and Sound System must be shouldered by the service provider
 4. Provide a team that will produce the same-day edit video and photo documentation (June 27, 2024 – 8:00 AM – 8:00 PM)
 5. Provide a team that will assist during the live streaming of the event (must have at least two cameras) – June 27, 2024 – 5:00 PM – 8:00 PM
 6. Provide 1-TB external hard drive of all photos and video materials
 7. Provide ample and efficient personnel to manage preparations, coordination and ensure smooth flow of the conduct of the event
 8. Provide photobooth for three (3) hours with unlimited shots and prints with regular frame (inclusion of wide selection of props)

Filipino Fiesta Mood board



Specifications for the LED Wall, Lights and Sound System

(To be provided by the Events Management Team)

- FRONT AND HOUSE AUDIO SYSTEM
4 units RCF Speaker System
2 units DUAL 18" SUBWOOFER
- STAGE AND MONITORING AUDIO SYSTEM
4 units 15" powered speaker
- AUDIO PROCESSOR
2 units DUAL EQUALIZER, 1unit SINGLE EQUALIZER
1 unit CROSSOVER, 2 units COMPRESSOR/LIMITER
1 unit MICROVERB VOCAL EFFECTS
- PLAYBACK SECTION
1 unit BDS DUAL VIDEO/AUDIO PLAYER
1 unit DVD player/ 1 unit LAPTOP (music bank)
- MIXING CONSOLE
1 unit CHANNEL MIXER, 1 unit POWER SUPPLY
- STAGE LIGHTING
16 units PAR 64 (1000 watts), 16 units HI-POWER LED (WATTS)
6 units WEINA SHARPY 200 BEAM
2 units LASER LIGHT, 2 units MAGIC DIMMER PACK 12K 24 CH
2 units DMX LIGHTING CONTROLLER
1 lot ASSORTED WIRES AND CONNECTORS
- Extras: 6 units CRANK STAND, LIGHTINGS, 1 lot SNAKE CABLES
- 2 units SMOKE MACHINE
- 1 lot COMSET
- 1 set AEROLED P3 LED WALL (9X12 FT)

Specifications for Photo and Video Production Team

(To be provided by the Events Management)

I. Qualifications and Standards

The team must:

1. Have at least five (5) years of progressive experience in events coverage and video production;
2. Competent in producing photo and video documentation materials;
3. Competent and experience in live streaming of events; and
4. Have experience working on community-based projects and/or in community development.

II. Scope of Work and Responsibilities

The service provider is expected to do the following:

1. Coordinate with the representatives of KALAHI-CIDSS RPMO;

2. Attend and participate in all arranged DSWD KALAHI-CIDSS orientation;
3. Photo documentation of the CDD Congress cum 10th Regional Bayani Ka! Awards;
4. Produce a same-day edit (SDE) video highlights of the event;
5. Assist during the live streaming of the event; and
6. Follow the DSWD branding guidelines and protocols.

At the end of the contract, the service provider is expected to submit a hard drive containing all photo and video materials taken and produced during the event.

III. Technical Specifications

Job Name	Video Production and Photo Documentation
Job outputs	Assist during live streaming; Unlimited photo documentation; Same-day edit of event highlights; and 1 TB - Hard drive of all photo and video materials.

V. Payment

The events management team will be paid 30 days after submission of the required outputs / deliverables as stated in the schedule below. The submitted documents shall be duly certified and accepted by the Director or his/her authorized representative.

Requested by:


RANELLE ANNE M. SERTAN
End-User

Conforme:

Service Provider