



REQUEST FOR QUOTATION

Date: 10 January 2024
RFQ No.: 100-24-01-007

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 **Stage, Lights and Sounds Rental for the Bambino Festival – Cultural Affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 100,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Stage, LED Wall, Lights & Sounds, 1. Stage set up 2. LED Wall 3. Lights & Sounds 4. Roofing Please see attached TOR for the complete details.		1	set	100,000.00	100,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		100,000.00			

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

for

RENTAL OF STAGE, LED WALL AND LIGHTS AND SOUNDS FOR BAMBINO FESTIVAL

I. SCHEDULE OF THE EVENT

EVENT	DATE OF THE EVENT
BAMBINO FESTIVAL (GRAND PARADE)	January 21, 2024

II. SPECIFICS

Bambino Festival (Grande Parade)

Ingress: January 21, 2024 at 12:00 MN

Egress: January 21, 2024 at 10:00 PM onwards

The production staff shall be composed of the following:

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

A. PROFESSIONAL SOUND SYSTEM

Qty	Speaker System
06 units	Line array speaker
02 units	sub speaker active
04 units	12" speaker monitor


Qty	Mixing Console and Playback
01 unit	Digital Audio Mixer
01 unit	Laptop for Music Playback

4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
caio@pasigcity.gov.ph pasigtourismoffice@gmail.com



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

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

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Qty	Microphone, Cables and Connector
04 units	Wireless microphone
04 units	wired mics with stand
01 box	Mic cable and audio patch cords (aux cord)
01 set	Main line / Breaker
01 box	Extensions and multi-outlet

B. STAGE LIGHTS and SPECIAL EFFECTS

Qty	Lighting Gears and Effects
04 units	Sharpy beam lights
12 units	Amber frontal lights
01 unit	Light controller
01 lot	Cables and connectors
16 units	Par led lights

C. LED WALL

Qty	LED Video Wall
01 unit	LED Display with LED processor Standard Size: 9 ft x 12 ft / 2.5m x 3.5m Panel Size: 0.5m x 0.5m No. of Panels in standard size: 35
01 unit	Video Mixer
01 unit	Audio Mixer
01 unit	Laptop
01 lot	Cables and connectors

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D. CAMERA for LIVEFEED

Qty	Camera
02 units	Camera for live feed and livestreaming

E. STAGE

Qty	Stage
01 set	Stage Panels (16ft x 24ft) with stairs

F. ROOFING

Qty	Roofing
01 set	20ft x 30ft Canopy Roofing

III. DELIVERY TERM

One-time shall be the delivery term. Please refer to numerical number I (Schedule of the Event) for the delivery date.

IV. PAYMENT TERM

Shall be a one-time payment.

Prepared by:

Marie Charla A. Espino
Admin Aide IV
Cultural Affairs and Tourism Office

Noted by:

Christian Allen N. Echeche
Officer-in-Charge
Cultural Affairs and Tourism Office

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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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - **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



ATTY. BEA THERESE P. VILLANUEVA

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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