



## REQUEST FOR QUOTATION

Date: 07 September 2023  
RFQ No.: 100-23-07-1744

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number: \_\_\_\_\_

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Rental of Lights and Sound System for Various Events – Cultural Affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 280,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>Rental of Lights and Sounds</b> - September & December Events: 1. Pasig City Band Concert 2. Himig Pasigueño 3. Concert in the Park 4. Hataw Pasigueño - Please see attached TOR for the additional details.		4	Set	70,000.00	280,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>280,000.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*



1744

TERMS OF REFERENCE  
for  
RENTAL OF LIGHTS AND SOUNDS

I. SCHEDULE OF THE EVENTS

EVENT	DATE OF THE EVENT	LOCATION
1. Pasig City Band Anniversary Concert	September 15, 2023 – 6:00 PM	TBA
2. Himig Pasigueño (Chorale Competition)	December 4-5, 2023 – 6:00 PM	TBA
3. Concert in the Park (Pasig Artists)	December 6, 2023 – 6:00 PM	TBA
4. Hataw Pasigueño (Dance Competition)	December 7, 2023 – 6:00 PM	TBA

Note: December schedule are tentative

II. SPECIFICS

1. The production staff shall be composed of the following:

- Program Director
- Technical Director
- Production Coordinator
- Lights Director
- Sound Engineer
- Spinner/DJ

2. Audio System

- 8 units Speaker System
- 4 units Subwoofer System
- 1-unit Digital Mixing Console
- 4 units 12" Floor Monitor Speaker System
- 4 units 10" Floor Monitor Speaker System
- 3 units Wireless Microphone
- 8 units Condenser Microphone
- 4 units Wireless Receiver
- 1 unit CD/USB Player
- 3 units Headset with Belt Pack
- 1-unit Main Station
- 1 lot Connector Box
- 1 lot various cables, connectors, wires
- 1 lot AC Main Breakers

4<sup>th</sup> Floor, Pasig Revolving Tower 4<sup>th</sup> Floor, Pasig Revolving Tower  
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila  
Tel.: 86430000 – local 1156  
[catof@pasigcity.gov.ph](mailto:catof@pasigcity.gov.ph) [pasitourismoffice@gmail.com](mailto:pasitourismoffice@gmail.com)



Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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3. Lighting System

- 2 units 198W moving beam lights
- 12 units 3 watts Led Par
- 8 units LED Par Amber
- 1-unit Follow Spot
- 1 unit Haze Machine
- 2 units Vertical Smoke Machine
- 2 units LED Molefray
- 1 lot Lights Accessories
- 1 unit lighting Console
- 2 units Light Stand
- 1 lot various lighting cables, connectors, wires
- 1 box connectors
- 1 lot AC Main Breakers
- 1 lot cable ramp

3. Multi Media System

- 1 unit Video Mixer
- 1 unit Scan Converter
- 2 units Video Camera
- 1 unit DVD Recorder
- 1 lot Video Accessories
- 1 set Media Server with Operator

III. DELIVERY TERM

Staggered shall be the delivery term. Please refer to numerical number I (Schedule of The Events) for the delivery dates.

Ingress time: 8:00 AM  
Engress time: 10:00 PM

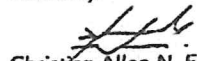
IV. PAYMENT TERM

Shall be One-time payment term based on date.

Prepared by:

  
Marie Charla A. Espino  
Admin Aide IV, CATO

Noted by:


  
Christian Allen N. Echeche  
Officer-in-Charge, CATO


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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **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.
- **PhilGEPS Registration Number**
- **Income Tax Return** - 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.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
  - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

#### **ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**


All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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

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and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



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

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products 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 Company Name)**

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