



Project Reference Number : RFQ18-120  
Location of the Project : BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS  
Agham Rd., Bgry. Bagong Pag-asa, Diliman, Quezon City  
Standard Form Number : SF-GOOD-60  
Revised on : 24-May-18

**REQUEST FOR QUOTATION**

**EVENTS MANAGEMENT SERVICES FOR PUBLIC CONSULTATION /  
STAKEHOLDER CONFERENCE**

Please quote your lowest price on the items/s listed below, subject to the General Conditions on the last page starting the shortest time of delivery and submit your sealed quotation duly signed by your representative not later than **1:00 PM 29 October 2018** at the Office of the BAC Secretariat, Rm. 502, Supply Management Division, BFP-NHQ, Agham Road, Bgry. Bagong Pag-Asa, Quezon City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Note:

1. DELIVERY PERIOD: Please see below
2. DELIVERY LOCATION: Within the vicinity of Metro Manila
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND
5. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:
  - a. Mayor's / Business permit
  - b. Philgeps Registration Number
  - c. Omnibus Sworn Statement
  - d. Latest Business / Income Tax Returns

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	<b>EVENTS MANAGEMENT SERVICES FOR PUBLIC CONSULTATION / STAKEHOLDER CONFERENCE</b>	1	lot	ABC UNIT PRICE	863,095.00		
	<b>Over-all events coordination and implementation of the activity inclusive of the following:</b>			480,000.00			
	<b>A. Venue Coordination, booking, lease and over all preparation.</b>						
	1. Main Hall / Function Room Rental with food / catering service @ P 1200 / head for 400 pax maximum. -Morning Snack - Packed Chicken Sandwich, Juice Water -Buffet Lunch - Pork & Fish, Vegetable, Rice Dessert, Juice water -Afternoon Snacks - Packed Chicken Sandwich, Juice Water -Overflowing Coffee and bite size pica-pica size pica-pica 2. Two break out rooms / function Room Rental with 50-60- pax capacity @ 35,000 rent per room inclusive of classroom set-up setting.			70,000.00			
	<b>B. Logistics and presentation equipment 3 set ups</b> 1. Main Hall -1unit 9 x 24 LED Wall-main - Stage lighting System Inclusive -Sounds System Inclusive of (2 Stage microphones, 4 on the hall microphones, technical control booth) -Photo and Video Coverage with same day edit and capable of live broadcast via Social Media -on stage teleprompter/ TV monitor -4pcs -4ft x 10ft Banner (Provider Design)			150,000.00			

2. Break out hall 1 -1 unit LCD projector and white screen -1 microphone on stage -1 in hall micropphone -1 sound system set up -photo and video coverage -2pcs -4ft x 7ft Welcome Banner			50,000.00			
3. Break out hall 2 - 1unit LCD projector and white screen -1 microphone on stage -1 sound system set up -photo and video coverage -2 pcs -4ft x 7ft Welcome banner			50,000.00			
C. Other Services inclusive of 1. Documentation, invitation of attendees 2. printing of programs invitations 3. Coordination with secretariat and invited attendees 4. Miscellaneous and other organizing functions			63,095.00			
<b>*Line of Business Must be Event management or Similar</b>						
Date of Delivery / Completion/Service: November 19, 2018						
Mode of Procurement: NP-SVP						
			<b>GRAND TOTAL</b>	<b>863,095.00</b>		

(Total Amount in Words)

**The above quoted prices are inclusive of all cost and applicable taxes.**

Delivery Period \_\_\_\_\_  
Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Name and Signature of Authorize Representative

\_\_\_\_\_  
Company Name/Business name

\_\_\_\_\_  
Tel. No. / Cellphone No./ email address

\_\_\_\_\_  
Date