

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of Event Coordinator for the 2025 Year-end Activity** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **December 16, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at bac@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson

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.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*

2. *Special Power of Attorney:*

a. Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or

b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

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

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p>TERMS OF REFERENCE</p> <p>Procurement of Event Coordinator for the Year-end Activity (Juridical Entity)</p>	<p><i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i></p>
<p>I. OBJECTIVE</p> <p>The objective of this procurement is to engage an Event Coordinator that will coordinate and supervise the SB Corp's Year-End Activity. The engagement shall include coordinating all arrangements concerning venue reservation and the provision of event setup and decoration in line with the approved theme "Andito Tayo Para sa Isa't-Isa" to ensure a successful and meaningful event.</p> <p>II. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES</p> <p>The service provider shall perform the following functions:</p> <p>1. Program Planning and Coordination</p> <ul style="list-style-type: none"> ○ Prepare a comprehensive Year-End Activity program and activity schedule covering the presentation of SB Corp milestone and achievement for the year, entertainment, and contest. ○ Coordinate with the Year-End Committee for the approval of the program flow, activity lineup, and contest flow. ○ Ensure that all activities are aligned with the approved theme "ANDITO TAYO PARA SA ISA'T-ISA" and comply with DBM and COA guidelines on modest and cost-efficient celebrations. ○ Align all planning and coordination activities with the preferred date of December 18, 2025, subject to final confirmation 	

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2. Venue and Leasing

- Secure a suitable venue, preferably in **Buffet 101, Glorietta BPO 2 Building, Palm Dr, Makati** that can accommodate at least **190 participants**, with flexibility to adjust the number of pax based on SB Corp's final confirmation and provisions for additional attendees.
- Identify and negotiate with the **eat-all-you-can lunch packages**, ensuring that menu options and service inclusions meet SB Corp's requirements and are within the **₱1,200 per head** budget allocation.
- Facilitate the reservation process, including coordination of booking details, blocking of the venue for **18 December 2025, Thursday, 12:00 PM to 3:00PM**, and confirmation of all logistical arrangements with the venue.
- Ensure that the venue provides a comfortable and organized dining setup, including seating arrangements and proper flow for buffet service.
- Confirm the availability and inclusion of essential venue provisions, such as:
 - Tables and chairs appropriate for the number of attendees
 - Buffet stations and service flow
 - Adequate lighting and ventilation
 - Accessibility features, if required
- Ensure the venue's compliance with safety, sanitation, and service standards, including food handling procedures, cleanliness, and sufficient personnel to assist throughout the activity.
- Coordinate with the venue for any additional requirements, such as:
 - Registration area setup
 - Extension or adjustments to the dining schedule (if needed)

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

3. Conduct of Program

- o Organize and facilitate the program
- o Coordinate with the Year-end Committee for the program flow, including opening remarks, groupings, and contests and games.
- o Ensure the program runs smoothly and transitions seamlessly into the dinner proper.

4. Provision of Equipment and Logistics

- o Provide and set up all necessary equipment required for the conduct of the program, including but not limited to:
 - Sound system (speakers, microphones, mixer, etc.)
 - Emcee or host coordination
 - Ensure proper testing, operation, and dismantling of all equipment before and after the event.

5. Event Implementation and Management

- o Supervise and manage the conduct of the event.
- o Facilitate employee registration, and coordination meetings.
- o Ensure smooth facilitation of the event

III. QUALIFICATIONS OF THE SERVICE PROVIDER

The prospective bidder/service provider must meet the following minimum qualifications:

1. Must be a legally registered individual or juridical entity duly organized under Philippine laws;
2. Must have been in operation for at least three (3) years, providing event coordination, venue management, or related services;
3. Must have managed at least five (5) similar corporate or government events, such as year-end activities, celebrations, or formal gatherings (submit list and client references);

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

4. Must have sufficient manpower, logistical capability, and experience in handling venue reservations, dinner arrangements; and
5. Must be duly registered with PhilGEPS and able to comply with the documentary requirements under the Revised 2016 IRR of RA 9184.

IV. DELIVERABLES

The Service Provider shall deliver the following:

1. Confirmed **venue reservation and leasing documents** for **Buffet 101**, Glorietta BPO 2 Building, Palm Dr, Makati on **18 December 2025 (Thursday)**;
2. Coordination with the venue for **buffet arrangements**, seating layout, and service flow for approximately **190 pax (total contract price may change, depending on the number of attendees, using the unit price quoted by the bidder)**
3. Provision of on-the-day coordination to ensure the smooth conduct of the program
4. Submission of any required supporting documents, confirmations, or coordination reports necessary for the implementation of the activity.

V. QUOTATION REQUIREMENTS

The quotation to be submitted by the Service Provider shall include costs for the following components:

1. Venue reservation and leasing fees for **Buffet 101**, Glorietta BPO 2 Building, Palm Dr, Makati
2. Any logistical requirements or charges related to coordination with the chosen venue; and
3. All other **incidental expenses** necessary for the conduct of the dinner activity.

The quoted amount shall be **all-inclusive**, covering all applicable taxes, transportation, manpower, materials, and other expenses needed for the activity.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) shall be based on the estimated venue costs, coordination services, event setup, decorations, and incidental expenses, **not to exceed the budgetary allocation of ₱1,200 per head × 190 pax**, inclusive of all applicable taxes and charges.

XI. SUBMISSION OF DOCUMENTARY REQUIREMENTS

Interested bidders should submit the following documents:

1. Valid Mayor's/Business Permit
2. Copy of PhilGEPS Registration
3. BIR 2303 – Certificate of Registration
4. Notarized Omnibus Sworn Statement (with Secretary's Certificate if corporation, partnership, or cooperative; or SPA if the representative is not the registered owner)
5. Company Profile
6. List of clients for similar corporate or government events
7. Valid SEC or DTI Certificate of Registration, whichever is applicable

DELIVERY REQUIREMENT	
a) 1 lot	
b) Buffet 101 , Glorietta BPO 2 Building, Palm Dr, Makati	
c) Date Needed: December 18, 2025	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php228,000.00 Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- 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 (ABC) shall be rejected.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. 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 contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.
12. 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 SBCorp 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.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____