



REQUEST FOR QUOTATION

Date: 09 May 2024

RFQ No.: **100-24-04-636**

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 AND STAGE-UP FOR PRIDE MARCH 2024 – CITY MAYOR’S OFFICE** with an Approved Budget for the Contract (ABC) of **Php 410,000.00**, 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.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
LOT 1 – AUDIO VISUAL EQUIPMENT								
1	Stage, Lights and Sound Rental, STAGE SET-UP - 24ft x 16ft (height of stage 3ft or 4th - Stage roofing - Trusses SOUND SYSTEM - 10 units linearray - 2 units dual subwoofer - 4 units monitor speakers - 4 units wireless microphone - 1 unit 8 channel mixer with effects - 1 unit laptop for playback ACCESSORIES - 1 lot cables and wires, microphone stand LIGHTS - 24 pcs. PCB full color led par - 12 units amber wash led par - 2 units vertical smoke - 4 units audience blinder - 12 units moving head beam - 1 unit follow spot - 1 unit lights controller		1	lot	410,000.00	410,000.00		

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



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

 pasigcity.gov.ph

<p>COVERAGE - 3 camera set up for live recording of the said event</p> <p>LED - 9 X 12 LED WALL (6 SETS) - 1 unit LED controller - 1 unit Wall processor - 3 units sending box - 1 unit LED HD TV monitor - 1 unit video switcher monitor/ prompter view - 1 unit Scan Converter - 1 unit Laptop Computer - 1 lot Audio cables and connectors</p> <p>GENERATOR SET - 1 x 150kva with gasoline included (start of the program till the end) (aprx 8hrs)</p> <p>STAFF AND CREW - 1 Production Manager - 1 Stage Manager - 2 Production Assistant - Max of 5 Technical Crew - Camera Man - Switcher</p> <p>2 Hosts 2 units confetti machine / fog machine</p>						
---	--	--	--	--	--	--

GRAND TOTAL COST	IN FIGURES	PHP 410,000.00	
	IN WORDS	FOUR HUNDRED TEN THOUSAND PESOS	

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.

NOTE: Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

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 quotation.


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.*

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



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

 pasigcity.gov.ph

TERMS OF REFERENCE
For PR NO. 100-24-04-636

RENTAL OF AUDIO VISUAL EQUIPMENT AND STAGE-UP FOR PRIDE MARCH 2024
JUNE 30, 2024 / Arcovia Ugong, Pasig City

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

1. STAGE SET-UP

- 24ft x 16ft Aluminum Slip matte stage (height of stage 3ft or 4ft)
- 20ft x 30ft Canopy dome type Roofing
- Dome Truss Roofing with Wings for the Speakers
- Span Set
- Chain Black

2. SOUND SYSTEM

- 10 units linearray
- 2 units dual subwoofer
- 4 units monitor speakers
- 4 units wireless microphone
- 1 unit 8 channel mixer with effects
- 1 unit laptop for playback

3. ACCESSORIES

- 1 lot cables and wires, microphone stand

4. LIGHTS

- 24 pcs. PCB full color led par
- 12 units amber wash led par
- 2 units vertical smoke
- 4 units audience blinder
- 12 units moving head beam
- 1 unit follow spot
- 1 unit lights controller

5. COVERAGE

- 3 Camera set up for live recording of the said event

6. LED

- 9 x 12 LED WALL (6 sets)
- 1 unit LED controller
- 1 unit Wall processor
- 3 units Sending box
- 1 unit LED HD TV monitor
- 1 unit video switcher monitor/ prompter view



- 1 unit Scan Converter
- 1 unit Laptop Computer
- 1 lot Audio Video cables and connectors

8. GENERATOR SET

- 1 x 150kva with gasoline included (start of the program till the end) (aprx 8hrs)

9. STAFF AND CREW

- 1 Production Manager
- 1 Stage Manager
- 2 Production Assistant
- Max of 5 Technical Crew
- Camera Man
- Switcher

10. 2 HOSTS

- **with at least 2 years of experience in event hosting (with attached Curriculum Vitae / Profile)**


11. 2 UNITS CONFETTI MACHINE / FOG MACHINE (5 shots)


COSTING:

Stage, Sound & Lights	Php390,000.00
Host	Php10,000.00
Confetti Machine	<u>Php10,000.00</u>
Total	Php410,000.00

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



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

 pasigcity.gov.ph

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:

- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:
 - 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.
 - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4.** Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
- 5. 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.

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

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



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

 pasigcity.gov.ph

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. 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)

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



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

 pasigcity.gov.ph

Page 5 of 5 | RFQ No. **100-24-04-636** | RLD