



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12022396
Procuring Entity DEPARTMENT OF TRADE AND INDUSTRY - REGION IV-A
Title Audio and Lighting System for KALAKAL CALABARZON 2025
Area of Delivery Laguna

Solicitation Number:	RFQ-25-001	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	6
Classification:	Goods	Bid Supplements	0
Category:	Audio and Visual Equipment		
Approved Budget for the Contract:	PHP 150,000.00	Document Request List	1
Delivery Period:	5 Day/s		
Client Agency:		Date Published	09/05/2025
Contact Person:	IDY NELL MEERA TAYOBONG ADMIN OFFICER III 3rd Floor, Marcelita Bldg, Brgy Real, Calamba City Laguna Philippines 4027 63-917-5035349 idynelltayobong@dti.gov.ph	Last Updated / Time	09/05/2025 00:00 AM
		Closing Date / Time	13/05/2025 08:30 AM

Description

The Department of Trade & Industry Region IV-A (DTI-CALABARZON) invites all interested bidders to submit their quotation for the Audio and Lighting System for KALAKAL CALABARZON 2025.

The Approved Budget for the Contract (ABC) is Php 150,000.00.

Please submit your documentary requirements and quotation in a sealed envelope based on the instructions in the bid envelope label guide.

The deadline for submission is on May 13, 2025, at 8:30 AM. Late submissions will not be accepted. Please submit the following documents.

I. FOR PHILGEPS RED MEMBERSHIP

A. Mandatory Requirements

1. Technical Component Envelope

1.1 Valid PhilGEPS Registration Number

1.2 Valid Mayor's/Business Permit

1.3 Latest Income and Business Tax Return filed through EFPS (for ABCs above Php 500k)

a. Annual Income Tax Return (For Taxable Year 2024): BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable

b. Business Tax Return (4th Qtr 2024 and 1st Qtr of 2025): BIR Form Nos. 2550Q or 2551Q, as applicable

1.4 Notarized Omnibus Sworn Statement (for ABCs above Php 50k) (Please use the attached template.)

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

- Duly notarized Special Power of Attorney
- Duly notarized Board/Partnership Resolution
- Duly notarized Secretary's Certificate

For Sole Proprietorship, Notarized Omnibus Sworn Statement is sufficient if the owner will represent the company.

2. Financial Component Envelope
 - 2.1 Signed Quotation (Please use the attached template.)

B. Additional Supporting Documents

To be included in the Technical Component Envelope:

1. DTI Certificate of Registration (for Sole Proprietorship)
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)
CDA Certificate of Registration (for Cooperatives)
2. BIR Certificate of Registration (BIR Form 2303)
3. Company Profile
4. Signed Statement of Completed Government and Private Contracts (Please use the attached template.)

II. FOR PHILGEPS PLATINUM MEMBERSHIP

A. Mandatory Requirements

1. Technical Component Envelope
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1. BIR Certificate of Registration (BIR Form 2303)
2. Company Profile
3. Signed Statement of Completed Government and Private Contracts (Please use the attached template.)

Optional for Submission

To be included in the Technical Component Envelope:

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Thank you.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Audio and Lighting System for KALAKAL CALABARZON 2	Please refer to the attached Terms of Reference.	1	Lot	150,000.00

Created by IDY NELL MEERA TAYOBONG

Date Created 08/05/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

PURCHASE REQUEST

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**


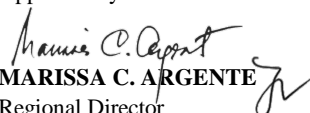
Fund Cluster: **01 - Regular Agency Fund**

Office/Section : SDD		PR No.: 2025-05-094 Responsibility Center Code : _____		Date: <u>30-Apr-25</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Audio and Lighting Systems for KALAKAL CALABARZON 2025	1	150,000.00	150,000.00
		I. Lights System			
		• 1 unit digital light controller			
		• 2 units crank light stand			
		• 4 units moving head lights			
		• 8 units PAR led lights			
		• 8 units amber lights			
		• 4 units stormy lights			
		• 4 units MC Aura			
		• Lights Technician			
		II. Audio System			
		• 1 lot cables and connectors			
		• 1 unit of laptop for playback			
		• 2 units powered speaker			
		• 1 unit digital console			
		• 2 units crank stand			
		• 2 units delay speaker			
		• 1 unit DJ controller			
		• 3 units microphones			
		• Audio Technician			
		III. Timetable of Activities			
		• Ingress/Installation: June 17, 2025 (9:00 PM – 12:00 MN) and June 18, 2025 (12:00 MN – 7:00 AM)			
		• Egress/Dismantling: June 22, 2025 (9:00 PM – 12:00 MN)			
		IV. Scope of Services			
		1. The External Provider shall provide an audio system and its operator for the whole duration of the Kalakal CALABARZON 2025.			
		2. The External Provider shall provide the lighting system for the whole duration of the event.			
		3. The External Provider shall shoulder the logistics and shall perform the installation and dismantling of the mentioned services/systems.			
		4. The External Provider shall provide the food allowance or food and drinks for their staff and crews. systems.			
		V. Other Project Terms and Conditions			
		1. The price quotation must be dominated in Philippine pesos and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for ninety (90) calendar days.			
		2. The External Provider shall provide the necessary documents to establish the legal, technical, and financial capability of the entity to determine its responsiveness for the project.			
		VI. Required Minimum Qualifications			
		1. The External Provider must be operating for at least one (1) year.			
		2. The External Provider must have a complete system for the event.			
		3. The External Provider must have a satisfactory record of performance with no derogatory findings from previous			

PURCHASE REQUEST

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**

Fund Cluster: **01 - Regular Agency Fund**

Office/Section : SDD		PR No.: 2025-05-094 Responsibility Center Code : _____		Date: <u>30-Apr-25</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		clients.			
		4. The External Provider must have all the necessary business documents and certifications.			
		5. The External Provider must be able to complete the installation in the given period of time.			
		VII. Terms of Payment			
		Full payment will be settled within thirty (30) calendar days after the conduct of the event.			
		VIII. Tie-Breaking Method			
		Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the			
		Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by "toss coin (best of 7)".			
Approved Budget for the Contract (ABC)					150,000.00
Purpose: Audio and Lighting System for KALAKAL CALABARZON 2025					
Requested by:			Approved by:		
Signature :					
Printed Name :	MARINA V. MANALO		MARISSA C. ARGENTE		
Designation :	CTIDS, SDD		Regional Director		



TERMS OF REFERENCE

Audio and Lighting System for KALAKAL CALABARZON 2025

I. Rationale

The Department of Trade and Industry (DTI) Region 4-A will mount its 12th Kalakal CALABARZON, an annual regional trade fair that debuted in 2014. This is in cooperation with DTI's Provincial Offices of Cavite, Laguna, Batangas, Rizal, and Quezon. The fair is an appropriate venue for the CALABARZON SMEs to promote their products through showcasing and order-taking activities.

These CALABARZON MSMEs are the beneficiaries of different DTI interventions under the auspices of the SME Development Division such as the One Town, One Product (OTOP) NextGen program, Shared Service Facilities (SSF) program, Kapatid Mentor ME (KMME) program, and Comprehensive Agrarian Reform Program (CARP), which enabled them to improve and enhance the quality, design, and marketability of their products.

The theme is “Produktong Calabarzon: Likha ng Sipag, Bunga ng Husay”. It highlights the idea to showcase and bring to the spotlight the locally-made crafts, food products, creative items and services of CALABARZON MSMEs. The phrase “Likha ng Sipag” emphasizes that the products from the region are a result of the hard work, dedication, and perseverance of the MSMEs. The second phrase “Bunga ng Husay” indicates that the products are not only created with hard work but are also the result of skill, craftsmanship, and excellence. The Kalakal CALABARZON 2025 intends to promote the products of DTI-assisted MSMEs under the various sectors and priority industry clusters.

The KALAKAL CALABARZON 2025 is set to be conducted on 18-22 June 2025 at the Shangri-La Plaza Atrium, Ortigas Center, Mandaluyong City.

The regional trade fair aims to provide a venue for the promotion and selling of products and services, to continue to find opportunities in expanding the market on new/existing products of the CALABARZON MSMEs, to pool effort to support MSMEs in their marketing strategies as they sustain their businesses, heighten the buyers' interest to support the region and locally manufactured products.

II. Contact Persons

Marina V. Manalo
Chief Trade-Industry Development Specialist
SME Development Division
DTI IV-A Regional Office

DEPARTMENT OF TRADE AND INDUSTRY REGION 4-A

Jeseca B. Eyon

Trade-Industry Development Analyst/RTPO-Local Marketing
SME Development Division
DTI IV-A Regional Office

Email: r04a_smedd@dti.gov.ph

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is One Hundred Fifty Thousand Pesos (PHP 150,000.00).

IV. Scope of Services

1. The External Provider shall provide an audio system and its operator for the whole duration of the Kalakal CALABARZON 2025.
2. The External Provider shall provide the lighting system for the whole duration of the event.
3. The External Provider shall shoulder the logistics and shall perform the installation and dismantling of the mentioned services/systems.
4. The External Provider shall provide the food allowance or food and drinks for their staff and crews.

V. Specifications

Item No.	Qty	Unit	Specification	Amount
1	1	lot	Audio and Lighting Systems for KALAKAL CALABARZON 2025 I. Lights System <ul style="list-style-type: none">• 1 unit digital light controller• 2 units crank light stand• 4 units moving head lights• 8 units PAR led lights• 8 units amber lights• 4 units stormy lights• 4 units MC Aura• Lights Technician II. Audio System <ul style="list-style-type: none">• 1 lot cables and connectors• 1 unit of laptop for playback• 2 units powered speaker• 1 unit digital console• 2 units crank stand• 2 units delay speaker	PHP 150,000.00

			<ul style="list-style-type: none"> • 1 unit DJ controller • 3 units microphones • Audio Technician 	
Total Approved Budget for the Contract (ABC)				PHP 150,000.00

VI. Other Project Terms and Conditions

1. The price quotation must be dominated in Philippine pesos and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for ninety (90) calendar days.
2. The External Provider shall provide the necessary documents to establish the entity's legal, technical, and financial capability to determine its responsiveness to the project.

VII. Required Minimum Qualifications

1. The External Provider must operate for at least one (1) year as a contractor.
2. The External Provider must have a complete system for the event.
3. The External Provider must have a satisfactory record of performance with no derogatory findings from previous clients.
4. The External Provider must have all the necessary business documents and certifications.
5. The External Provider must be able to complete the installation in the given period of time.


VIII. Terms of Payment

Full payment will be settled within thirty (30) calendar days after the conduct of the event.


IX. Tie-Breaking Method

Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by "toss coin (best of 7)".

Prepared by:


JESSECA B. EYON
TIDA/RTPO-Local Marketing, SDD

Reviewed by:

 Signed
04/30/2025
MARINA V. MANALO
CTIDS, SDD

Noted by:


REVELYN A. CORTEZ
Asst. Regional Director

Approved by:


MARISSA C. ARGENTE
Regional Director

ANNEX A

DOCUMENTARY REQUIREMENTS FOR SUBMISSION OF QUOTATION

I. FOR PHILGEPS RED MEMBERSHIP

A. Mandatory Requirements

1. Technical Component Envelope

- 1.1 Valid PhilGEPS Registration Number
- 1.2 Valid Mayor's/Business Permit
- 1.3 Latest Income and Business Tax Return filed through EFPS (for ABCs above Php500k)
- 1.4 Notarized Omnibus Sworn Statement (for ABCs above Php50k)
(Please use the prescribed template.)

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

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2. Financial Component Envelope

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To be included in the Technical Component Envelope

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B. Additional Supporting Documents

1. BIR Certificate of Registration (BIR Form 2303)
2. Company Profile
3. Signed Statement of Completed Government and Private Contracts

C. Optional for Submission

1. DTI Certificate of Registration (for Sole Proprietorship) or SEC Registration with latest Articles of Incorporation (for Partnership or Corporation)
2. Valid Mayor's/Business Permit



Republic of the Philippines
DEPARTMENT OF TRADE AND INDUSTRY
REGION IV-A (CALABARZON)
Calamba City, Laguna

REQUEST FOR QUOTATION

The **Department of Trade and Industry Region IV-A**, through its Regional Committee on Alternative Methods of Procurement (RCAMP), intends to procure **Audio and Lighting System for KALAKAL CALABARZON 2025** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your quotation along with the complete documentary requirements listed in **Annex A** addressed to the Regional Committee on Alternative Methods of Procurement (RCAMP) and to the given address below, on or before **8:30 AM of 13 May 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

REGIONAL COMMITTEE ON ALTERNATIVE METHODS OF PROCUREMENT
3F Marcelita Building, National Highway, Brgy. Real, Calamba City, Laguna
Contact No.: (049)250-3398 / 0917-503-5349

The Head of the Procuring Entity (HoPE) of the DTI Region IV-A reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the RCAMP Secretariat at (049) 250-3398 / 0917-503-5349 or send email to IdyNellTayobong@dti.gov.ph.


MARJORIE ANNE B. REYES
RCAMP Chairperson

DEPARTMENT OF TRADE AND INDUSTRY REGION 4-A
Certified ISO 9001:2015

Date: _____
RFQ No.: 12022396

Company/Business Name:	
Business Address:	
Name of Authorized Representative:	
Position/Designation:	
Contact No.:	
Email Address:	

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for **ninety (90) calendar days** from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DTI Region IV-A shall adopt and employ "toss coin (best of 7)" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 06-2005.
7. Award of contract shall be made to the lowest and responsive quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DTI Region IV-A. The delivery of item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Delivery Receipt and Sales Invoice and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. 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 DTI Region IV-A may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. No. 9184 and its 2016 Revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

Project Title: Audio and Lighting System for KALAKAL CALABARZON 2025

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if the item being offered is free.
2. Bidders must state “**Comply**” or “**Not Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each specification.

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

Item No.	Description	Quantity	Statement of Compliance	Unit Amount	Total Amount
	Audio and Lighting System for KALAKAL CALABARZON 2025	1 lot			
1	I. Lights System <ul style="list-style-type: none"> • 1 unit digital light controller • 2 units crank light stand • 4 units moving head lights • 8 units PAR led lights • 8 units amber lights • 4 units stormy lights • 4 units MC Aura • Lights Technician 				
2	II. Audio System <ul style="list-style-type: none"> • 1 lot cables and connectors • 1 unit of laptop for playback • 2 units powered speaker • 1 unit digital console • 2 units crank stand • 2 units delay speaker • 1 unit DJ controller • 3 units microphones • Audio Technician 				

I. Scope of Work and Deliverables

1. The External Provider shall provide an audio system and its operator for the whole duration of the Kalakal CALABARZON 2025.
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II. Other Project Terms and Conditions

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FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<u>One Hundred Fifty-Five Thousand Pesos (PHP 150,000.00)</u>	In words: <hr/> <hr/> <hr/> <hr/> In figures: <hr/> <hr/> <hr/>

TERMS OF PAYMENT

Payment shall be made through LBP's LDDAP-ADA/eMDS/Bank Transfer facility, within thirty (30) calendar days after the conduct of the event. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

PAYMENT DETAILS

Banking Institution:	
----------------------	--

Account No.:	
--------------	--

Account Name:	
---------------	--

Branch:	
---------	--

I hereby certify that all the statements and information provided herein are complete, true, and correct.

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Company/Business Name: _____

Date: _____

Code:	
Version:	
Date Effective:	



DOCUMENTARY REQUIREMENTS FOR NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT UNDER SEC. 53.9 (GOODS & SERVICES)

I. FOR PHILGEPS RED MEMBERSHIP

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Code:	
Version:	
Date Effective:	



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(Please use the attached template.)

C. Optional for Submission

To be included in the Technical Component Envelope:

- 1. DTI Certificate of Registration (for Sole Proprietorship)
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)
CDA Certificate of Registration (for Cooperatives)
- 2. Valid Mayor's/Business Permit⁷

Code:	
Version:	
Date Effective:	



¹GPPB Resolution No. 09-2020 allows Procuring Entities to accept the following alternate documentary requirements applicable to Negotiated Procurement - Small Value Procurement (Goods & Services) during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder:

1. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; and
2. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment

The interested bidder/s must submit documentary proof of existence of the State of Calamity, or implementation of community quarantine or similar restrictions in the locality together with the bid submission.

²BIR Revenue Regulations No. 3-2005 requires all prospective participants to any government procurement of goods and services are mandated to file their income and business tax returns and other required information electronically using the Electronic Filing and Payment System (EFPS), effective 01 April 2005.

1. Latest Income Tax Return (ITR) – for participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
2. Latest Business Tax Return – refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date.

³Supra note 1

⁴Section 8.5.2 of the 2016 Revised IRR of RA 9184 requires all bidders to upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- a. Registration Certificate;
- b. Mayor's/Business Permit or its Equivalent Document;
- c. Tax Clearance;
- d. Philippine Contractors Accreditation Board (PCAB) license and registration; and
- e. Audited Financial Statements

⁵Supra note 2

⁶Supra note 1

⁷Supra note 1