



Republic of the Philippines
Sandiganbayan
 Quezon City
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 sandiganbayan_supplysection@yahoo.com
 Contact Persons: *Thelma Marco/Joy Gallego/Connie Haplasca*

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

RFQ No.: 148-2023
Date: May 23, 2023

REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	One (1) lot	<p>Procurement of Events Management and Styling Services for the Celebration of the 45th Anniversary of the Sandiganbayan</p> <p>Event Details:</p> <p>Date – June 15, 2023 Venue – Hotel, Metro Manila Est. Attendees – 550 pax Theme – Filipiniana</p> <p>Scope of Work:</p> <p>The Service Provider (SP) shall provide the following services:</p> <ol style="list-style-type: none"> 1. The SP shall provide a stylist or a team of stylists who shall decorate and design the venue in accordance with the Filipiniana theme. The styling package shall include: <ol style="list-style-type: none"> a. Styling of Five (5) VIP tables (each VIP table is 10 pax); b. Styling of 50 round tables (10 pax each) for other guests; c. Minimal elegant ceiling treatment; d. Lobby decoration; e. Simple and elegant stage design; f. Decorated registration counter; g. Two 2 arches/archways (Main entrance and Exhibit area); and h. Simple styling for the exhibit area. 2. The SP shall provide a team of coordinators (at least 14 members) to manage the event: <ol style="list-style-type: none"> a. One (1) Event Manager (team leader and contact person); b. Two (2) Stage Managers (left and right program area); c. Two (2) Production Runners (left and right program area); d. One (1) Hotel Coordinator (in charge of communicating with the hotel's banquet team); e. One (1) Technical Coordinator (in charge of the technical -lights, sounds, led wall, etc.); f. Three (3) Registration members (in charge of the registration area and giving of table assignments to guests); and g. Four (4) Ushers (2 Male and 2 Female). 3. The SP shall facilitate and ensure the registration of all participants in the event. 4. The SP shall design the program flow for the event in coordination with the end-user. 5. The SP shall prepare the program of the event in coordination with the end-user. The SP shall provide a selection of music that will be played during the event with prior approval of the end-user. 6. The SP shall ensure that the flow of the approved program must be followed. If there are changes in the program during the event, the SP shall facilitate seamless and graceful shift/program change in coordination with the end-user. 7. The SP shall provide unlimited pre-event meetings via video conferencing and/or in-person with the Sandiganbayan (end-user). The date and time of the meeting shall be set by the end-user. 8. The SP shall provide the concept, design, and production of Audio-Video Presentations (AVPs), opening billboard for the LED wall, online invites, promotional brochures, pull-up banners and digital posters, etc. 	23-05-379	450,000.00

	<p>9. The SP shall provide the hosting of the event. The host must be appropriate for a formal event and must be fluent in Filipino. The host must have at least two (2) years of experience in hosting.</p> <p>10. The SP shall coordinate with the venue manager and the Sandiganbayan (end-user) regarding the floor plan, seating arrangement, theme accent, table setup and flower arrangement designs.</p> <p>11. The SP shall be in the venue at least five (5) hours before the event and shall make all the necessary arrangements for the smooth start of the proceedings.</p> <p>12. The SP shall have no authority to assume or create any obligations and/or commitments for or on behalf of the end-user without the latter's written authorization.</p> <p>13. The SP may subcontract services included in the project. Subcontracting shall be limited to twenty percent (20%) of the amount of the project. The subcontracting arrangement shall not relieve the SP of any liability or obligation under the contract.</p> <p>14. The SP shall provide the necessary transportation and meal expenses of its crews/staff.</p> <p>15. The SP shall undertake to comply with all the required health and safety protocols.</p> <p>16. All materials developed and used under this contract shall be owned by, and turned over to, the end-user with all copyright and other intellectual property rights associated with the deliverables under the project.</p> <p>17. The SP shall abide by the Data Privacy Act provisions for collecting data from participants.</p> <p>18. The participatory role of women in every aspect of this project implementation is encouraged. The purpose of gender and development is to ensure that both men and women can participate in, and benefit from, the development in an equitable way. Likewise, the gender and development approach is focused on the socially constructed differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.</p> <p>19. In reference to R.A. No. 9184, the SP shall provide performance security bond to the Sandiganbayan.</p> <p>Qualifications: The SP should possess/submit the following:</p> <ol style="list-style-type: none"> 1. Business experience – The SP should have at least one (1) year of hands-on experience in the field of events management or other similar activities. The SP shall submit a list of its previous clients. 2. Professional team members – The SP should have a team of professionals for creative, technical and production staffing. The SP must submit the CVs of the project team that will be engaged in the project. 3. PhilGEPS Certificate of Registration (Platinum). 4. All the requirements under the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184 and other pertinent government regulations. 		
	*** Nothing follows***		
		Total	450,000.00

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
 - a. Terms of Payment
 - b. Warranty, if any-*
 - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
 - d. Delivery Period
 - e. Price Validity Period
 - f. Stock Availability
 - g. Certificate of Exclusive Distributorship; if any
 - h. Tax Identification Number (TIN)
 - i. Use company letterhead for your quotation and address to:
Atty. RITCHELLE M. DESINGAÑO-YRAÑELA
Chief Judicial Staff Officer
Administrative Division
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. 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 email shall be considered.

TERMS and CONDITIONS


1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.
3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.
4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.
5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.
6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.
7. In case of tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (“*Tie-Breaking Method*”).
8. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.
9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.
10. Prior to award or payment, and subject to Item III, Annex “H” of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor’s /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return³
- d. Omnibus Sworn Statement (OSS)⁴

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The *Sandiganbayan* 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.

Very truly yours,


SUSAN A. AGRON

Supervising J.S.O.

Administrative Division

OIC – Property and Supply Section

¹ Procuring Entities already maintaining an updated file of any of the bidder’s above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex “H” of the 2016 RIRR of R.A. No. 9184.

³ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

⁴ Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

Price Quotation Form

Administrative Division
 Sandiganbayan
 Sandiganbayan Centennial Building
 Batasan Road, Quezon City
Attn: Supply Section

Sir:
 After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
1	One (1) lot	<p>Procurement of Events Management and Styling Services for the Celebration of the 45th Anniversary of the Sandiganbayan</p> <p>Event Details:</p> <p>Date – June 15, 2023 Venue – Hotel, Metro Manila Est. Attendees – 550 pax Theme – Filipiniana</p> <p>Scope of Work:</p> <p>The Service Provider (SP) shall provide the following services:</p> <ol style="list-style-type: none"> 1. The SP shall provide a stylist or a team of stylists who shall decorate and design the venue in accordance with the Filipiniana theme. The styling package shall include: <ol style="list-style-type: none"> a. Styling of Five (5) VIP tables (each VIP table is 10 pax); b. Styling of 50 round tables (10 pax each) for other guests; c. Minimal elegant ceiling treatment; d. Lobby decoration; e. Simple and elegant stage design; f. Decorated registration counter; g. Two 2 arches/archways (Main entrance and Exhibit area); and h. Simple styling for the exhibit area. 2. The SP shall provide a team of coordinators (at least 14 members) to manage the event: <ol style="list-style-type: none"> a. One (1) Event Manager (team leader and contact person); b. Two (2) Stage Managers (left and right program area); c. Two (2) Production Runners (left and right program area); d. One (1) Hotel Coordinator (in charge of communicating with the hotel's banquet team); e. One (1) Technical Coordinator (in charge of the technical -lights, sounds, led wall, etc.); f. Three (3) Registration members (in charge of the registration area and giving of table assignments to guests); and g. Four (4) Ushers (2 Male and 2 Female). 3. The SP shall facilitate and ensure the registration of all participants in the event. 4. The SP shall design the program flow for the event in coordination with the end-user. 5. The SP shall prepare the program of the event in coordination with the end-user. The SP shall provide a selection of music that will be played during the event with prior approval of the end-user. 6. The SP shall ensure that the flow of the approved program must be followed. If there are changes in the program during the event, the SP shall facilitate seamless and graceful shift/program change in coordination with the end-user. 7. The SP shall provide unlimited pre-event meetings via video conferencing and/or in-person with the Sandiganbayan (end-user). The date and time of the meeting shall be set by the end-user. 8. The SP shall provide the concept, design, and production of Audio-Video Presentations (AVPs), opening billboard for the LED wall, online invites, promotional brochures, pull-up banners and digital posters, etc. 9. The SP shall provide the hosting of the event. The host must be appropriate for a formal event and must be fluent in Filipino. The host must have at least two (2) years of experience in hosting. 10. The SP shall coordinate with the venue manager and the Sandiganbayan (end-user) regarding the floor plan, seating arrangement, theme accent, table setup and flower arrangement designs. 11. The SP shall be in the venue at least five (5) hours before the event and shall make all the necessary arrangements for the smooth start of the proceedings. 12. The SP shall have no authority to assume or create any obligations and/or commitments for or on behalf of the end-user without the latter's written authorization. 13. The SP may subcontract services included in the project. Subcontracting shall be limited to twenty percent (20%) of the amount of the project. The subcontracting arrangement shall not relieve the SP of any liability or obligation under the contract. 	

	<p>14. The SP shall provide the necessary transportation and meal expenses of its crews/staff.</p> <p>15. The SP shall undertake to comply with all the required health and safety protocols.</p> <p>16. All materials developed and used under this contract shall be owned by, and turned over to, the end-user with all copyright and other intellectual property rights associated with the deliverables under the project.</p> <p>17. The SP shall abide by the Data Privacy Act provisions for collecting data from participants.</p> <p>18. The participatory role of women in every aspect of this project implementation is encouraged. The purpose of gender and development is to ensure that both men and women can participate in, and benefit from, the development in an equitable way. Likewise, the gender and development approach is focused on the socially constructed differences between men and women, the need to challenge existing gender roles and relations, and the creation and effects of class differences on development.</p> <p>19. In reference to R.A. No. 9184, the SP shall provide performance security bond to the Sandiganbayan.</p> <p>Qualifications: The SP should possess/submit the following:</p> <ol style="list-style-type: none"> 1. Business experience – The SP should have at least one (1) year of hands-on experience in the field of events management or other similar activities. The SP shall submit a list of its previous clients. 2. Professional team members – The SP should have a team of professionals for creative, technical and production staffing. The SP must submit the CVs of the project team that will be engaged in the project. 3. PhilGEPS Certificate of Registration (Platinum). 4. All the requirements under the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184 and other pertinent government regulations. 	
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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Name of Company

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number (required prior to award):

Contact Number/s

Email Address