

TECHNICAL SPECIFICATIONS

OFFICE : Human Resources Management Office
PROJECT : Procurement of Floral Arrangement Services,
and Lease of LED Wall Screen and Stage Platform

I.	BACKGROUND HRMO plans to procure floral arrangements and lease an LED wall screen and stage platform for the celebration of the 127th Founding Anniversary of the Department of Foreign Affairs (DFA). The event is tentatively scheduled on Monday, 23 June 2025 at the DFA's Office located at Double Dragon Tower, Meridian Avenue, Pasay City.
II.	BUDGET The Approved Budget for the Contract (ABC) is One Hundred Fifty Thousand Pesos (Php 150,000.00) only , inclusive of taxes, bank charges, and other lawful fees.
II.	SCOPE OF WORK The service provider is expected to: <ol style="list-style-type: none">1. Provide floral arrangements suited for the event, as approved by the End user.2. Supply and set up a complete LED wall screen and stage platform, including technical support staff.3. Designate an overall operations manager to oversee the smooth operation of equipment.4. Provide a workforce for the installation and dismantling of the LED wall screen and stage platform.5. Deploy well-trained technicians to operate and troubleshoot the LED wall screen during the dry run, pre-program, and program proper.6. Cover the meal allowances of its staff.7. Submit staff details as required by DFA's Intelligence and Services Unit for security checks and facilitation of relevant clearances.
III.	TECHNICAL SPECIFICATIONS The service provider shall provide the following items, ensuring suitability for the event and the venue : A. Floral Arrangements <ul style="list-style-type: none">• One (1) stage floral arrangement (along the ledge of the 24-feet stage)• Two (2) standing floral arrangements or one (1) flower wall on the stage• Floral arrangements must complement the event's formal set-up and stage backdrop.• Along with their quotation, the bidder must provide sample photos of their proposed floral design for each type of floral arrangement along

	<p>with their quotation, for the End user approval.</p> <p>B. LED Wall Screen</p> <ul style="list-style-type: none"> • Two (2) sets of 9 feet x 12 feet LED wall screens • One (1) unit LED processor • One (1) unit Laptop • One (1) lot of Wires/Cables/Connectors <p>C. Stage Platform</p> <ul style="list-style-type: none"> • One (1) set 24ft x 16ft x 1ft, with stage ramps and steps for ease of access. <p>D. Technical Support Staff</p> <ul style="list-style-type: none"> • Trained personnel for installation, operation, troubleshooting, and dismantling.
IV.	<p>SCHEDULE</p> <ol style="list-style-type: none"> 1. The program is <u>tentatively</u> scheduled on Monday, 23 June 2025, from 3:00 P.M. to 5:00 P.M. at the DFA's Office located at Double Dragon Tower, Meridian Avenue, Pasay City. 2. Floral Arrangements <p>All floral arrangements must be delivered at least four (4) hours before the event.</p> 3. LED Wall and Stage Platform <p>The LED wall screen and stage platform, and technical support staff, shall be ready and operational no later than 1:00 PM on the day before the event, or at a time to be determined by the End user.</p> <p>The LED wall screen and stage platform, as well as the technical support staff, must be available for use during the dry run, pre-program, and post-program. A detailed schedule will be provided by the End user in due course.</p> 4. The End user shall inform the bidder at least three (3) days before the event in of any schedule changes, including dry-runs. The provider is expected to deliver the services regardless of any changes to the schedule.
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 valid until the date of the event, including any changes in the schedule. 2. Valid PhilGEPS registration 3. Valid Business Permit / Mayor's Permit

	4. Latest Income Tax Return duly filed with the Bureau of Internal Revenue (BIR).
VII.	SCHEDULE OF REQUIREMENTS The service provider shall abide by any changes in event details (e.g. venue, date, quantity, etc.) which will be conveyed by the End user at least one (1) week before the event.
VIII.	TERMS OF PAYMENT 1. Payment shall follow a 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 , subject to audit 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 One Hundred Fifty Thousand Pesos (Php 150,000.00) only**, 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 award the contract for any justifiable and reasonable grounds.