



Request for Quotation (RFQ)

Reference No.:	2020-DRRMS(012)-AC-NPSVP-014
End-user Unit:	DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
Due date:	June 11 , 2020
If further Information is required, please contact:	DISASTER RISK REDUCTION AND MANAGEMENT SERVICE Contact No# 8635-3764

June 05, 2020

To: All Prospective Suppliers

1. The Department of Education, through its Acquisitions Committee, requests your price quotation for the project **Procurement of Events Management Services for the Earth Day Jam** described under the attached Terms and Conditions.
2. Your quotation shall be received on or before **10:00 A.M. on June 11, 2020** by courier or by hand-delivery at the address given below:

Acquisitions Committee
Rm. M-511, 5 th Floor, Mabini Bldg.
DepEd Complex, Meralco Avenue
Pasig City, Philippines
depedcentral.bacsecretariat@deped.gov.ph

3. The successful proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions of Contract**, as provided for under the General Conditions of Contract for Procurement of Goods and Services under the Philippine Bidding Documents, as may be applicable;
 - 3.2. The **Schedule of Requirements**, as indicated also in **Annex "A"**; and
 - 3.3. The **Technical Specifications** which lists the details of the requirements, as indicated in **Annex "B"**.
4. If proponent is a firm, to show your legal capacity and technical and financial capability to undertake the contract, pursuant to the requirements prescribed under Section 53 of the Revised IRR of RA 9184, you are required to submit the eligibility documents within five (5) calendar days from receipt of notice as stated in the Terms and Conditions no. four (4)

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
Authorized Representative's Signature over Printed Name and Designation:		e-mail:	
		Date:	

5. Proponents are required to submit a Financial Proposal that simply indicate its charge item. The Approved Budget for the Contract is **PHILIPPINE PESO EIGHT HUNDRED THOUSAND and 00/100 (PhP 800,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the supplier who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Acquisitions Committee (AC).
6. Quotation shall be enclosed in a sealed envelope and addressed to the AC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no.2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.


JAMES RONALD G. YBIERNAS
Chairperson, Acquisitions Committee

Received Copy:

Remarks:

TERMS AND CONDITIONS

I. PROJECT TITLE:

Procurement of Events Management Services for the Earth Day Jam

II. PROJECT OWNER:

Department of Education- Disaster Risk Reduction and Management Service

III. OBJECTIVE:

To procure *Events Management Services for the Earth Day Jam* in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

Supplier with the Single / Lowest Calculated Bid (SCB or LCB) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the AC, which documents shall be validated to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number; and
- (iii) Omnibus Sworn Statement. (See attached **Annex "C"**)
 - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in Item no. 2 of the attached Omnibus Sworn Statement)
- (iv) Income / Business Tax Returns

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, above requirements and other documents required.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements must be as indicated in the revised implementing rules and regulations of RA 9184.

V. TECHNICAL SPECIFICATIONS: as indicated in **Annex "B"**.

VI. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.

2. Supplier shall pick-up the Purchase Order and Notice to Proceed issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A Fax transmission or electronic mail shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Supplier who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.

6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.

7. All transaction is subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

B. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the project site. Goods shall be packed with label identifying content and other applicable packaging symbols with name of the purchaser.

C. Inspection

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepEd on the Goods shall be to the account of suppliers.

2. For the purpose of this condition, Purchaser's representative is Ms. Maritess L. Ablay of the Asset Management Division of DepEd or her authorized representative.

D. Liquidated Damages

If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract.

Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

E. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier upon completion of services, final inspection and acceptance of the Goods at Project Site and submission of the documents provided under **Annex "A"**, Schedule of Requirements, Letter A, Item no.1.

VII. SCHEDULE OF REQUIREMENTS: as indicated in **Annex "A"**.

VIII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot.
3. Suppliers must fill up the spaces with the necessary and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. The RFQ Form must be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.
7. Suppliers shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "A"**); (ii) Technical Specifications (**Annex "B"**) (iii) Omnibus Sworn Statement (**Annex "C"**) and (iv) Financial Proposal (**Annex "D"**) otherwise, non-submission of which shall result to automatic disqualification of proposal.
8. Suppliers requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Acquisitions Committee
Department of Education
Room M-511, 5thFloor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel No. 8637-8292
depedcentral.bacsecretariat@deped.gov.ph
Look for: Theo Jeremiah C. Baguio (Project in Charge)

ANNEX “A”

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<i>Procurement of Events Management Services for the Earth Day Jam</i>		
Item Description	Total Quantity	Delivery Period
<i>Events Management Services for the Earth Day Jam</i>	1	Within 30 Days upon receipt of PO/NTP

A. Project Duration and Project Site

1. After acceptance of the deliverables, the supplier shall present the following documents to the Purchaser:
 - i. Original and 4 copies of the Supplier’s Invoice showing the Goods description, quantity, unit price, and total price;
 - ii. Original and 4 copies of Delivery Receipts;
 - iii. Original Statement of Accounts;
 - iv. Approved Notice of Award;
 - v. Approved Purchase Order;
 - vi. Approved Notice to Proceed;
2. Deliverables shall be delivered at Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

For the purpose of these conditions, Purchaser’s representative is Ms. Maritess L. Ablay, Chief, Asset Management Division or her authorized representative.

B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

C. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications and Terms of Reference (TOR)
3. Price-Lowest Unit Cost

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

The DepEd-Acquisitions Committee 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.

 Name and Signature of Provider's Authorized Representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:		Date:	

Technical Specifications

Detailed Technical Specifications

Procurement of Events Management Services for the Earth Day Jam

ITEM	SPECIFICATIONS		STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
Events Management Services for the Earth Day Jam	DESCRIPTION	END-USER'S TERMS OF REFERENCE		
	RATIONALE / OVERVIEW	Please refer to the attached concept note.		
	OBJECTIVE	<ul style="list-style-type: none"> • Increase awareness on climate change and DepEd climate action initiatives by engaging more than a thousand young people through creative means • Provide a platform for learners to use music to increase awareness of climate change to fellow young people • Reinforce climate action initiatives in field offices through the awarding of climate action champions 		
SCOPE OF THE SERVICES	<p>DepEd DRRMS shall...</p> <ol style="list-style-type: none"> a. Assign a staff to coordinate the delivery of outputs and processing of payments; b. Recommend a segment to be included in the concert; c. Give comments/approval on the submitted outputs; d. Promote the activities through issuance of memo and online releases; e. Facilitate call for applications of climate action champions in Luzon, Visayas, and Mindanao; and f. Support in promoting the event through DepEd's in-residence Media and other forms of media <p>The service provider shall...</p> <ol style="list-style-type: none"> a. Attend orientation on the project, bi-monthly meetings, and other relevant meetings; b. Include DepEd DRRMS as sponsor in online campaigns leading to an environmental concert which should be implemented online given the need for physical distancing as a COVID-19 preventive measure; c. Adhere to the following requirements: <ol style="list-style-type: none"> i. Incorporate a mutually agreed segment of DepEd learners in the concert program; ii. Run a target of three-hour concert with a target of 20 artists and resource persons; 			

Technical Specifications

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Events Management Services for the Earth Day Jam	iii. Recognize ten climate action champions in the education sectors through social media feature following a mutually agreed screening guidelines; iv. Ensure that other sponsors are not contradictory to DepEd values (i.e. tobacco and alcoholic products); and v. Garner an over-all reach of 20,000 views; d. Provide the following marketing mileages: <ul style="list-style-type: none"> i. Speaking time for DepEd Official (maximum of ten minutes) ii. Corporate video to be played (maximum of five minutes) iii. Logo of DepEd as main sponsor and DepEd DRRMS as minor sponsor in all promotional activities including a major press conference; iv. Inclusion in all press conferences and releases <ul style="list-style-type: none"> • Submit a completion report in soft and hard copy that includes narrative report, documentation of print and non-print features in traditional and alternative media. The completion report shall be in an external hard drive or any appropriate storage. 				
	<table border="1"> <tr> <td>MINIUM MANPOWER REQUIREMENTS</td> <td> <ul style="list-style-type: none"> • 1 Project Team Lead • 2 Production Team Members TOTAL = 3 <i>(Please refer to the qualifications below)</i> </td> </tr> </table>	MINIUM MANPOWER REQUIREMENTS	<ul style="list-style-type: none"> • 1 Project Team Lead • 2 Production Team Members TOTAL = 3 <i>(Please refer to the qualifications below)</i>		
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Telephone No.:	Fax No.:	e-mail:	
Authorized Representative's Signature over Printed Name and Designation:		Date:	

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<p>Events Management Services for the Earth Day Jam</p>	<p>OUTPUT SCHEDULE/ DELIVERABLES AND PAYMENT SCHEDULE</p> <table border="1" data-bbox="272 595 1031 1245"> <thead> <tr> <th colspan="3">Schedule of Activities</th> </tr> <tr> <td colspan="3">Covered indicative period of engagement: 3 Months</td> </tr> <tr> <th>Timeline</th> <th>Outputs</th> <th>Payment Scheme</th> </tr> </thead> <tbody> <tr> <td>Within 10 calendar days from the receipt of Notice to Proceed</td> <td>Online campaign schedule of activities</td> <td>15% (Php 120,000.00)</td> </tr> <tr> <td>2 weeks of the succeeding month</td> <td>Program and Communication Plan (poster, social media plan, and list of traditional and alternative media tapped), and awardees</td> <td>40% (Php 320,000.00)</td> </tr> <tr> <td>Upon acceptance of the final communication plan</td> <td>Simulcast Environmental Online Concert and Activities</td> <td>35% (Php 280,000.00)</td> </tr> <tr> <td>Upon acceptance by DRRMS of approved project report</td> <td>Project Report and Video Recording</td> <td>10% (Php 80,000.00)</td> </tr> </tbody> </table> <table border="1" data-bbox="272 1245 1054 1346"> <tr> <td>RECOMMENDED TWG (IF ANY)</td> <td>Lara Jean L. Salaysay Michelle Alviz Assigned BAC Members</td> </tr> </table> <p>OTHER TECHNICAL REQUIREMENTS</p> <table border="1" data-bbox="272 1406 1142 2011"> <tr> <td>MINIMUM QUALIFICATION OF SERVICE PROVIDER</td> <td> <p>DRRMS proposes to engage an established organization for an events management of the Environmental Concert with the required personnel and experience to implement this project. The Service Provider must be duly established in the Philippines.</p> <p>The Consulting Firm, as well as the team lead and members, to be assigned in this project, must meet the following requirements:</p> <ul style="list-style-type: none"> at least three (3) years experience in organizing environmental concerts, established connections with the music industry, a history of organizing climate-responsive activities (less waste generated and efficient use of resources), and </td> </tr> </table>	Schedule of Activities			Covered indicative period of engagement: 3 Months			Timeline	Outputs	Payment Scheme	Within 10 calendar days from the receipt of Notice to Proceed	Online campaign schedule of activities	15% (Php 120,000.00)	2 weeks of the succeeding month	Program and Communication Plan (poster, social media plan, and list of traditional and alternative media tapped), and awardees	40% (Php 320,000.00)	Upon acceptance of the final communication plan	Simulcast Environmental Online Concert and Activities	35% (Php 280,000.00)	Upon acceptance by DRRMS of approved project report	Project Report and Video Recording	10% (Php 80,000.00)	RECOMMENDED TWG (IF ANY)	Lara Jean L. Salaysay Michelle Alviz Assigned BAC Members	MINIMUM QUALIFICATION OF SERVICE PROVIDER	<p>DRRMS proposes to engage an established organization for an events management of the Environmental Concert with the required personnel and experience to implement this project. The Service Provider must be duly established in the Philippines.</p> <p>The Consulting Firm, as well as the team lead and members, to be assigned in this project, must meet the following requirements:</p> <ul style="list-style-type: none"> at least three (3) years experience in organizing environmental concerts, established connections with the music industry, a history of organizing climate-responsive activities (less waste generated and efficient use of resources), and 		
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Technical Specifications

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Events Management Services for the Earth Day Jam		<ul style="list-style-type: none"> at least one transaction with other National Government Agencies (NGAs) or Local Government Unit (LGU). <p>Team Lead with Bachelors degree in any of the following fields: Communication, Design and Arts, Marketing Communication, Multimedia Arts, Arts Management and Advertising and had been involved in at least five (5) similar and/or relevant projects in the past five (5) years, with at least five (5) years of experience in communications and production</p> <p>Project team member that had been involved in at least three (3) similar and/or relevant projects in the past five (5) years, with at least five (5) years of experience in performing arts and/or at least a highschool graduate with background in performance arts.</p>		
	<p>EVALUATION CRITERIA AND CORRESPONDING NUMERICAL WEIGHTS FOR TECHNICAL PROPOSAL</p> <p>Criteria for selection. The Consulting Firm shall be selected using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure as prescribed under Section 24.5.3 of the Revised IRR of RA 9184. The Consulting Firm shall be rated through Technical Evaluation (70%) and Financial Proposal (30%)and using the following weights: Criteria/Rating Factor</p>			

Supplier’s Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative’s Signature over Printed Name and Designation:		Date:	

Technical Specifications

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Events Management Services for the Earth Day Jam		Indicator	%	Points		
		I. Qualification of Personnels			40	
	Experience <i>(If the Consulting Firm did not meet the minimum requirements, a score of 0 will be given.)</i>	Team Lead:			15	
		a. Involvement with at least five (5) similar and/or relevant projects in the past five (5) years	5			
		b. Involvement with at least 10 years of experience in communications and production	4			
		Team Members:				
	a. Involvement with at least three (3) similar and/or relevant projects in the past five (5) years	3				
	b. Involvement with at least three (3) years of experience in communications and production	3				
	Education	Team Lead: a. Bachelor’s degree* in Mass Communication, Communication Arts, Multimedia Arts, Fine Arts, Production Design, and relevant fields <i>*Half points will be given to those who have not finished their Bachelor’s degree.</i>	6	10		

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Events Management Services for the Earth Day Jam	Training	16 hours of relevant training for Team Lead 16 – and above = 10 14-15 hours = 9 12 -13 = 8 11-10 hours = 7 8-9 hours = 6 5-7 hours = 5 Below 5 hours =1 No training = 0	10	15	
		8 hours combined relevant training for the Team Members* *8 hours and above = 5 7 hours = 4 6 hours = 2 Below 5 hours = 1 No training = 0	5		
	II. Experience and Capability of Consulting Firm			30	
	Previous similar and/or relevant engagement	a. At least three (3) similar contracts from the last three (3) years from non-government organizations or private organizations * 3 = 10 2 = 7 1 = 4 0 = 0	10	20	
		b. At least one (1) transaction with other National Government Agencies (NGAs) or Local Government Units (LGUs) in the past five (5) years	10		

Technical Specifications

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Events Management Services for the Earth Day Jam	Overall Work Commitment	No on-going project = 10 One on-going but 50% completion = 9 Two on-going project with other organizations but with 75% completion for both projects = 8 Three or more on-going projects = 7	10	10		
	III. Plan of Approach and Methodology				30	
		Substance of the proposal (in compliance with the requirement stated in the TOR)	20	30		
		Quality and interpretation of project requirements, problems and risks	5			
		Completeness of the proposal	5			
	TOTAL			100	100	
	Technical proposal/evaluation criteria: <i>The minimum score required to pass the technical evaluation is 70 points</i>					
	Financial proposal:					
	Financial Capacity					30
	<i>Raw score of the bidder’s financial proposal was computed using the formula: $FS = LFP/FP \times 20\%$, where in Financial Score (FS) is equal to the Lowest Financial Proposal (LFP) divided by the bidder’s Financial Proposal (FP).</i>					
The technical proposal must include the following:						
<ul style="list-style-type: none"> a. Accomplished, signed and duly notarized Bidder Assessment Form; b. Other documentary requirements as specified in the Bidding Documents. 						

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Events Management Services for the Earth Day Jam	<p>The financial proposal must include the following:</p> <ul style="list-style-type: none"> a. Detailed breakdown of proposed expenses, including remuneration/personnel expenses, production costs, media placement costs, and other costs b. Other documentary requirements as specified in the Bidding Documents. <p>Note: Separate sheet will be provided for the financial proposal</p>			
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Supplier's Business Name:		TIN:	
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Technical Specifications

Procurement of Events Management Services for the Earth Day Jam

ITEM	SPECIFICATIONS		STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER’S ACTUAL OFFER
<p>Events Management Services for the Earth Day Jam</p>	<p>OTHER CONDITIONS OF THE CONTRACT</p>	<p>Intellectual Property Rights The performances of DepEd learners are under the Intellectual Property Rights of DepEd with attribution to the creative and production staff of the Cultural Center of the Philippines (CCP). The service provider should secure a separate written consent from DepEd for use of the songs in any purpose other than the current project. Proper attribution should always be practiced by the service provider.</p> <p>The service provider holds DepEd free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. DepEd shall practice proper attribution to the service provider for use of materials developed in the concert.</p> <p>Nonliability Clause The service provider agrees to hold harmless and indemnify DepEd from any and all liability, arising out of Consultant’s negligence, whether it be sole or in concert with others, in connection with performance of the services described herein.</p> <p>Extension of Contract The contract may be extended due to the uncertainties arising from the Coronavirus Diseases 2019 (COVID-19). If an extension of contract is needed, the service provider shall request the end-user for an extension of contract to which the end-user shall sign as conforme and the service provider shall have it notarized at least ten (10) day before the end of the original contract.</p> <p>Liquidated Damages If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.</p>		

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Request for Quotations;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]

ANNEX “D”

Description	Quantity	Unit Price Ceiling (Php)	Price Ceiling (Php)	Supplier’s Offer (state brand, model, make and specifications)	Unit Price	Total Price
<i>Procurement of Events Management Services for the Earth Day Jam</i>	1	800,000.00	800,000.00			

TOTAL ABC	Php800,000.00	Total Price Offer	
Total Price Offer (in words)			

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/goods within thirty (30) days upon receipt of PO/NTP.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ.

We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative	
Name of the Company:	Company Address:
Contact Number/s:	Email Address: