



REQUEST FOR QUOTATION

Date: 22 September 2023

RFQ No.: 100-23-09-2024

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 **Event Management / Service Provider for the Employees' Family Festival – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 870,240.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Event Management Service Provider, - Service Provision -Set up & events styling for Employees' Family Festival (September 30, 2023) at Various Location inside the Pasig City Rainforest Park -Table and Chairs or floor mats/bean bags for 200 families/1,000 pax -9ft x 24ft LED Wall with audio and video accessories -Lights -Sounds -Stage set up -At least 1 Host -At least 4 booth activities with prizes -At least 3 food carts for 500 pax each -Inflatable playground -Lunch for 1,300 pax -At least 4 hrs unlimited photobooth -At least 2 Units Portalet -Overall event coordination with on-site production team and technical crew		1	Lot	870,240.00	870,240.00		

-T-shirt 300 pcs (Blue, Round-neck, Adult Large size at least 22" width 30" length 18.5" sleeve length) Please see attached TOR for more details							
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	870,240.00			
DELIVERY TERM: 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.*



TERMS OF REFERENCE

EVENTS MANAGER/SERVICE PROVIDER FOR THE EMPLOYEES' FAMILY FESTIVAL

1.0 DETAILS OF EVENT

Date	30 September 2023, Saturday
Time of Event Proper	7:30 am to 1:00 pm
Ingress	30 September 2023, 5:00 am, or earlier upon agreement with the end-user
Egress	30 September 2023, 3:00 pm, or later upon agreement with the end-user
Venue	Various Locations inside the Maybunga Rainforest Park (except the Water Park) Brgy. Maybunga, Pasig City

2.0 SCOPE OF SERVICES NEEDED

- a. Provision of at least **three (3) food carts**
 - Examples of food: potato fries, popcorn, corndog, cotton candy, mixed balls, ice scramble, mini pancakes, mini waffles, pretzels, candy cart, and the like
 - Each cart must have at least 500 servings each, to start at 7:30 am and until supplies last
 - With own attendants/food servers
 - Exact location at the Park will be determined after ocular inspection and in agreement with the end user
- b. Provision of at **least four (4) carnival/arcade activities/ table top games** that involve either a game of chance or a game of skill
 - Examples of games: balloon dart, ring toss, basketball, darts, target shooting, mini golf, wire shock, nerf shooting, color wheel game, and the like
 - Must be open for four (4) hours
 - Individual booth dimensions should be a maximum of 3m x 3m
 - All weather/suitable for sunny or rainy weather
 - with own prizes (eg. plushies, toys, and/or non-spoilable snacks) and service provider must provide rules on redemption of prizes
 - with own game assistants/booth attendants
 - exact location at the Park will be determined after ocular inspection and in agreement with the end user

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- c. Provision of **inflatable playground**
- At least three (3) highly durable giant inflatables on the ground, each with its own attendants
 - Sample inflatables: bouncy castle, obstacle course, trackless trains, giant slides with ball pit, giant playground, and the like
 - Exact location at the Park will be determined after ocular inspection and in agreement with the end user
Stage Set-up with LED Wall (water-proof/all weather) at the Rainforest Amphitheater
- d. **Stage, sounds, and lights (rain-proof/all-weather)**
- Stage
 - Backdrop/design in keeping with the event theme to be provided by service provider, subject to approval of the end user
 - LED Wall 9ft x 24ft (Height of stage 3ft or 4ft)
 - 2 units ladder
 - 1 lot braces
 - Sound System
 - 10 units line array
 - 2 units dual subwoofer
 - 4 units monitor speakers
 - 4 units wireless microphones
 - 1 unit 8 channel mixer with effects
 - 1 unit laptop for playback
 - Accessories: 1 lot cables and wires, microphone stand
 - Lights
 - 24 pcs. full color led par
 - 12 units amber wash led par
 - 2 units vertical smoke
 - 4 units audience blinder
 - 12 units beam sharpy
 - 1 unit follow spot
 - 1 unit visual controller
 - 3 units sending box
 - 1 unit LED HD TV monitor
 - 1 unit v4 EX video switcher monitor/prompter view
 - 1 unit Scan Converter
 - 1 unit laptop computer
 - 1 lot audio video cables and connector
 - Generator Set
 - 1x150kva with gasoline included (start of the program till the end, approx. 6 hrs)
 - Own technical crew
- e. 4-hour **event hosting**
- Host with own script (upon coordination with end user)
 - Can host one or two games for the crowd


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- f. 300 pcs **T-shirts** (see specifications below)
- g. **Packed lunch** consisting of 1 steamed white rice, at least 1 viand (Chicken/Beef/Pork/Fish), 1 500mL drink, and utensils for 1,300 pax. Event organizer to determine most orderly way of distributing food.
- h. At least one (1) **photo booth**
 - Full HD DSLR
 - With on-the-spot printing service of 3R size photos
 - Unlimited number of photos, for four (4) hours
 - With own backdrop
 - Lights, soft boxes
 - Props
 - Design and layout on the photo to be provided by service provider, subject to the approval of the end user
- i. Two (2) units **portable toilets**
 - For eight (8) hours including installation and removal
 - Standard sized (150 x 150 x 230 cm) 78kg portalets with 227L waste tank each
 - Seated portalet type with toilet seat and cover
 - HDPE, with ventilation pipe, individual door locks with indicator and knobs/handles, tissue holder, and anti-slip flooring
 - Both must have removable sturdy step-board/toilet stool for kids
- j. **Event/Venue Styling**
 - Design to be proposed by service provider in keeping with the event theme; must be approved by end user
 - Provision of tables/chairs or floor mats/bean bags for 200 families/1,000 pax
- k. **Registration Procedure**
 - end user can provide manpower for registration, crowd management, security, etc. but only up to 300 max.
- l. **Production Team**
 - including Overall Coordinator/Production Manager/Team Leader for the entire event
 - With own transportation and meals

It is understood that there is no exclusivity clause for this activity, as food carts or booths from private sponsors *may* also be present on the day of the activity. **Quotation to be provided shall be inclusive of all applicable taxes.**

3.0 T-SHIRT

Size, Style, and Material	Adult L size (at least 22" width, 30" length, 18.5" sleeve length); polydex premium fabric; blue; round-neck; one-sided colored printing by sublimation; the size of the logo is 210mm x 297mm
Condition and Packaging	The t-shirts shall be delivered clean and without visible dirt. They shall be individually packed – either secured by a rubber band/ribbon, or inside a box – to facilitate distribution.



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Sample Design



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Logos
(soft copies of white version will be e-mailed to the winning supplier)







Prepared by:




SGD

KITZ JAMIR A. JEMIERA
Office of Coun. Angelu de Leon

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OFFICE OF THE MAYOR

Noted by:

SGD

MARIA LOURDES B. GONZALES

Executive Assistant IV

Office of the City Mayor &

Head, 450th Araw ng Pasig Steering Committee

SGD

ATTY. BERNICE C. MENDOZA

Executive Assistant V


Office of the City Mayor


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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), 4th 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, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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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.

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

SGD

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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