

# SERVICE CONTRACT

## KNOW ALL MEN BY THESE PRESENTS:

This Service Contract (the "Contract") is made and entered in the City of Pasig, Metro Manila, by and between:

**THE CITY OF PASIG**, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines with principal office at Pasig City Hall, Caruncho Avenue, Pasig City, herein represented by **HON. VICTOR MA. REGIS N. SOTTO**, in his capacity as City Mayor;

- and -

**M.G. SCAPE AUDIO EVENTS MANAGEMENT**, a sole proprietor duly organized and existing under the laws of the Republic of the Philippines, with office address at L34 B37 Warsaw St. Town & Country Southville, Barangay Sto. Tomas Binan, Laguna, represented by its owner, **MARY ANN Q. DE GUZMAN**, hereinafter referred to as the "**CONTRACTOR**".

Each referred to as a "**PARTY**" and collectively as "**PARTIES**".

The Contractor warrants that it is duly organized, registered, validly existing and in good standing under the laws of the Republic of the Philippines, and its representative/s is/are capable and have the requisite power, authority, permits, clearances, and licenses to enter into this Service Contract.

## WITNESSETH: THAT

**WHEREAS, THE CITY OF PASIG** has a requirement for the **Production Company for the Pasig Festive Harmony Music Festival – City Mayor's Office** (the "Services");

**WHEREAS, THE CITY OF PASIG** resorted to Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Service pursuant to Section 53.6 of the Revised Implementing Rules and Regulations of Republic Act ("R.A.") 9184;

**WHEREAS, the CONTRACTOR** has submitted the single calculated and responsive quotation to undertake the said Services;

**WHEREAS, THE CITY OF PASIG** has accepted the proposal of the **CONTRACTOR**, subject to the terms and conditions hereunder stipulated;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the **PARTIES** agree as follows:

**ARTICLE I**  
**SCOPE OF UNDERTAKING**

The contract shall cover all the items found in the Request for Quotation / Terms of Reference hereto attached as Annex "A".

**ARTICLE II**  
**CONTRACT PERIOD**

This Contract shall commence on the date of receipt by the **CONTRACTOR** of the Notice to Proceed. The schedule for the performance shall be on 22 December 2023. Within the period of the effectivity of the Contract, **THE CITY OF PASIG** may terminate the same, with or without cause, without incurring any liability whatsoever, without need for judicial intervention, upon ten (10) days written notice to the **CONTRACTOR**.

**ARTICLE III**  
**CONTRACT AMOUNT**

The Contract price for the Services shall be in the total amount of **Three Million Nine Hundred Ninety-Nine Thousand Nine Hundred Pesos (Php 3,999,900.00)**, subject to applicable withholding tax. The **CONTRACTOR** shall hold **THE CITY OF PASIG** free from liability for any and all taxes and government fees and charges arising out of this transaction.

**ARTICLE IV**  
**CONTRACTOR'S WARRANTIES**

The **CONTRACTOR** hereby warrants that:

1. There are no actions, suits or proceedings pending or, to the best of its knowledge, threatened, which may have a material adverse effect on its ability to fulfill its obligations under this Contract or on its operations, business, properties, assets, or business condition.
2. That the Services to be rendered herein shall be as described under Article I of this Contract and the **CONTRACTOR** has secured all the necessary government licenses and permits to allow it to render the Services agreed upon and that it is free from any liability or adverse claims of every nature

and description that would prevent or hinder it from rendering the said Services.

3. The **CONTRACTOR** has sufficiently experienced and competent personnel able to perform the Services under this Contract. It is understood that the **CONTRACTOR** shall exercise complete and unequivocal control and supervision over its staff in the performance of their respective functions and duties.
4. The **CONTRACTOR** shall protect and exercise due care and proper handling of the properties belonging to or in the possession of **THE CITY OF PASIG** during the performance of its Services.

#### **ARTICLE V** **CLAIMS AND DISPUTES**

All claims and disputes relating to or arising out of this Contract shall, as much as possible, be settled amicably by the **PARTIES** before resorting to any judicial action.

If the **PARTIES** fail to settle their differences or disputes, the **PARTIES** waiving for the purpose any other venue, hereby agree that the appropriate courts of the City of Pasig shall be the exclusive venue of any or all actions or suits between the **PARTIES** to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases for declaration of nullity of this Contract in its entirety or in part and in cases arising after or by reason of the declaration of nullity of this Contract in its entirety or in part.

In the event that a dispute arises with respect to this Contract, the party prevailing in such dispute shall be entitled to recover all expenses, including, without limitation, reasonable attorneys' fees and expenses, incurred in ascertaining such party's rights or in preparing to enforce, or in enforcing, such party's rights under this Contract, whether or not it was necessary for such party to institute suit.

#### **ARTICLE VI** **DAMAGES FOR DELAY**

The **CONTRACTOR** shall complete the implementation of the Services within the time prescribed in Article II hereof. Should the **CONTRACTOR** incur delay in its performance, the **CONTRACTOR** shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the unperformed portion for each day of delay, including Sundays and Holidays, beyond the specific period. The maximum deduction shall be ten percent (10%) of the amount of the Contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, **THE CITY OF PASIG** shall have the

option to rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

## **ARTICLE VII** **DEFAULTS**

In the event that any of the **PARTIES** fail to comply in good faith with their undertakings, as set forth in this Contract, within the periods provided herein, the non-defaulting party shall be released from its obligations under this Contract, without prejudice to the rights of restitution, recovery and damages.

In the event of breach by either party, the **PARTIES** agree to amicably settle the same under the provisions of Article VI hereof prior to judicial action.

In the event settlement cannot be made, the **PARTIES** shall abide by the provisions of law with respect to default.

## **ARTICLE VIII** **INDEMNIFICATION**

1. The **CONTRACTOR** hereby holds **THE CITY OF PASIG**, its guests, corporate affiliates, and any director, officer, employee, agent or any other person acting on **THE CITY OF PASIG's** behalf, free and harmless from any and all actions or liabilities arising out of this Service Contract, including, without being limited to, claims for unpaid and back wages, regularization, and other terms and conditions of employment, as well as civil and criminal liabilities that the **CONTRACTOR** and/or **THE CITY OF PASIG** may incur as a result of, or arising out of, the conduct and/or pursuit of the Services and to indemnify **THE CITY OF PASIG**, its guests, corporate affiliates and any director, officer, employee, agent or any other person acting on **THE CITY OF PASIG's** behalf, from and against the costs of defending any action, suit or proceedings, including legal fees or other expenses incurred in relation to any such claims mentioned above.
2. The **CONTRACTOR** and its personnel shall be jointly and severally liable and shall indemnify and hold **THE CITY OF PASIG**, its guests, corporate affiliates and any director, officer, employee, agent or any other person acting on **THE CITY OF PASIG's** behalf, free and harmless for any death, injury or damage to **THE CITY OF PASIG** and to third persons, loss, breakage, or destruction of properties, as a consequence of the **CONTRACTOR's** acts or omissions, willful intent or negligence, during the performance of the Services or any of its obligations under this Service Contract.

**ARTICLE IX**  
**CONFIDENTIALITY**

Pursuant to this Contract, **THE CITY OF PASIG** (its officers, employees, agents, and any other person working in **THE CITY OF PASIG**'s behalf) may be disclosing to the **CONTRACTOR** (its officers, employees, agents, and other persons acting on the **CONTRACTOR**'s behalf) Confidential Information such as but not limited to: business plans, development plans, lists, reports, financial information, design documents, specifications, notes, computer disks, hard disks, tapes, written or electronic compilations or data storage devices and/or other non-public information proprietary and confidential to **THE CITY OF PASIG** (together with any notes, analyses, compilations, studies, or other documents that are based upon, contain, or otherwise reflect such as Confidential Information). The **PARTIES** agree as follows with respect to treatment of the above-mentioned Confidential Information:

1. The **CONTRACTOR** shall require its officers, employees, agents and other persons acting on the **CONTRACTOR**'s behalf to comply with the terms of this Confidentiality Clause and shall be solidarily liable to **THE CITY OF PASIG** for unauthorized disclosures made by its officers, employees, agents, and other persons acting on the **CONTRACTOR**'s behalf.
2. The disclosed Confidential Information shall be used by the **CONTRACTOR** (its officers, employees, agents, and any other persons working in **THE CITY OF PASIG**'s behalf) solely for the purpose of performing the Services specified in this Contract and not for any other purpose, and the **CONTRACTOR** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) will not disclose the Confidential Information, in whole or in part, for any other purpose.
3. Copies or reproductions of the disclosed Confidential Information shall be made only to the extent and purpose of performing the **CONTRACTOR**'s Services under this Contract. Access to disclosed Confidential Information shall be limited by the **CONTRACTOR** to only those officers, employees, agents, and other persons acting on the **CONTRACTOR**'s behalf who are necessary for the performance of the Services under this Contract.
4. In the event that the **CONTRACTOR** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) is required by law to disclose any information supplied to the **CONTRACTOR** pursuant to this Service Contract, the **CONTRACTOR** will provide **THE CITY OF PASIG** with prompt prior written notice of such requirement so that **THE CITY OF PASIG** may seek an appropriate protective order/measure. In the event that **THE CITY OF PASIG** fails to secure the appropriate order/measure, the **CONTRACTOR** shall disclose only that portion of the Confidential Information it is legally compelled to disclose.

5. All confidential Information disclosed by **THE CITY OF PASIG** to the **CONTRACTOR** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) shall remain **THE CITY OF PASIG**'s property.
6. Upon termination of this Contract, the **CONTRACTOR** shall return all tangible Confidential Information furnished by **THE CITY OF PASIG**. The **CONTRACTOR** will also destroy all written material, memoranda, notes, and other writings or recordings whatsoever prepared by it based upon, containing, or otherwise reflecting any Confidential Information.
7. Any Confidential Information that is not returned or destroyed, including any oral Confidential Information, shall remain subject to the confidentiality obligations herein even after the termination of this Contract until such Confidential Information is returned to **THE CITY OF PASIG** or destroyed by the **CONTRACTOR**. Any oral Confidential Information shall not be repeated to any third party by the **CONTRACTOR** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) even after the termination of the Contract.
8. **THE CITY OF PASIG** (its officers, employees, agents, and any other persons acting on **THE CITY OF PASIG**'s behalf) shall not be liable to the **CONTRACTOR** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) or to any third party for any damage or injury resulting from the **CONTRACTOR**'s use of the disclosed Confidential Information.
9. The **CONTRACTOR** acknowledges and agrees that monetary damages would not be a sufficient remedy for any breach of this Confidentiality Clause by the **CONTRACTOR** (its officers, employees, agents, and other persons acting on the **CONTRACTOR**'s behalf) and that **THE CITY OF PASIG** shall be entitled to specific performance including injunctive relief, as a remedy for any such breach. Such remedy shall not be deemed to be the exclusive remedy for breach of this Confidentiality Clause but shall be in addition to all other remedies available at law or equity. The **CONTRACTOR** agrees to reimburse **THE CITY OF PASIG** for costs and expenses (including without limitation attorney's fees) incurred by **THE CITY OF PASIG** in connection with the enforcement of this Confidentiality Clause.
10. The obligations stated in this Confidentiality Clause shall also apply to Confidential Information negligently, unintentionally or inadvertently disclosed by **THE CITY OF PASIG** (its officers, employees, agents, and any other persons acting on the **CONTRACTOR**'s behalf) and to disclosures made by **THE CITY OF PASIG**'s officers, employees, agents, and other persons ordinarily acting on **THE CITY OF PASIG**'s behalf or, in breach of his/her obligation or duty to **THE CITY OF PASIG**.

**ARTICLE X**  
**TAXES AND LICENSES**

All amounts, claims, and expenses pertaining to licenses, permits, registrations or renewals thereof, required by the appropriate government entities for the Services performed under Contract shall be for the exclusive account of the **CONTRACTOR**.

**ARTICLE XI**  
**NO EMPLOYER-EMPLOYEE RELATIONSHIP**

There shall be no employer-employee relationship between **THE CITY OF PASIG** and the employees of the **CONTRACTOR**. The **CONTRACTOR** shall have the entire charge, control and supervision of the performance of the Services herein agreed upon. Any damage, accident, injury, or sickness of any kind, or death that may occur to any employee of the **CONTRACTOR** during the time and consequent to the performance of the work under this Service Contract shall likewise be the **CONTRACTOR's** responsibility.

The **CONTRACTOR** shall be responsible for all acts and omissions of its agents, personnel, and all persons allowed by it to have access to **THE CITY OF PASIG's** premises, for any injury which may be caused to persons or property while remaining in any part of **THE CITY OF PASIG's** premises.

The **CONTRACTOR** further binds itself to hold **THE CITY OF PASIG** free and harmless from any claim on account of the aforementioned injury or damage.

**ARTICLE XII**  
**MISCELLANEOUS PROVISIONS**

1. In the event that facts and circumstances arise or are discovered which render this Service Contract disadvantageous to the Government, the **PARTIES** hereto agree immediately to re-negotiate its terms and conditions, or at the option of **THE CITY OF PASIG**, terminate the same.
2. This Service Contract, and all the rights and interests herein, may not be assigned or sub-contracted to another without the consent of the other party.
3. All notices and other communications provided for or permitted hereunder shall be in writing and sent to the **PARTIES** at their respective addresses as indicated in this Service Contract.

4. If any provision hereof is prohibited or made unenforceable under any applicable law or by a competent court or authority, the same shall not affect any other provision of this Service Contract, which is/are otherwise valid and enforceable.
5. The **PARTIES** agree to abide by these terms and conditions in good faith.
6. The relationship between the **PARTIES** shall be limited to the performance of the terms and conditions of the Service Contract. Nothing in this Service Contract shall be construed to create a general partnership between the **PARTIES**, or to authorize any party to bind the other except as set forth in this Contract, or to borrow money on behalf of another party, or to use the credit of any party for any purpose other than what has been set forth herein.
7. Any right or remedy conferred by this Service Contract upon the **PARTIES** shall not be exclusive of any other right or remedy, whether under this Service Contract or provided or permitted to the **PARTIES** at law or in equity, but each right or remedy shall be cumulative of every other right or remedy available to them.
8. This Service Contract constitutes the entire agreement between the **PARTIES** pertaining to the subject matter contained in it, and supersedes all prior and contemporaneous acts, contracts, representations, warranties, and understandings of the **PARTIES**. No supplement, variation or amendment of this Service Contract shall be binding unless executed in writing by all the **PARTIES** thereto.
9. No waiver of any of the provisions of this Service Contract shall be deemed, or shall constitute a waiver of any other provision, whether similar or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless in writing and signed by the party making the waiver.



IN WITNESS WHEREOF, the parties hereto set their hands this day of 20 DEC 2023, 2023 at Pasig City.

**CITY OF PASIG**

**M.G SCAPE AUDIO  
EVENTS MANAGEMENT**

By:

By:

**HON. VICTOR MA. REGIS N. SOTTO**  
City Mayor

**MARY ANN Q. DE GUZMAN**  
Owner

**WITNESSES:**

\_\_\_\_\_  
(Printed Name and Signature)

\_\_\_\_\_  
(Printed Name and Signature)

Funds Appropriated:

**MS. MA. THERESA B. HERNANDEZ**  
OIC - City Budget Office

Funds Obligated:

**MS. JUVY A. CUENCO**  
City Accountant  
100-2023-11-1566-1011

Funds Available:

**MS. MARITA A. CALAJE**  
City Treasurer

Recommending Approval:

**ERNIE AL O. EDRALIN**  
Executive Assistant V  
Office of the City Mayor

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
City of Manila **PASIG CITY** ) S.S.

BEFORE ME, a Notary Public for and in the City of **PASIG CITY**, on this day of ~~DEC 20 2023~~, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
<b>MARY ANN Q. DE GUZMAN</b>	DRIVER'S LICENSE NO. D04-04-188586	JULY 7, 2023 / JULY 25, 2033

Known to me to be the same person who executed the foregoing Contract of Lease consisting of Ten (10) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

**WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.**

Doc. No. 226  
Page No. 47  
Book No. XVI  
Series of 2023

**ATTY. GERALD P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBP NO. 243415  
PTR NO. 9004629  
APPOINTMENT NO. 276(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249  
TIN NO. 238-919-765

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in the City of Pasig on this day of \_\_\_\_\_, 2023, Personally appeared Victor Ma. Regis N. Sotto, known to me and to be is known to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This Instrument consists of Ten (10) pages, including this page in which this Acknowledgment is written and duly signed by the Parties.

**WITNESS MY HAND SEAL AND NOTARIAL SEAL, on the date and place first above written.**

Doc. No. 227  
Page No. 47  
Book No. XVI  
Series of 2023

**ATTY. GERALD P. RUBIO**  
Notary Public-Pasig City, San Juan and Pateros  
Until December 31, 2024  
ROLL NO. 84083  
IBP NO. 243415  
PTR NO. 9004629  
APPOINTMENT NO. 276(2023-2024)  
MCLE EXEMPTION NO. VIII-BEP002249  
TIN NO. 238-919-765



# PASIG

ANNEX "A"

PROCUREMENT MANAGEMENT OFFICE

## REQUEST FOR QUOTATION/INVITATION FOR NEGOTIATION

Date	:	18 December 2023
Project Title	:	Production Company for the Pasig Festive Harmony Music Festival – City Mayor's Office
RFQ No.	:	100-23-11-7887
Approved Budget for the Contract (ABC)	:	Four Million Pesos (Php 4,000,000.00)
Deadline and Place for the Submission of Quotation	:	Please submit the accomplished Quotation and required documents not later than <u>20 December 2023, 11:00AM</u> at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), <u>4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.</u>  You may enclose all the documents in an envelope duly marked with the following details:  1. Title and reference number of the project (RFQ No.); and 2. Name, address and contact details (telephone/cellphone number and email address) of the bidder.
Date, Time and Place of the Negotiation	:	20 December 2023, 11:30AM Meeting Room, <u>7<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City</u>

Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the aforementioned project stated herewith, kindly fill up and submit your lowest proposal/quotation.

For any inquiries or clarifications, please contact the Procurement Management Office (BAC Secretariat Office) at (02) 8643-1111 local 1461 or 1462 or through email at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

Thank you.

  
**ATTY. PONCE MIGUEL D. LOPEZ**  
Officer in Charge, Procurement Management Office

IKR-  TRON

**TECHNICAL SPECIFICATIONS/ SCOPE OF WORK AND GENERAL CONDITIONS OF THE PROJECT**

Production Company for the Pasig Festive Harmony Music Festival – City Mayor’s Office							
Item No.	Qty	Unit of Issue	Item Description	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit Cost	Total Cost
1	1	lot	Pasig Festive Harmony Music Festival - Set up & Events - Lighting and Sound System - Artist Coordination - Security and Crowd Management - Promotional Materials - Logistic and Transportation - Safety and Compliance - Cultural Engagement Activities *See attached TOR	4,000,000.00	4,000,000.00		
<b>Grand Total Cost</b>				PHP4,000,000.00			
				Four Million Pesos			
<b>Delivery Period:</b> Please Refer to the Terms of Reference							
<b>Payment Term:</b> Please Refer to the Terms of Reference							

**PRICE OFFER:** (Unit and Total Prices shall be rounded-off up to two (2) decimal places)

**VALIDITY OF OFFER:** Within ninety (90) calendar days from the date of opening of quotations

**ADDITIONAL REQUIREMENTS:**

Together with your quotation, kindly submit the following documents on the date of negotiation:

1. Philippine Government Electronic Procurement System (PhilGEPS) Registration/Organization Number or PhilGEPS Platinum Certificate of Registration and Membership;
2. Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
3. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.

2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
4. Document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.
5. Accomplished and notarized Omnibus Sworn Statement. -  
(<https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )

**NOTES:**

1. Bidders shall submit their quotations through their duly authorized representatives.
2. Quotations submitted exceeding the Approved Budget for the Contract shall be rejected.
3. The quotation may be accepted immediately or after some negotiations.
4. The prices quoted are to be paid in Philippine Currency.
5. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to the City Government of Pasig.
6. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
7. 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.
8. The City Government of Pasig shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Presentation of items that need demonstration or actual sample of the product may be requested.
10. The supplier agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the unperformed portion for everyday of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. The City Government of Pasig 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.
11. Other terms and conditions are stipulated in the attached Terms of Reference, if any.
12. The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference, if any. I further certify that the products or service to be delivered will conform to the specifications stated in the Item Description.

Conforme:

\_\_\_\_\_  
Signature over printed Name

\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf  
of \_\_\_\_\_ *(Please indicate name of company)*

REPUBLIC OF THE PHILIPPINES  
SANGGUNIANG PANLUNGSOD  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
PASIG CITY, SECOND DISTRICT

TERMS OF REFERENCE  
PRODUCTION COMPANY FOR THE PASIG FESTIVE HARMONY MUSIC  
FESTIVAL

**I. DETAILS OF EVENT**

- Date: December 22, 2023
- Time of Event Proper: 6:00 PM to 11:00 PM
- Ingress/Egress: December 21-22, 2023, for setup; December 22-23, 2023, for dismantling
- Proposed Venue: Arcovia, Pasig City
- Duration: One-night event

Program Schedule:

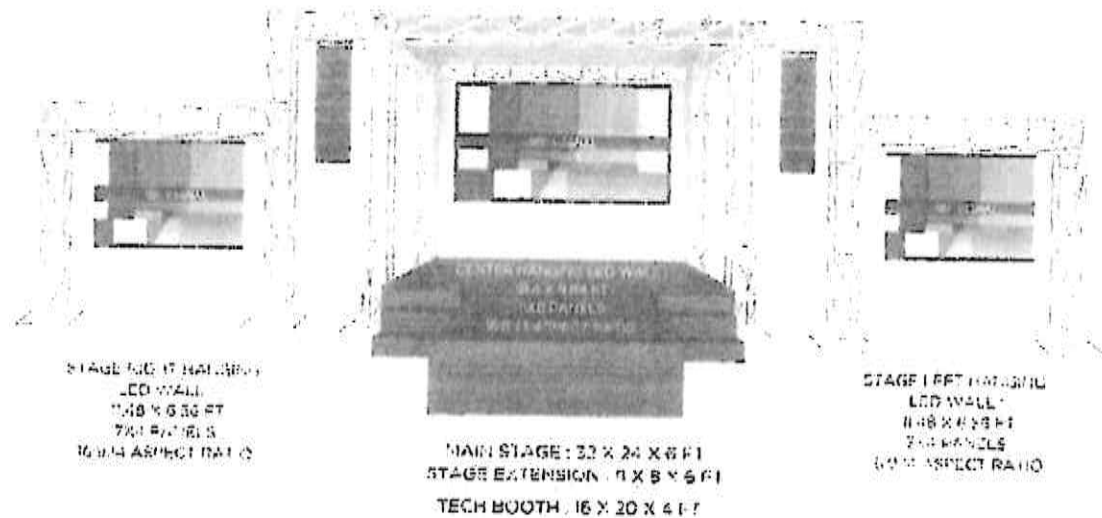
- 6:00 PM - Opening Remarks
  - Welcome by the Event Host
- 6:15 PM - Front Act (at least two [2] performers)
- 7:00 PM - Minor Acts (at least three [3] up-and-coming Filipino bands)
- 9:15 PM - Main Acts (at least two [2] well-established/popular Filipino bands)
- 11:00 PM - Closing Remarks
  - By the Event Host
- 11:15 PM - End of Program
  - Live Voice Over and Closing Announcements

Note:

- The event will also feature live drone aerial coverage, pyrotechnics for the program's finale, and a variety of technical setup to enhance the overall experience.
- The festival will include interactive elements like a range of food and merchandise stalls.

**REPUBLIC OF THE PHILIPPINES**  
**SANGGUNIANG PANLUNGSOD**  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
 PASIG CITY, SECOND DISTRICT

This type of stage must be followed:



<i>Event Title</i>	<b>PASIG CHRISTMAS CONCERT</b>
<i>Venue</i>	<b>ARCOVIA PASIG CITY</b>
<i>Date of Event</i>	<b>Saturday, 27 December 2023</b>
<i>Ingress Time</i>	<b>Dec 21, 6:00 PM</b>

NO	DESCRIPTION	SPECIFICATION	UNITS
<b>AUDIO SYSTEM</b>			
	HOUSE SPEAKER	LINE ARRAY SPEAKER	24
	SIDE HOUSE SPEAKER	LINE ARRAY SPEAKER	16
	SIDEFILL / BACKFILL	VRX D32LAP	6
	DELAY SPEAKER	VTX20	12
	FRONT FILL	LINE ARRAY SPEAKER	4

REPUBLIC OF THE PHILIPPINES  
SANGGUNIANG PANLUNGSOD  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
PASIG CITY, SECOND DISTRICT

GROUND STOCK SUB SPEAKER	SUB DUAL 18"	16
WEDGES /MONITOR		
ARTIST MONITOR	M6	8
ARTIST MONITOR	M2	2
ARTIST MONITOR	M4	6
CONNECTORS	WIRES,CABLE ,CONNECTORS	LOTS
IN EAR MONITOR	EW-300 G3	4
FOH		
FOH DIGITAL AUDIO BOARD	MIDAS M32 DIGITAL MIXER	1
STAGE BOX		
STAGE MIX DIGITAL AUDIO BOARD	32 CH DIGITAL MIXER	1
STAGE BOX		
SIGNAL	SNAKE CABLE /CAT5	1
PLAYBACK		
SUB MIXER	MAKIE ,PIONNER	1
CD/USB PLAYER	PIONEER CDJ 350 PLAYER	2
DJ PLAYER/MIXER		
COMMUNICATION HEADSET		
WIRELESS COMMSET	M1 WIRELESS COMMSET 8PCS	1 SET
MICROPHONES		
WL HANDHELD MICROPHONES	WIRELESS MICROPHONE	10
MICROPHONES	SM 58 , BACK UP	LOTS
DIRECT BOX	RADIAL PRODI	
STAND	MIC STAND	LOTS
ACCESSORIES	WIRES and Cables Connectors	
<b>BACK LINE/ RHYTHM SECTION 1</b>		
DRUMSET	PROFESSIONAL DRUMSET	SET
DRUMERS MONITORS	VRX 932LAP	2
	VRX 51JB	1
GUITAR AMPLIFIER	FENDER TWIN REVERB	2
GUITAR AMPLIFIER	VOX	1
GUITAR AMPLIFIER	MARSHALL JCM900	1
BASS AMPLIFIER	AMPEG ,4X10	1
KEYBOARD AMPLIFIER	KC 880 ROLAND	1
STAGE PIANO	RD 800 ROLAND	1



**REPUBLIC OF THE PHILIPPINES**  
**SANGGUNIANG PANLUNGSOD**  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
 PASIG CITY, SECOND DISTRICT

KEYBOARD STAND	KEYBOARD STAND	1
ACCESSORIES	WIRES and Cables Connectors	LOTS
<b>LIGHTING SYSTEM</b>		
FRONTAL LED BAR	FRESNEL LED BAR	20
LED PAR	LED PAR	16
AUDIENCE LIGHT	MOLEFAY	24
EFFECTS	SHARPY MOVING HEADS	18
EFFECTS	AURA	50
EFFECTS	B-EYE K10	20
EFFECTS	B-EYE K20	8
EFFECTS	ATOMIC FLASHER 1000W	8
EFFECTS	STORMY	24
EFFECTS	SHARPY PLUS	12
EFFECTS	COLD SPARKULAR	6
LIGHTS CONTROLLER	AVOLITES ARENA	6
FOGGY EFFECTS	HAZE 600	1
ACCESSORIES	WIRES and Cables Connectors	3
<b>MULTIMEDIA SYSTEM</b>		
LEDWALL MAIN LED	P-3 LED WALL 4X8.5M 4 SET	LOTS
LEDWALL STAGE LEFT & RIGHT	P-3 LEDWALL 2.5X3.5M 1 SET	1
LEDWALL STAGE CROWD LEFT & RIGHT	P-3 LEDWALL 2.5X3.5M 1 SET	2
RESOLUME	RESOLUME SYSTEM	2
AUDIO MIXER	ROLAND EDIROL V40x	1
MONITOR	VIDEO MONITORS	1
PLAYER	DVD PLAYER	1
PROCESSOR	LED PROCESSOR	1
CONTROLLER	PC COMPUTER	2
BACKUP CONTROLLER	Laptop,Scaler Configuration	1
	Wires and Cables Connectors	LOTS
	Cabling ,Interface System	
	Patch Cable Snake Cable	
<b>STAGE SYSTEM</b>		
STAGE	32X24X6 FT STAGE 48 PANNELS	1 SET
STAGE TECH BOOTH RISER	16X20X4 FT	1 SET

**REPUBLIC OF THE PHILIPPINES**  
**SANGGUNIANG PANLUNGSOD**  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
 PASIG CITY, SECOND DISTRICT

		ACCESSORIES	
<b>TRUSSING SYSTEM</b>			
	TRUSSES	60X30X28 SQUARE TRUSS	1 SET
	TRUSSES FOH SPEAKER	5X30 INVERTED U TRUSS	2 SET
	TRUSSES LEDWALL MAIN	20X20 INVERTED U TRUSS	1 SET
	TRUSSES LEDWALL LEFT AND RIGHT	20X20 INVERTED U TRUSS	2 SET
	TRUSSES LEDWALL DELAY	20X20 INVERTED U TRUSS	2 SET
	TRUSSES CANOPY ROOFING	20X20X12 DOME ROOFING	1 SET
	MOTORHOIST	PROLYFT OF LOADSTAR	8
		ACCESSORIES	
<b>GENERATOR</b>			
	GENERATOR	150KVA GENERATOR SET	5 SETS

DESCRIPTION	PROPOSED BUDGET
Artists and Talent	
Main Act - Mayonnaise	600,000
Main Act - Sunkissed Lola	600,000
Minor Act - SUD	150,000
Minor Act - Nobita	100,000
Minor Act - Mojofly	100,000
Front act - Madeline	50,000
Front Act - DJ Set	25,000
Main Program Host	25,000

**REPUBLIC OF THE PHILIPPINES**  
**SANGGUNIANG PANLUNGSOD**  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
**PASIG CITY, SECOND DISTRICT**

Pre-Show Host	25,000
Live Voiceover Talent	25,000
Technical Services	
Stage, roofing, lights, sounds	1,200,000
LED wall, generator sets with gas provision (see details below)	
Live coverage	90,000
Aerial coverage	30,000
Program visuals – showcasing the City of Pasig	100,000
Non-Technical Services	
Holding area tents, four (4) seated type portalets (150 x 150 x 230 cm, 78 kg with 227L waste tank); tables and chairs for 100 pax (artists and close in staff)	120,000
Security – at least 50 bouncers; IDs and security passes	190,000
Steel Barricades/Railings	100,000
Transportation to and from the venue; at least eight (8) full meals and water for 100 artists and crew, 50 prod team and 50 security personnel	170,000
First aid responders with Medicines - at least 2 tents with medics	20,000
7 Portalets for concertgoers (seated type, 150 x 150 x 230 cm, 78 kg with 227L waste tank)	90,000

**REPUBLIC OF THE PHILIPPINES**  
**SANGGUNIANG PANLUNGSOD**  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
**PASIG CITY, SECOND DISTRICT**

5 Tents, 10 tables, 10 chairs and waste management for 10 food stalls	50,000
5 Tents, 10 tables, 10 chairs and waste management for 10 dry goods/bazaar stalls	50,000
Events Management	
Script/event flow writer -with at least 5 years of experience writing for at least 5 concerts featuring local /nationally known artists	30,000
Runners -at least 4 able-bodied personnel; can carry heavy loads	20,000
Production Associate/Stage Director - with at least 3 years' experience acting as floor director of at least 3 concerts featuring local/nationally known artists	20,000
Spinner/Ambient music handler - with at least 2 years' experience acting as spinner/ambient music provider in local concerts	20,000
<b>TOTAL COST</b>	<b>4,000,000</b>

**II. SCOPE OF SERVICES NEEDED**

- a. Stage Set-up and Design
  - Stage suitable for a music festival, including backdrop and thematic elements.
- b. Lighting and Sound System
  - Professional-grade lighting and sound equipment for an outdoor festival.
- c. Artist Coordination
  - Coordination with artists regarding performance schedules and requirements.
- d. Security and Crowd Management

REPUBLIC OF THE PHILIPPINES  
SANGGUNIANG PANLUNGSOD  
*Office of Councilor*  
**Marion Rosalio M. Martires**  
PASIG CITY, SECOND DISTRICT

- Security services, including crowd control and emergency response planning.
- c. Promotional Material
  - Production and distribution of marketing materials, social media promotion, and local media engagement.
- f. Logistics and Transportation
  - Coordination of transportation for equipment, artists, and staff.
- g. Safety and Compliance
  - Ensuring compliance with safety regulations and securing necessary event permits.
- b. Cultural Engagement Activities
  - Planning and implementation of cultural exhibits and interactive activities.

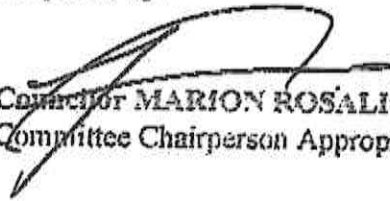
**III. BUDGET AND PAYMENT TERMS**

- Budget: Not to exceed PHP 4,000,000.

**IV. QUALIFICATIONS OF THE PRODUCTION COMPANY**

- Experience in organizing large-scale music festivals.
- Ability to manage budget efficiently, ensuring cost-effectiveness without compromising on procurement.
- Experience in handling food stalls and dry goods bazaar.
- Positive references from previous events and a strong portfolio.
- PHILGEPS registered.

Prepared by:

  
Councilor **MARION ROSALIO M. MARTIRES**  
Committee Chairperson Appropriations, Ways and Means

Reviewed By:

**ERNIE AL O. EDRALIN**  
Executive Assistant V  
Office of the City Mayor