



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 05 December 2024
RFQ No. : **2024-12-287**

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____
Purchase Request No. : **2024-12-287**
End-User Unit : Office of the Assistant Secretary for Cultural
Affairs and International Engagements

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Supply and Delivery of Photobooth Rental for the Year-End Gathering of Media Partners of PCO on 18 December 2024 (Procurement/Contract No. 2024-12-287)** with an Approved Budget for the Contract in the amount of **Nine Hundred Twenty-Four Thousand Pesos (PHP 924,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 09 December 2024 at 8:00 A.M.**¹.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.**)
2. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.); and
3. **Copy of BIR form No. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

For any clarification, you may contact us via email at bac1@pco.gov.ph.

¹ In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.



(Original Signed)
JOHN JAFET A. SORIANO
BAC Secretariat

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of an incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply and Delivery of Photobooth Rental for the Year-End Gathering of Media Partners of PCO on 18 December 2024 <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.</i>		
Technical Specifications	Quantity	Statement of Compliance
Details: 2024 Traditional Media Partners Year-End Gathering Photobooth Location: Within Metro Manila Number of Attendees: Two Hundred (200) pax Participants: Media Industry Veterans, Executives, and Personalities Event Date: 18 December 2024 at 6:00 p.m. Mobilization: 18 December 2024 at 8:00 a.m. Demobilization: 18 December 2024 at 12:00 m.n.	1 lot	
Technical Specifications for Basic Photo Booth: Date and Time: 18 December 2024 06:00 p.m.- 10:00 p.m. Venue: Within Metro Manila Inclusion/s: I. Six (4) hours of booth operation; II. TV Monitor with an animated countdown (optional); III. Unlimited photoshoots; IV. Customized layout designing;		

<p>V. Backdrop or photo wall setup to be approved by the PCO;</p> <p>VI. Use of fun props for guests to enjoy;</p> <p>VII. High-speed printer (non-fade, water-resistant prints);</p> <p>VII. 4 x 6 in. photo print output with paper frame stand;</p> <p>VIII. Magnet upgrade;</p> <p>XI. Online Gallery: After the event, all soft copies of pictures must be sent or transferred to a hard drive/flash drive or sent via Google drive.</p>		
<p>Technical Specifications for Roving Photoman:</p> <p>Date and Time: 18 December 2024 06:00 p.m.- 10:00 p.m.</p> <p>Venue: Within Metro Manila</p> <p>Inclusion/s:</p> <p>I. Six (4) hours of coverage;</p> <p>II. Unlimited photoshoot with one (1) photographer;</p> <p>III. Customized layout designing;</p> <p>IV. High speed printer (non-fade, water-resistant prints);</p> <p>VII. 4 x 6 in. photo print output with paper frame stand;</p> <p>VIII. Printing/editing station;</p> <p>VIII. Magnet upgrade;</p> <p>XI. Online Gallery: After the event, all soft copies of pictures must be sent or transferred to a hard drive/flash drive or sent via Google drive.</p>		
GENERAL REQUIREMENTS		
<p>Place of Delivery: within Metro Manila</p> <p>Date of Delivery: Shall commence on December 18, 2024.</p> <p>Delivery Terms: The supplier shall deliver the services/goods on or before the specified delivery date/s to avoid incurring liquidated damages for late delivery.</p> <p>Delivery Address: Payment Terms: Payment shall be made upon completion of service/s and submission of required</p>		

payment documents in accordance with the existing government accounting rules and regulations.

The supplier must have vast experience and knowledge in events such as broadcast-type setups and high-profile events;

Liquidated Damages: Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The PCO may rescind the contract once the cumulative number 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.

General Conditions:

- I. Supplier shall submit signed proposal/quotation and submit details of your company;
- II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;
- III. Supplier must be PhilGEPS Accredited (at least Red Membership registration);
- IV. No down payment:
- V. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product;
- VI. Price validity shall be for a period of sixty (60) calendar days;
- VII. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fees, consultants' fees, agency fees, etc.)
- VIII. Payment processing is after the service/product has been delivered; and
- IX. A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge/s.

FINANCIAL OFFER

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" or "-" if the item being offered is for free.

Supply and Delivery of Photobooth Rental for the Year-End Gathering of Media Partners of PCO on 18 December 2024		APPROVED BUDGET FOR THE CONTRACT (ABC) Three Hundred Forty Thousand Pesos (PHP 22,500.00) <i>Note: The submitted Bid amount will not exceed the ABC</i>		
Description	Unit	Quantity	Unit Price	Subtotal
Supply and Delivery of Photobooth Rental for the Year-End Gathering of Media Partners of PCO on 18 December 2024	lot	1		
TOTAL OFFERED QUOTATION (Total Amount for all Items)			In words:	
			Figures:	
			₱ _____	

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. A Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 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 minimum technical specifications and other terms and conditions stated herein.
 6. 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.
 7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
 8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
 9. 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.**
 10. 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 PCO shall rescind the contract once the cumulative number 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	