



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

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**REQUEST FOR QUOTATION**  
**No. 24-024**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of an Event Management Service for the PEMNA B-CoP Meeting**" for FY 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than March 15, 2024, 12:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2024 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return<sup>1</sup> (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.<sup>2</sup>

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

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<sup>1</sup>Manually filed tax returns or filed through the EFPS

<sup>2</sup>Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.  
If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.  
In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Procurement of an Event Management Service for the PEMNA B-CoP Meeting</b>					
A.	<b>Pre-Production</b> ➤ Date: March 24-27, 2024 ➤ Conduct ocular inspections of the venue and all necessary pre-production meetings with DBM;	1 lot			

	<ul style="list-style-type: none"> <li>➤ Attend and document planning and alignment meetings with DBM’s organizing team;</li> <li>➤ Assign at least ten (10) coordinator/s in ushering the delegates: <ul style="list-style-type: none"> <li>● upon their arrival at the airport on March 24, 2024.</li> <li>● for the duration of the event (settling in the accommodation, attending to the needs in the event venue, etc.); and</li> <li>● up to their departure from the airport on March 27, 2024,</li> </ul> </li> <li>➤ Submit event plans that include but not limited to the following: <ul style="list-style-type: none"> <li>● Logistics and movement plans (ingress during meetings, egress);</li> <li>● Production timelines</li> </ul> </li> <li>➤ Provide the following equipment to the DBM Secretariat Team on 25-26 March 2024: <ul style="list-style-type: none"> <li>● One (1) colored LaserJet printer</li> <li>● One (1) Scanner</li> <li>● Three (3) laptops</li> </ul> </li> <li>➤ Printing of collaterals for the event which includes but not limited to the following (details to be provided prior to the issuance of the Notice to Proceed (NTP)): <ul style="list-style-type: none"> <li>● Photo wall inclusive of setup (1 pc Colored Photowall 8x10ft)</li> <li>● Stage tarpaulin backdrop (1 pc Colored Backdrop 10x20 ft)</li> <li>● Other collateral, as needed (2 pcs Colored X-Standees for Registration 2x5ft)</li> </ul> </li> </ul>				
B.	<p><b><u>During the event</u></b></p> <ul style="list-style-type: none"> <li>➤ Provide photo and video documentation</li> </ul>	<b>1 lot</b>			

	<ul style="list-style-type: none"> <li>● At most three (3) Professional Videographers and two (2) Photographers and assistants</li> <li>● Production of four to six (4-6) minute highlight video (same-day edit)</li> <li>● Musical Scoring / Copyright Free Canned Music</li> <li>● Final Video Editor MOV, AVI, MP4 Formats For Universal Playback</li> </ul> <p>➤ Provide one (1) Master of Ceremonies (MC) for the duration of the opening and closing program of the meeting.</p>				
C.	<p><b><u>Post Production</u></b></p> <p>➤ Submit the following documents/files:</p> <ul style="list-style-type: none"> <li>● Copies of electronic narrative documentation reports</li> <li>● Copies of video and photo-shoot documentation in external hard drive to be provided by the events management service provider</li> </ul>	<b>1 lot</b>			

*\*The above-quoted prices are inclusive of all costs and applicable taxes.*

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>				
A.	Procurement of an Event Management Service for the PEMNA B-CoP Meeting					
	Event Proper: March 24-27, 2024					
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Pre Production</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">Complete all of the essential milestones throughout the whole period of the event</td> </tr> <tr> <td>During the Event</td> </tr> <tr> <td>Post Production</td> </tr> </table>	Pre Production	Complete all of the essential milestones throughout the whole period of the event	During the Event	Post Production	
Pre Production	Complete all of the essential milestones throughout the whole period of the event					
During the Event						
Post Production						

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Five Hundred Eighty Thousand Pesos only</b>  <b>(Php 580,000.00)</b>	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<b><u>Payment Details:</u></b>	
<b><u>Payment Terms:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

**TERMS AND CONDITIONS**

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **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.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

**CONFORME:**

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es