



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____

Date: _____
Quotation #: _____
ABC: _____

November 6, 2024
PS 024-11-221

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Procurement of Service of a Venue Designer and Stylist for the OSG's Year End Assessment Activity (YEAA) for 2024, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p>Event Date: December 17, 2024 Delivery Address: Manila Hotel Tent City, Rizal Park, Ermita, Manila Estimated No. of attendees: 800-900 person</p> <p>I. PROJECT DESCRIPTION The Office of the Solicitor General (OSG) intends to procure the services of an external supplier-venue Designer and Stylist to transform the venue (800-900 pax) to be leased by the OSG into a thematic venue that would complement this year's theme, "Howdy, OSG! on December 17, 2024.</p> <p>II. MINIMUM TECHNICAL SPECIFICATIONS/INCLUSIONS: SCOPE OF SERVICES</p> <p>1. The Venue Designer and Stylist is expected to develop and create an overall venue design that adheres to the main concept created by the OSG YEAA Committee: Howdy, OSG! A Year End Assessment Activity that features vibe from unique Old West style, from 19th century Wild West.</p> <p>Listed below are areas within the venue to be leased by the OSG that are subject for Venue Styling/ Enhancement</p> <p>a. Entrance: Decorate the entrance to the event venue according to the thematic design to include masking of old west style elements that will enclose a pathway at the arrival area leading to the main venue which will create a provision of an Arch and/or Panels with 2D and semi-3D thematic elements b. LED Wall: LED Framing on plywood incorporating side panels with 2 pieces of 8.5" x 4 "thematic elements c. Booth: At least two (2) game booths with 8" x 8" theme and a saloon bar and /or wild west backdrops d. Photo Wall: Photo Wall Provision with 8 x 16 Backdrop panel; combination of 2D and Semi-3D thematic Elements</p> <p>2. The required thematic design and necessary provision must be ready by 10:00 AM on December 17, 2024.</p> <p>3. Transportation and all logistical expenses of the equipment and crew meals should be covered by the quoted price.</p> <p>4. The onsite staff shall at least consist of the following: a) Principal designer (and assistant if needed) b) Team of Stylists c) Others, as may be necessary, shall be coordinated with the YEAA committee.</p> <p>5. The service provider must also provide the following (if applicable and necessary). a. Venue set up and dismantling b. Identification of materials c. Lighting and AV equipment if needed d. Haze/smoke/fog machines and other special effects e. Other technical requirements if needed.</p> <p>6. The service provider must be able to produce and execute the appropriate graphical designs/render/design structure complement before the event and be able to submit the render of design to the YEAA Committee on or before November 25, 2024.</p>	1	lot			

	<p>III. OTHER REQUIREMENTS</p> <p>1. Mobilization, delivery, installation, and demobilization of the required equipment.</p> <p>2. Supplier must ensure that all the equipment to be used should be compatible with the facilities of the event venue to be leased by the OSG, if applicable.</p> <p>3. The design should be for the entire duration of the event, excluding the ingress and egress times allowable by the event venue. Any additional charges due to extension on the no. of hours of program, should be properly coordinated with the authorized representative of the YEAA Committee for approval.</p> <p>4. Supplier must coordinate with the venue regarding any requirements (i.e power and/or connection of equipment, if any). All necessary cables and connections shall be provided by the supplier.</p> <p>Note: Attached herewith the Terms of Reference which supplier must comply upon awarding. Supplier must provide the sample of work for evaluation of authorized representative. Supplier must provide option for rescheduling or modification due to unforeseen suspension of work.</p> <p style="text-align: center;">(Price Vat-Included)</p>				
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Delivery Period:
Warranty:
Price Validity:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement);
 - d. Notarized Omnibus Sworn Statement is required (50K Above);
 - e. Tax Clearance Certificate;
 - f. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


ROBERT ADRIAN B. BORJA / SONNY B. BERMUDEZ
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

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Rev.00 (05 July 2018)