



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 24-0079**

**CANVASS PERIOD: 31 OCTOBER TO 05 NOVEMBER 2024**

**Company/Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Tax ID Number (TIN):** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

The **Governance Commission for GOCCs (GCG)**, through its Bids and Awards Committee (BAC), formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT EVENT MANAGEMENT SERVICES FOR THE GCG AWARDS CEREMONY** with an Approved Budget for the Contract (ABC) of **Seven Hundred Fifty Thousand Pesos Only (₱750,000.00)**.

Please submit your best offer addressed to the BAC subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

<b>ATTENTION:</b>	<b>GCG - Bids and Awards Committee</b>
<b>RE:</b>	Submission for the Procurement of <b>ONE (1) LOT EVENT MANAGEMENT SERVICES FOR THE GCG AWARDS CEREMONY</b> .

This RFQ must be duly filled out and **signed by the bidder's authorized representative** supported with the specified documents below, and submitted not later than **05 NOVEMBER 2024, 10:00 AM**.

All submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph), and all physical bidding documents through **MANUAL/HARDCOPY** submissions must be sealed and submitted to the given address below, **on or before 05 NOVEMBER 2024 at 10:00 AM** (GCG Front Desk Bundy Clock Time):

**PROCUREMENT MANAGEMENT DIVISION**  
 Governance Commission for GOCCs  
 8/F BDO Towers Paseo (formerly Citibank Center),  
 8741 Paseo De Roxas, Makati City

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit;
2. Valid PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template);
4. Securities and Exchange Commission (SEC) Certificate or DTI Certificate of Registration showing that the agency/firm, and its partners/s must have been in existence for at least five (5) years;
5. Proof that the agency/firm has undertaken at least three (3) activities similar to awards ceremony or launches, within the last 5 years with at least one hundred (100) participants in a single event and at least one (1) of which with a national government agency; and



6.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) CORPORATION	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) <b>Notarized Secretary's Certificate</b> granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) SOLE PROPRIETORSHIP	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) PARTNERSHIP	c.1.) SEC Registration of partnership; <b>and;</b> c.2) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

7. If applicable, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **RFQ form signed by the bidder's authorized representative before the deadline on 05 November 2024, 10:00 AM** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph).

Thank you.



**QUOTATION FORM**

**INSTRUCTIONS TO ALL PROSPECTIVE BIDDERS**

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) All technical specifications must be complied with. Failure to state "Comply" with the mandatory requirements shall render the quotation ineligible/disqualified/non-responsive.
- 6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
- 7) 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 FOR THE ITEMS AS FOLLOWS:**

<b>ONE (1) LOT EVENT MANAGEMENT SERVICES FOR THE GCG AWARDS CEREMONY (CANVASS PERIOD: 31 October to 05 November 2024)</b>		
<b>MINIMUM TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:</b>  Note: Non-compliance with the minimum required specifications shall be rejected.	<b>STATEMENT OF COMPLIANCE</b>  (Must state "Comply" or "Not Comply")	<b>REMARKS/ COMMENTS</b>  if any
<ul style="list-style-type: none"> <li>• <b>One (1) Lot Event Management Services for the GCG Awards Ceremony.</b></li> </ul>		
<b>TECHNICAL SPECIFICATION</b>		
a. <b>Project Management</b> <ol style="list-style-type: none"> <li>i. Over-all Coordination and Consultancy</li> <li>ii. Executive time for presentations &amp; client-agency coordination</li> <li>iii. Supervision during production</li> </ol> b. <b>Creative Management</b> <ol style="list-style-type: none"> <li>i. Manpower               <ol style="list-style-type: none"> <li>a. Graphic Designer</li> <li>b. Multimedia Artist</li> <li>c. Layout Artist</li> </ol> </li> </ol>		

**ONE (1) LOT EVENT MANAGEMENT SERVICES FOR THE GCG AWARDS CEREMONY  
(CANVASS PERIOD: 31 October to 05 November 2024)**

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<b>TECHNICAL SPECIFICATION</b>		
c. <b>Production Team</b> <ul style="list-style-type: none"> <li>i. Production Manager/Head</li> <li>ii. Event Director</li> <li>iii. Technical Director</li> <li>iv. Assistant Director</li> <li>v. Stage Manager</li> <li>vi. Lighting Director</li> <li>vii. Music Spinner</li> <li>viii. Production Assistant</li> <li>ix. Registration Team at least 10 personnel</li> </ul> d. <b>Talents</b> <ul style="list-style-type: none"> <li>i. Voice Over Talent</li> </ul>		
<b>OTHERS</b>		
e. <b>Inclusive of the following:</b> <ul style="list-style-type: none"> <li>i. Food and transportation expenses Other Miscellaneous and Contingency and all applicable taxes necessary fees. (See attached Terms of Reference)</li> </ul>		
<b>TERMS OF REFERENCE</b>		
<b>I. SCOPE OF WORK</b>		
<p>The GCG plans to engage the services of an event management team to oversee the program management and execution on the day of the event which involves registrations, managing staff, and addressing event-related changes and concerns that may arise. With this, the service provider is expected to deliver the following services subject to the approval of the end user:</p> <p><b>A. Project Management</b></p> <ul style="list-style-type: none"> <li>i. Over-all Coordination and Consultancy</li> <li>ii. Executive time for presentations &amp; client-agency coordination</li> <li>iii. Supervision during production</li> </ul>		

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<p><b>I. SCOPE OF WORK</b></p>		
<p><b>B. Creative Management</b></p> <ul style="list-style-type: none"> <li>i. Manpower               <ul style="list-style-type: none"> <li>a. Graphic Designer</li> <li>b. Multimedia Artist</li> <li>c. Layout Artist</li> </ul> </li> <li>ii. Initial Requirements               <ul style="list-style-type: none"> <li>a. Presentation Decks</li> </ul> </li> </ul> <p><b>C. Production Team</b></p> <ul style="list-style-type: none"> <li>i. Production Manager/Head</li> <li>ii. Event Director – oversee the overall flow of the program and smooth direction of the event</li> <li>iii. Stage Manager – stage management and floor directing</li> <li>iv. Technical Director – oversee the flow of the technical parts of the event</li> <li>v. Assistant Director</li> <li>vi. Lighting Director</li> <li>vii. Music Spinner</li> <li>viii. Production Assistant</li> <li>ix. Registration Team – at least ten personnel to take charge of the registration</li> <li>x. Ushers and Runners– at least ten to assist the attendees</li> </ul> <p><b>D. Talent</b></p> <ul style="list-style-type: none"> <li>i. Voice Over Talent</li> </ul> <p><b>E. Event Management and other administrative requirements</b></p> <ul style="list-style-type: none"> <li>i. Submit the list of the Event Management team along with their profile</li> </ul>		

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<p><b>I. SCOPE OF WORK</b></p>		
<ul style="list-style-type: none"> <li>ii. Coordinate with the relevant focal persons of GCG with regard to the event script which shall be drafted by the GCG;</li> <li>iii. Submit list of necessary requirements.</li> <li>iv. Comply with the provisions of Republic Act No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations, and protect any Confidential Information acquired during the engagement with GCG</li> <li>v. Coordinate with the venue and technical team to ensure smooth implementation of the project</li> <li>vi. Conduct technical rehearsal at least three (3) hours before the event</li> <li>vii. Run the event as planned on the event date in coordination with GCG</li> </ul> <p><b>F. Other requirements from the events organizing firm:</b></p> <ul style="list-style-type: none"> <li>i. Cover meals and transportation for the management team from ingress to egress including rehearsal/dry runs</li> <li>ii. Provide and shoulder all costs of necessary manpower, facilities, production equipment and set-up and conduct all necessary preparatory and other activities to accomplish the agreed scope of work and deliverables. Any additional costs incurred relative to any aspect of the event shall solely be charged to the event management firm.</li> <li>iii. Submit a terminal report</li> </ul>		

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**II. MINIMUM QUALIFICATIONS FOR THE SERVICE PROVIDER**

<p>a. The agency/firm, and its partners/s must have been in existence for at least five (5) years;</p> <p>b. Must have undertaken at least three (3) activities similar to awards ceremony or launches, within the last 5 years with at least one hundred (100) participants in a single event;</p> <p>c. Engaged with at least one (1) national government agency in a similar/related activity such as awards ceremony or launches.</p>		
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**III. DELIVERABLES, TIMELINES AND PAYMENT SCHEDULES**

<p>a. Activities will commence immediately upon issuance of the Notice to Proceed (NTP)</p> <p>b. Reports and other relevant documents and deliverables are to be submitted to and should be duly received and accepted by the GCG project manager. Below is the summary of the deadline of submission for each deliverable:</p> <table border="1" data-bbox="268 1223 852 1792"> <thead> <tr> <th>Milestones/Deliverables</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>Presentation Decks/PowerPoint</td> <td>Before 20 November 2024</td> </tr> <tr> <td>List of the event management team which includes all the relevant management and/or production staff, and talent/voice over</td> <td>Before 20 November 2024</td> </tr> <tr> <td>Terminal Report</td> <td>Within twenty (20) calendar days from the day of the event</td> </tr> </tbody> </table> <p>c. Payment will be done in full and after the event, upon receipt of complete documentary requirements.</p>	Milestones/Deliverables	Timeline	Presentation Decks/PowerPoint	Before 20 November 2024	List of the event management team which includes all the relevant management and/or production staff, and talent/voice over	Before 20 November 2024	Terminal Report	Within twenty (20) calendar days from the day of the event		
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<p><b>IV. RESPONSIBILITIES OF THE GCG</b></p>		
<p>The GCG shall determine the acceptability of the services provided and shall be the approving authority for all operation-related activities. In addition, the GCG shall also provide the script and the details of the program to the service provider. Comments and inputs regarding the program shall be coordinated with the GCG.</p> <p>Furthermore, GCG shall be given 20 working days upon receipt of complete documentary requirements to process the payment for the service provider.</p>		
<p><b>V. APPROVED BUDGET FOR THE CONTRACT</b></p>		
<p>The Approved Budget for the Contract (ABC) for this project is <b>SEVEN HUNDRED AND FIFTY THOUSAND PESOS ONLY (₱750,000.00)</b> inclusive of all applicable government taxes, and shall include all remunerations, costs or profits arising from or in relation to the services rendered in connection with and/or in preparation and conduct for this engagement.</p>		
<p><b>VI. CONFIDENTIALITY AND OWNERSHIP OF DATA</b></p>		
<p>All the materials conceptualized, designed, and produced shall be owned by the GCG, with full and exclusive rights on future use thereof, both in the Philippines and internationally. The events organizing firm shall not use nor disseminate these documents for their own research purposes without written consent of the GCG.</p>		



**Terms of Payment:**

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

**Supplier's/Service Provider's Bank Details:**

Banking  
Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

**FINANCIAL OFFER:** Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Seven Hundred Fifty Thousand Pesos Only (₱750,000.00).	<b>In Words:</b> _____ _____ _____  <b>In Figures:</b> _____

## **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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. Notice of Award shall be signed by the authorized representative and returned to GCG within three (3) calendar days from its receipt.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

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**Signature over Printed Name  
of the Sole Proprietor or  
the Authorized Representative  
(for corporations and partnerships)**

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**Office Telephone /Fax/Mobile Nos**

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**Email address/es**