

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT**  
Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 233-0261

**REQUEST FOR QUOTATION OF GOODS**  
**SHOPPING**

Date of Request: **April 4, 2024** ✓ RFQ No. **2024-0039 KC-FO7** ✓

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service providers offering the lowest evaluated price on per;

Item Basis       Total Quoted       Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s) / service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP-AF at the address indicated in the Paragraph 6 is:  
**April 11, 2024 at 11:00 AM.** ✓

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. Prices: The prices should be quoted for the **Provision of Lights, Sound System and LED Video Wall Rental Services for KALAHI-CIDSS Summit.** ✓

b. Evaluation of Quotations: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

iv. Award of Purchase Order: The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. Validity of the Offer: Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the supplier/service provider withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/ service provider(s) will be excluded from the list of NCDDP-AF suppliers for the project for two years.

vii. If the supplier/service provider does not start the delivery or perform the services under the contract/PO within 30 days (after signing of the contract) without valid reason acceptable to the procuring entity ( DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. Liquidated damages/penalty: In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**  
**M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City**

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**

E-mail Address : [kalahiaf7.procurement23@gmail.com](mailto:kalahiaf7.procurement23@gmail.com)

7. Please confirm by fax / e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,

**ENGR. EMMANUEL M. EDLES**

Head, Procurement Management Section

Contact #: (032) 233-8785; 233-0261; 231-2172 local 17126

\_\_\_\_\_  
(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. 2024-0039 KC-FO7  
Date: April 2, 2024

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
TAX ID No.: \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	<p><b>PROVISION OF LIGHTS, SOUND SYSTEM AND LED VIDEO WALL RENTAL SERVICES</b></p> <p><i>Specifications:</i> Name of Activity : KALAHICIDSS Summit (Preparation and Conduct) Date of Activity: April 22, 24, 25 and 26, 2024 Venue: Within Metro Cebu</p> <p><b>Qualifications and Standards</b></p> <p><i>The service provider must be:</i></p> <ul style="list-style-type: none"> <li>* Knowledgeable and capable to manage activities and events technical needs such as LED wall, lights and sounds</li> <li>* Have at least two (2) years of progressive experience and proven track record in event organizing (indoor and outdoor);</li> <li>* Profile/portfolio that includes a list of previous clients, particularly in government agencies;</li> <li>* Good track record in the field and competent in producing high-quality stage</li> </ul> <p><i>Generally the Service Providers shall:</i></p> <ul style="list-style-type: none"> <li>* Coordinate with the representatives of KALAHICIDSS Regional Program Management Office</li> <li>* Use event operations knowledge and initiative to participate effectively in event set-up, and operation.</li> <li>* Anticipate potential operational problems and take appropriate action to mitigate.</li> <li>* Provide on-site staging and production assistance</li> <li>* Must set-up and be present a day before the event for the set-up, rehearsal and run-through of the event.</li> <li>* Must produce all other event requirements discussed during the conceptualization meeting.</li> </ul> <p>Provision of the following:</p> <p><b>1. LED VIDEO WALL</b></p> <ul style="list-style-type: none"> <li>* 3-set 9ftH x 12ftW, approximately, with roller/slider</li> <li>* 8-set 9ftH x 3.5ftW, approximately</li> <li>* P3 pixel with respective video processor and laptop</li> <li>* at least 1-set LED wall controller with skilled operator</li> <li>* Scaffolding supports</li> <li>* Steel trusses, more or less 40ft x 25 ft</li> <li>* Power cables/wires</li> </ul> <p><b>2. SOUND SYSTEM</b></p> <ul style="list-style-type: none"> <li>* at least 18-units powered speaker, 1000W or higher</li> <li>* at least 6-units subwoofer, 1000W or higher</li> <li>* at least 1-unit Audio mixer with equalizer appropriate for the event</li> <li>* at least 8-units wireless microphone and 8-units wired microphone with stand</li> <li>* Power/bass/guitar Amp</li> <li>* Drum set, Guitar-Bass-Keyboard Amp with accessories</li> <li>* at least 2-units band monitor speaker</li> <li>* Band performer (3 sets, 45min per set)</li> <li>* Performing artist to include fun run Zumba Lead</li> </ul>			

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			<p><b>3. LIGHTS</b></p> <ul style="list-style-type: none"> <li>* At least 26-units beam 290 moving heads</li> <li>* At least 80-units par leds</li> <li>* At least 6-units light stands</li> <li>* At least 1-unit light controller with skilled operator</li> <li>* At least 1-unit follow spotlights</li> <li>* 2 units smoke/fog machine (low lying)</li> <li>* At least 4-units sparkular</li> </ul> <p><b>Other Specifications:</b></p> <ul style="list-style-type: none"> <li>* 2 unit- teleprompter TV screen</li> <li>* Provision 4ft high from ground event stage</li> <li>* Fun run set-up of area stage, lights and sounds</li> <li>* The set-up should be completed at least a day or two before the main event and should have technical rehearsal before the event.</li> <li>* Technical/skilled operators should closely coordinate with the respective program focal</li> <li>* Elegant Stage Design with LED wall</li> <li>* Foyer/Entrance Backdrop</li> <li>* At least 10 event communication set</li> </ul> <p><b>Eligibility Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/Business Permit</li> <li>2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)</li> </ol>			
Charge to: KALAHI-CIDSS Funds				<i>Total</i>		

PURPOSE : Service for the specified even/activity on April 22,24, 25 and 26, 2024

PR No. 2024-0039 KC-FO7

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3)days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

  
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**EDLYN S. CANGQUE**  
 (Signature over printed name)  
 Canvasser  
 Contact #: +63-977-121-7434

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier