



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

Date : March 5, 2024

RFQ No. 2024-03-0026

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ, Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	LOT	RENTAL OF MOBILE LIGHTS, SOUND SYSTEM, AND LED WALL FOR THE WORLD ECONOMIC FORUM 2024 <i>SEE ATTACHED TECHNICAL SPECIFICATIONS</i>	1,000,000.00	1,000,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. <i>Mayor's / Business Permit</i> 2. <i>PhilGEPS Registration Number</i> 3. <i>Latest Income/Business Tax Return</i> 4. <i>Must be accredited by Malacañang Palace</i> Additional required document to be submitted by the winning supplier before issuance of Job Order: 5. <i>Duly Notarized Omnibus Sworn Statement (OSS)</i>		
TOTAL AMOUNT				1,000,000.00

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Job Order (JO). The quotations are good only up to 60 calendar days.

Canvassed by:

Supplier : _____

By : _____

Tel. No.: _____

TIN No. : _____



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Supplier : _____

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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.

5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



TECHNICAL SPECIFICATIONS

Rental of Mobile Lights, Sound System, and LED wall for the World Economic Forum 2024

I. Background

The Philippines will be hosting the World Economic Forum (WEF) Country Roundtable on 18-19 March 2024, and the Department of Finance is tasked to lead the two-day event which will be held in Metro Manila.

The conduct of the World Economic Forum (WEF) Country Roundtable requires a professional service provider for the lighting system, sound system, and visual presentation services.

II. Approved Budget for the Contract

The Approved Budget for the Contract is **One Million Pesos (P1,000,000.00) inclusive of taxes and all applicable charges.**

III. Scope of Work

a. Dates and Venues

The Supplier shall provide the lights, sound system, and LED wall services for the World Economic Forum Country Roundtable 2024 on the following dates and venues:

Details	Day 1	Day 2
Date	March 18, 2024	March 19, 2024
Venue	National Museum of the Philippines	Kalayaan Hall, Malacañang Palace
Address	Manila	Manila

b. Minimum requirements:

Day 1 National Museum on Senate Hall and Spoliarium Hall:

- Stage platform in areas and dimensions identified by the end-user
- High-end microphone sets and set-up
- Led Wall in Senate Hall
- 65 "Television with stand
- Sound System with royalty-free music played during the event,
- Lighting Equipment System to areas identified by the end-user
- Logo Projector lights on the floor (WEF logo)

Day 2 Kalayaan Hall:

- Stage platform in areas and dimensions identified by the end-user
- High-end microphone sets and set-up
- Sound System with royalty-free music
- LED Wall on Day 2 Kalayaan hall
- Lighting Equipment System to areas identified by the end-users
- Logo Projector lights on the floor (WEF logo)

c. Other requirements:

- Handles coordination with the event manager.
- Conducts technical rehearsal with the event manager before the program proper.
- The service provider must provide 40 staff for ingress, egress, and event proper.
- Power Generator set 120 kva w/ fuel for the lights and sound system.
- The service provider must be an accredited service provider of Malacanang.
- Preferably have previous experience in handling events in the National Museum.

IV. Technical Requirements

A. Stage

Date and Venue	Venue	Requirements
National Museum of the Philippines (March 18, 2024)	Spoliarium Hall	<ul style="list-style-type: none"> ● 2 sets 4 x 40 ft. Vinyl stage for photo group risers 2 ft. and 3 ft. risers) ● 2 sets 8 x 8 ft. x 2 ft. high vinyl high stage (for in front of collaterals near Juan Luna)
	Senate Hall	<ul style="list-style-type: none"> ● 12 x 16 ft. Vinyl stage, risers (2 ft. and 3 ft. rise)
Malacañang Palace (March 19, 2024)	Kalayaan hall	<ul style="list-style-type: none"> ● at least 5 sofas/seats on the stage for a panel

B. Lighting System

Date and Venue	Venue	Requirements
National Museum of the Philippines (March 18, 2024)	Manuel Roxas Hall/Registration Area	<ul style="list-style-type: none"> ● 16 units RGBW led pars (For pillars/collaterals) ● 6 units of auto lights white for frontals ● 2 units of light crank stands ● Avolites Light controller ● Cable lot / Power Distro
	Spoliarium Hall	<ul style="list-style-type: none"> ● 16 units Amber led pars w/ 4 stands ● Avolites light controller ● High wattage white light enough to illuminate windows
	Stairs	<ul style="list-style-type: none"> ● 12 unit's amber led pars on floors for 2 sets of staircases

		<p>going up</p> <ul style="list-style-type: none"> ● 14 units RGBW led pars on floors for pillars and collaterals up-lights ● 4 units Sharpy 450 moving head ● 4 units auto lights w/ stand for foyers frontals
	Senate hall/ Dining Area	<ul style="list-style-type: none"> ● 10 units Amber led pars w/ 4 stands ● 8 units of auto Lights show frontal lights w/ stands ● 10 units Sharpy 380 moving heads ● Avolites light controller
	Manuel Quezon hall/3rd floor Lobby	<ul style="list-style-type: none"> ● 4 units molefays w/ stands (2 on each side of senate hall hallways outside) ● 8 units rgb led par w/ 2 stands for hallway again ● 1 unit molefay for Catering hallway area ● Avolites light controller ● Power lines and electrical
Malacañang Palace (March 19, 2024)	Kalayaan hall	<ul style="list-style-type: none"> ● 16 units RGB led pars w/ 2 stands ● 10 units' auto lights show frontal lights w/ stand ● 8 units Sharpy 380 moving heads ● Avolites light controller

C. Sound System

Date and Venue	Venue	Requirements
National Museum of the Philippines (March 18, 2024)	Spoliarium hall	<ul style="list-style-type: none"> ● 4 units RCF 715 Speaker w/ stand ● Midas M32 digital Mixer ● 2 units AMS 2100 wireless mics for hosts ● 4 units Music stands w/ lamp
	Senate Hall	<ul style="list-style-type: none"> ● 4 units RCF 715 speaker w/ stands ● Midas m32 digital mixer ● 2 units AMS 2100 wireless mics for hosts ● Playback Music
Malacañang Palace (March 19, 2024)	Kalayaan hall	<ul style="list-style-type: none"> ● 6 units RCF 715 speaker w/ stands ● Midas M32 digital mixer ● 4 units AMS 2100 wireless mics for hosts ● Playback music

D. Sounds Requirement for Performers

Date and Venue	Venue	Requirements
National Museum of the Philippines (March 18, 2024)	Spoliarium hall	<ul style="list-style-type: none"> ● 10 Condenser microphones for instrumental performers ● 1 wireless microphone
	Senate Hall	<ul style="list-style-type: none"> ● 10 Condenser microphones for instrumental performers ● 1 wireless microphone
Malacañang Palace (March 19, 2024)	Kalayaan hall	<ul style="list-style-type: none"> ● 10 Condenser microphones for instrumental performers ● 1 wireless microphone

E. Others

Date and Venue	Venue	Requirements
National Museum of the Philippines (March 18, 2024)	Spoliarium hall	<ul style="list-style-type: none"> ● 2 units 65" TV w/ stand ● Laptop ● Cable Lot ● Logo projector Light on the floor
	Senate Hall	<ul style="list-style-type: none"> ● 12 x 20 ft. P3 led wall ● Roland v40 HD switcher ● Nova star processor ● Scaffold / Riser / Counterweights ● Logo projector Light on the floor
Malacañang Palace (March 19, 2024)	Kalayaan hall	<ul style="list-style-type: none"> ● 13 x 30 ft. Led Wall screen P3 high refresh rate ● 1 unit Roland V40HD switcher ● 2 units Novastar video processor ● Scaffold support / Counterweights ● Power Distro ● Cable lines/signals

V. Responsibilities

a. Responsibilities of the Supplier

- To efficiently and effectively implement the scope of work/coverage and ensure a very satisfactory delivery of outputs stipulated/required.
- To ensure the availability of all personnel onsite three (3) hours before the start of the event and one (1) hour after the end of the event.
- To ensure the capability in terms of equipment and personnel.

- To deliver all the requirements in a timely manner.

b. Responsibilities of DOF

- Provide the layout of the venues.
- Help the service provider in facilitating or acquiring easy access to all areas identified for areas.
- Provide meals for the service provider's team
- Penalize, if deemed necessary, or deduct the contract price if violations are incurred, such as delay in delivery, quality of service, or non-compliance to the project outputs, among others.

VI. Mode of Procurement

The mode shall be Small Value Procurement as provided under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

VII. Non-Disclosure Agreement

The Service Provider shall take measures to protect the privacy of the event personalities and avoid disclosure and unauthorized use of photos, videos, and other event materials and details.

The Service Provider shall follow the DOF template on the mutual agreement and non-disclosure agreement.

VIII. General Conditions of the Contract

- Proof of PhilGEPS Registration shall be attached to the quotation upon submission to the contact person provided in the RFQ.
- All bids shall include all applicable taxes and shall be considered as fixed prices. The same shall not be subjected to price escalation during contract implementation.
- Payment shall be made within thirty (30) days after the complete delivery and acceptance of items. DOF shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

I hereby certify to comply and deliver all the above requirement.

Signature over Printed Name of the Representative

Company Name: _____

Date Signed: _____

Email/Phone No.: _____