



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : OCTOBER 08, 2024

PROJECT NO. : DBO-24-EM-1623

Name of Company : _____

Address : _____

Contact No. : _____

Project Title : **EVENT PLANNING AND COORDINATION SERVICES**

Approved Budget of the Contract : **P 600,000.00**

End-User / Implementing Office : **DEPARTMENT OF THE BUILDING OFFICIAL**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **OCTOBER 11, 2024, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (For ABCs above P500,0S00.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.

ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>Event Planning and Coordination services for "QC BUILD EASY 4th ANNIVERSARY"</p> <p>Scope of Work The Event Coordinator will be responsible for the following tasks:</p> <p><u>Pre-Event Planning</u></p> <ul style="list-style-type: none">• Event Conceptualization: Collaborate with the client to define the event's objectives, theme, and target audience. The Event Coordinator shall coordinate with the client before the event as part of the event planning and concept creation. <p>This also includes the drafting of the event Program that aligns with the event theme, subject to the approval of the client.</p> <ul style="list-style-type: none">• Venue Set up: To assist the client in creating the event set up that aligns with the event Program, event theme and available event suppliers.• Supplier/Vendor Management: Source, negotiate with, and coordinate vendors, including catering, audiovisual, decor, and entertainment.• Event Timeline: Create a detailed event timeline and checklist, including deadlines for each task.• Guest List Management: Assist with the creation and management of the guest list, including invitations, RSVPs, and special accommodations. <p><u>Event Coordination</u></p> <ul style="list-style-type: none">• Logistics: Oversee all logistical aspects, including setup, breakdown, and on-site management.• Staffing: Coordinate with and manage event staff, including volunteers, ushers, and security.• On-Site Coordination: Serve as the primary point of contact on the day of the event, ensuring all elements run smoothly.• Problem Solving: Address and resolve any issues that arise during the event.• Guest Services: Manage guest services, including registration, information desks, and any special needs. <p>Inclusions:</p> <ul style="list-style-type: none">•Event Planning and Event Coordination Services•Documentation (photographer & videographer with Same Day Edit) <p><u>Event kits:</u></p> <ul style="list-style-type: none">•Pen; black; 0.5mm•Customized ID lace with transparent case•Writing pad 50 leaves	LOT	1		

	<ul style="list-style-type: none"> •Customized Certificate of Attendance (legal size, special paper with print •Photo wall tarpaulin (with design layout up to 3 times draft) 8ft, with print •Venue layout cards (with design layout up to 3 times draft) 24 inches x 36 inches, with printing •Plaque size: 5.25" x 8" materials: acrylic (with design layout and print up to 3 times draft) •Garland (customized according to the event) 				
	TOTAL				

Amount in Words: _____

COST DERIVATION

NO.	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT COST	TOTAL COST
1	Event Planning and Event Coordination Services	LOT	1		
2	Documentation (photographer & videographer with Same Day Edit)	LOT	1		
3	<ul style="list-style-type: none"> •Pen; black; 0.5mm – PHP _____ •Customized ID lace with transparent case – PHP _____ •Writing pad 50 leaves – PHP _____ •Customized Certificate of Attendance (legal size, special paper with print – PHP _____ 	SET	500		
4	Photo wall tarpaulin (with design layout up to 3 times draft) 8ft, with print	LOT	1		
5	Venue layout cards (with design layout up to 3 times draft) 24 inches x 36 inches, with printing	UNIT	4		
6	Plaque size: 5.25" x 8" materials: acrylic (with design layout and print up to 3 times draft)	PIECE	20		
7	Garland (customized according to the event)	PIECE	20		
				TOTAL	

OTHER REQUIREMENT:

- Copy of Valid and Current Sanitary Permit issued by the Health Department
- Statement of Compliance to Ordinance No. SP-2127, S-12 (Prohibiting the use of Plastic and Styrofoam...). (with project number and project title)
- Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy. (with project number and project title)

UPON REQUEST BY THE END-USER

Delivery Period : **NOT LATER THAN DECEMBER 31, 2024**

Warranty : _____

 Signature over printed name

 Office Telephone No./Fax/Mobile No.

 Date

 Email Address