



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
SMALL VALUE PROCUREMENT

DATE : NOVEMBER 27, 2025
Project : CLIMATE-25-EM-
No. : 1399B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : EVENT MANAGEMENT FOR CLIMATE ACTION EXCHANGE
Approved Budget of the Contract : P 2,000,000.00
End-User / Implementing Office : CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

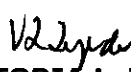
Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than

DECEMBER 02, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (For ABCs above P500,000.00)
- 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.


MA. VICTORIA L. TEJEDOR, MMPA
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>Climate Action Exchange: Sharing Knowledge for Sustainable Solutions will include:</p> <ul style="list-style-type: none"> - Organizing knowledge-sharing sessions to promote collaboration and exchange of best practices. - Development of knowledge-sharing products that highlight Quezon City's climate action programs and achievements. - Facilitation of site visits to showcase successful initiatives and provide hands-on learning experiences. <p>I. PROJECT SCOPE OF WORK</p> <p>The Scope of Work for this Project is designed to achieve the project objectives. The following outlines the minimum activities that the Service Provider must undertake to fulfill this aim:</p> <p>1. Development of the Project Concept - containing an Event Plan adhering to the project components in collaboration with the C40 Cities, that include but not limited to the following:</p> <ul style="list-style-type: none"> a. Theme concept and executions b. Venue plan, layout, capacity, designs c. Create designs of all proposed collaterals to be used in the event d. Event Program Flow <p>2. Pre-event preparations that include but not limited to the following:</p> <ul style="list-style-type: none"> a. Preparation and finalization of schedule for activities b. Drafting of scripts for the event c. Provision of merchandise (environment-friendly tokens) d. Provision of physical structures including but not limited to panels, signages, stage and backdrop, and others for the event e. Provision of technical equipment including but not limited to lights, sounds, screen equipment and video for the events and activities including video and photo documentation f. Facilitation of logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures g. Formation of a dedicated team to provide the creative and technical manpower for the event h. Sourcing and hiring of local talents <p>3. Event Management - successful execution of the 2.5-day event based on the agreed program</p> <p>4. Development and execution of a communication and promotion plan for the event to in collaboration with C40 Cities that include but not limited to the following:</p> <ul style="list-style-type: none"> a. Digital posters and other publicity materials b. Publicity materials c. Content for social media postings d. AVPs <p>All preparations must adhere to the environmental standards set forth in Ordinance No. SP 3107, S-2022 "Quezon City Public Procurement Ordinance" and its Implementing Rules and Regulations.</p> <p>MANPOWER</p> <p>Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. The Service Provider shall submit the complete list of personnel of the Project Management Team with Curriculum Vitae (CV) highlighting relevant work experience as part of the Technical Requirements.</p>	lot	1		



PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Project Manager	1	Must be a Filipino with extensive knowledge and experience in the overall management of forums/summits, event exhibits and similar activities. Should have strong coordination, stakeholder management, and leadership skills.
Program/ Content Coordinator	1	Must be a Filipino with a strong background in designing learning events, workshops, and conferences and has familiarity with climate policy and local government context. Should have excellent writing and organizational skills.
Communications specialist	1	Must be a Filipino and has experience in developing a communications plan, that include developing content for various communication channels.
Technical staff / Coordinators	2	Must be a Filipino and has experience with coordinating with various stakeholders, organizing materials, handling attendance, and supporting events
Administrative / Logistics Assistants	2	Must be a Filipino

(with attached Terms of Reference which will form an Integral Part of this Request for Quotation document.)

Total Quoted Amount:

Amount in Words: _____

OTHER REQUIREMENT/S:

- Affidavit of Undertaking with project number and project title Stating Compliance to section IV Project Standards and Requirements, Minimum Qualification Requirements -Track Record
- Organizational Chart with project number and project title that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed services to show its capability to undertake the Project.

Delivery Period : Upon Request by the End-user until December 31, 2025

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



COST DERIVATION

**EVENT MANAGEMENT FOR CLIMATE ACTION EXCHANGE
PROJECT NO. CLIMATE-25-EM-1399B**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Creative and Promotions				
1	Creative, Production	lot	1		
2	Copywriting and Editing	lot	1		
3	Digital Posts and Communication Materials (Art Cards & Videos)	lot	1		
	Production Team and Talents				
4	Production and Events Management Team and Staff	lot	1		
5	Local Host/s	lot	1		
6	Talents/ Entertainment	lot	1		
	Technical Requirements				
7	Set-Up: Production design, Backdrop, Fabrication	lot	1		
8	Video and Photo Coverage and Editing	lot	1		
9	Multimedia video and camera system	lot	1		
	Event Logistics				
10	Collaterals, Printing, Token and other requirements	lot	1		
11	Transportation (site visit)	lot	1		
12	Event day meals	lot	1		
13	Communication and event supplies and materials	lot	1		
14	Meeting venue setup	lot	1		
	<i>(with attached Terms of Reference which will form an Integral Part of this Request for Quotation document.)</i>				
TOTAL					

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



Management System
ISO 9001:2015
CERTIFIED

