



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

HUMAN RESOURCES MANAGEMENT OFFICE

05 July 2023

Dear Sir/Madame,

In view of the celebration of the 125th Founding Anniversary of the Department of Foreign Affairs (DFA), the Human Resources Management Office (HRMO) plans **to lease audio-visual equipment** to be used **on Friday, 21 July 2023, at the Malacañan Palace.**

In this regard, you are kindly requested to provide a proposal and quotation of your best offer, subject to the [Terms of Reference](#) and [Terms and Conditions](#) provided in the succeeding pages. You may submit said quotation, duly signed by you or your authorized representative, **not later than Monday, 10 July 2023 at 12:00 NN.**

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Khristine Joy Tamano or Ms. Dada Aromin at telephone no. 8834-4000 local 3158 or email address at hrmo.praise@dfa.gov.ph.

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

MERSOLE J. MELLEJOR
Executive Director

HR-P-8018-2023

TERMS OF REFERENCE

Lease of Audio-Visual Equipment

I.	<p>BACKGROUND</p> <p>The Department of Foreign Affairs will celebrate its 125th Founding Anniversary on Friday, 21 July 2023 at 3:00 P.M. to 5:00 P.M. at the Ceremonial Hall, Malacañan Palace. The DFA Organizing Committee plans to lease audio-visual equipment to be used during the DFA Day program.</p> <p>The Approved Budget for the Contract (ABC) is Three Hundred Forty Thousand Five Hundred Pesos (Php 340,500.00) only, inclusive of taxes, bank charges and other lawful fees.</p>
II.	<p>SCOPE OF WORK</p> <p>The service provider is expected to:</p> <ol style="list-style-type: none">1. Provide complete audio-visual equipment.2. Designate an over-all operations manager to oversee the smooth operation of equipment.3. Provide the manpower to install and dismantle the audio-visual equipment.4. Provide well-trained technicians to operate and to troubleshoot, if needed, the audio-visual equipment during the dry-run, pre-program and program proper.5. Shoulder the meal allowances and health tests (i.e. COVID-19 RT PCR or antigen tests) of its staff.6. Submit the details of its staff for security checks and clearances to be conducted by the DFA's Intelligence and Services Unit and the Presidential Security Group.
III.	<p>TECHNICAL SPECIFICATION</p> <p>The service provider shall provide the following audio-visual equipment suitable to the venue and live stream event:</p> <p>A. LED Wall Screen</p> <ul style="list-style-type: none">● Two (2) sets of 9 feet x 12 feet LED wall screens● P3 LED, 3840 hertz high refresh rate LED wall screens● With video processor, connectors and cables <p>B. Sound System</p> <ul style="list-style-type: none">● Active speakers● Subwoofers● Audio Mixer● Microphones<ul style="list-style-type: none">○ Wireless microphones○ Wired microphones○ Lot of wires and cables○ Microphone stands○ Batteries● Laptop for playback <p>C. Light System</p> <ul style="list-style-type: none">● Amber white light

	<ul style="list-style-type: none"> ● LED PAR RGB lights ● Moving head light ● Light tower ● DMX Controller ● Other light equipment and accessories
IV.	<p>SCHEDULE</p> <ol style="list-style-type: none"> 1. The audio-visual equipment shall be ready and operational by 9:00 AM, or at a time to be determined by the End-user, on Friday, 21 July 2023. 2. While the program proper is from 3:00 P.M. to 5:00 P.M., the audio-visual equipment will be used during the dry-run, pre-program and post-program. A detailed schedule will be provided by the End-user in due course.
V.	<p>DOCUMENTARY REQUIREMENTS</p> <p>Interested service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Price quotation 2. PhilGEPS registration 3. Valid Business Permit / Mayor's Permit 4. Latest Income Tax Return
VII.	<p>SCHEDULE OF REQUIREMENTS</p> <p>With reference to the IATF resolution or Alert Level in effect at the time of the event, in particular, the imposed COVID-19 preventive measures and protocols, the service provider shall abide by any changes in the details (e.g. venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least one (1) week before the event.</p>
VIII.	<p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 1. Send Bill arrangement based on government terms. 2. Payment shall be made within sixty (60) working days upon the service provider's submission of the sales invoice, statement of account, provisional receipt and other supporting documents, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 3. All payments shall be inclusive of all applicable taxes, bank charges and other lawful charges.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The **Approved Budget for the Contract (ABC) is Three Hundred Forty-Five Thousand Five Hundred Pesos only (Php 340,500.00)**, inclusive of taxes, bank charges and other applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**

5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.