



## REQUEST FOR QUOTATION

Date: 21 October 2023

RFQ No.: 100-23-08-2070

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 Audio-Visual Equipment, Stage Set-Up, and Food Provision for the 450th Araw ng Pasig Event - Queen of Pasig 2023 – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 753,000.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	QTY	UOM	Approved Budget		Price Offer	
				Unit Cost	Total Cost	Unit cost	Total Cost
	<b>LOT -1 Audio Visual Equipment</b>						
1	<b>Stage, lights and sounds rental,</b> - Stage, Lights and Sound Rental - For the 450th Araw ng Pasig Queen of Pasig (November 17 pre-pageant and November 24, 2023 coronation) Rental of Stage set up, lights, sounds, LED Wall, 3-camera set up, band equipment, production team, livestreaming with aerial live feed for Sashing and Screening, Preliminary Pageant and Coronation Day. - Please see attached TOR of Queen of Pasig for the delivery dates, location and other details.	1	pcs	600,000.00	600,000.00		
	<b>LOT – 2 Food Provision</b>						
2	<b>Packed meals,</b> - Packed Meals for Queen of Pasig Organizing Teams (870pax) <b>Breakfast</b> - Rice:Plain/Fried Rice - 2 viands: Egg (sunny side up/scrambled egg) Spam/hotdog/suage/corned beef - 1 (500ml) Bottled Water <b>Lunch</b> - Rice: Plain - 1 viand: chicken/beef/fish/vegetable	870	packs	150.00	130,500.00		

	<ul style="list-style-type: none"> <li>- (500ml) Bottled water</li> <li><b>Dinner</b></li> <li>- Rice: Plain</li> <li>- 1 viand: chicken/beef/fish/vegetable</li> <li>- 1 (500ml) bottled water</li> <li><b>PM Snack</b></li> <li>- Pasta</li> <li>- Sandwich</li> <li>- <b>Please see attached TOR</b> of Queen of Pasig for the delivery dates, location and other details.</li> </ul>						
3	<b>Buffet Meal</b> <ul style="list-style-type: none"> <li>- Cocktail Snacks, Buffet cocktail for Queen of Pasig</li> <li>- 10 high tables</li> <li>- buffet set-up (cocktail type) w/ blue and white motif</li> <li>- 3-4 waiters</li> <li>- <b>Finger food w/ drinks</b></li> <li>- ham w/ cheese sandwich (bite size)</li> <li>- turones</li> <li>- empanadita</li> <li>- mozzarella bites</li> <li>- crust bites pie</li> <li>- ice tea and water</li> <li>- <b>Please see attached TOR</b> of Queen of Pasig for the delivery dates, location and other details.</li> </ul>	150	pax	150.00	22,500.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>753,000.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.							

**TERMS OF REFERENCE**  
For PR NO.

**RENTAL OF AUDIO VISUAL EQUIPMENT AND STAGE SET-UP**  
**QUEEN OF PASIG 2023**

DATE	PROGRAM	EVENT TIME	REQUIREMENT	VENUE	INGRESS	EGRESS
NOVEMBER 17, 2023	PRE-PAGEANT	3:00 PM ONWARDS	STAGE, SOUNDS AND LIGHTS, LED WALL	TANGHALAN PASIGUEÑO	8:00 AM	12:00 AM
NOVEMBER 24, 2023	CORONATION DAY	3:00 PM ONWARDS	STAGE, SOUNDS AND LIGHTS, LED WALL	TANGHALAN PASIGUEÑO	8:00 AM	12:00 AM

Rental of Audio Visual Equipment and Stage Set up shall conform to the following conditions:

**Stage, Sounds and Lights (Technical)**

1. **STAGE SET-UP**
  - ✓ 16ft x 24ft (height of stage 3ft or 4ft)
  - ✓ Stage roofing
  - ✓ Trusses
2. **SOUND SYSTEM**
  - ✓ Console Processors
  - ✓ Microphones (6sets), mic stands and cables, connectors
  - ✓ Lights and effects
3. **COVERAGE**
  - 3 Camera set up for live recording of the said event
4. **LED**
  - ✓ 9 x 12 LED WALL (6sets)
5. **GENERATOR SET**
  - ✓ 1 x 150kva with gasoline included (start of the program till the end) (aprx 8hrs)
6. **PRODUCTION STAFF**
  - ✓ 2 Production Manager
  - ✓ 1 Stage Manager
  - ✓ 4 Production Assistant
  - ✓ Max of 5 Technical Crew
  - ✓ Camera Man
  - ✓ Switcher
7. **1 DRONE SET-UP WITH LIVE COVERAGE (For Grand Coronation)**

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* ✉ bidsandawards@pasigcity.gov.ph \*

🌐 pasigcity.gov.ph

Prepared by:

Jatene Chris M. Reyes

Noted by:

Maria Lourdes B. Gonzales  
Chairperson, 450<sup>th</sup> Araw ng Pasig

**Terms of Reference  
For PR NO.**

**I. For QUEEN OF PASIG 2023**

Each Packed Meals shall conform to the following conditions:

**A. Packaging:**

The meals shall be packed in a bento box comprising the cutlery set, bottles water, viand, rice, pasta and dessert.

**B. Proposed Packed**

**Breakfast Meal @ Php150.00 x 210pax**

- Rice: plain / fried rice
- 2 viands: Egg (sunny side up / scramble egg)  
Spam / hotdog / sausage / corned beef
- 1 (500ml) bottled water

**Lunch @ Php150.00 x 300pax**

- Rice: plain
- 1 viands: chicken / beef / fish / vegetable
- 1 (500ml) bottled water

**Pm Snack @ Php150.00 x 110pax**

- Pasta
- Sandwich
- 1 (500ml.) bottled water

**Dinner @ Php150.00 x 250 pax**

- Rice: plain
- 1 viands: chicken / beef / fish / vegetable
- 1 (500ml) bottled water

**Buffet for 150pax VIP's including :**

- 10 high tables
- buffet set-up (cocktail type) w/blue and white motif
- 3-4 waiters
- Finger Foods w/drinks
  - Ham w/ cheese sandwich (bite size)
  - Turones
  - Empanadita
  - Mozzarella bites
  - Crust bites pie
  - Ice Tea & Water

Ingress: 1:00 PM

Egress: 12:00 midnight

Egress: 12:00 midnight


C. Delivery Time & Venue of the Packed Meals:

DATE	EVENT	TIME	TOTAL COUNT	DROP-OFF
NOVEMBER 7, 2023	SASHING Lunch	9:00 AM	150pax	PASIG CITY HALL
NOVEMBER 9, 2023	TRAINING DAY 1 Lunch	9:00 AM	50pax	PASIG CITY HALL
NOVEMBER 10, 2023	TRAINING DAY 2 Lunch	9:00 AM	50pax	PASIG CITY HALL
NOVEMBER 16, 2023	REHEARSAL (Prelim) Breakfast & PM Snack	9:00 AM 2:00 PM	55pax 55pax	TANGHALAN PASIGUEÑO
NOVEMBER 23, 2023	REHEARSAL (Coronation) Breakfast & PM Snack	9:00 AM 2:00 PM	55pax 55pax	TANGHALAN PASIGUEÑO
NOVEMBER 17, 2023	PRE-PAGEANT Dinner	1:00 PM	200pax	TANGHALAN PASIGUEÑO
NOVEMBER 24, 2023	CORONATION Dinner Buffet	1:00 PM ingress 12 MN egress	200pax Execom 150pax VIP	TANGHALAN PASIGUEÑO

Prepared by:

  
Jalene Chris M. Reyes

Noted by:



  
Maria Lourdes B. Gonzales  
Chairperson, 450<sup>th</sup> Araw ng Pasig


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.

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

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

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