



**REQUEST FOR QUOTATION NO.: 2024-11-086**

Date: November 22, 2024

**Procurement Title** : Rental of LED Walls, Lights, and Sounds for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)

**Purchase Request No.** : 2024-11-224

**Approved Budget for the Contract** : PHP 110,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed brown envelopes**. The first envelope should contain the original or certified true copies of the documents while the second envelope (COPY 1) should contain copies of the documents.

Please submit your sealed envelopes at **the 21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **November 29, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (Please see the attached instructions on how to lock your files). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

**I. General Terms and Condition:**

1. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission;
2. Quotations should be **inclusive of all cost and applicable taxes**;
3. The following documents should be submitted **along with the quotation**:
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate; and**
  - **Copy of any Valid ID of the Authorized Representative;**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

**COMPANY NAME** : \_\_\_\_\_  
**ADDRESS** : \_\_\_\_\_  
**PHILGEPS REGISTRATION NO.:** \_\_\_\_\_ **VALID UNTIL:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_  
**MOBILE NUMBER:** \_\_\_\_\_

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	BID OFFER (VAT Inclusive)
<b>One Lot Rental of LED Walls, Lights, and Sounds for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)</b>	<b>PHP 110,000.00</b>	
SPECIFICATIONS		STATEMENT OF COMPLIANCE
<b>Date:</b> 13 December 2024 (Friday) <b>Time:</b> 04:00 PM - 10:00 PM <b>Location:</b> Diplomatic Hall, Mariott Hotel Manila <b>Number of attendees:</b> 150 pax		
<b>LED Wall requirements:</b> <ul style="list-style-type: none"> <li>▪ 1 unit of 12ft (H) X 18ft (W) with riser for the main stage</li> <li>▪ 1 unit of 8ft (H) X 12ft (W) w/o riser for the foyer</li> </ul>		
<b>Light and sound package</b> must include, but not be limited to, the following: <ul style="list-style-type: none"> <li>▪ Digital audio mixer</li> <li>▪ (2) Wireless microphones</li> <li>▪ (6) Wired microphones</li> <li>▪ (6) Microphone stands</li> <li>▪ Laptop with virtual player</li> <li>▪ Speakers</li> <li>▪ Moving headlights</li> <li>▪ Amber lights</li> <li>▪ Par LED lights</li> </ul>		
<b>Other requirements:</b> <ul style="list-style-type: none"> <li>▪ Supplier must bring their own Generator Set on the day of the event;</li> <li>▪ Supplier should provide technicians for the LED wall, Lights, and Sounds;</li> <li>▪ The crew meal, transportation fee, parking fee, toll fee and other crew expenses should be shouldered by the supplier (if any);</li> <li>▪ Crew must not smoke on the venue, and or during the event (including ingress and egress)</li> <li>▪ Crew must wear appropriate and semi-formal attire during the event (wearing of T-shirt, jeans, rubber shoes and slippers are not allowed)</li> </ul>		

After careful evaluation of the General Terms and Conditions, Specifications, and Other Requirements, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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Signature over printed name (Owner/Authorized Representative)

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Date

For Further information, please refer to:

**KEESHIA MAE A. BIENDIMA**

Administrative Office IV/ Lead BAC Secretariat

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)

Telephone: 8552-4792 / 8552-4703 / 8552-4756