



## **BIDS AND AWARDS COMMITTEE**

### **REQUEST FOR PROPOSAL**

The Provincial Government of La Union (PGLU), through the Bids and Awards Committee (BAC), hereby invites all interested consultants to quote their lowest price on the terms listed below, subject to the General Conditions stated herein, and submit the same along with their respective proposals on or before **10:00 a.m. of November 10, 2023**.

<b>NAME OF PROJECT</b>	:	<b>Provision of Production Services and Events Management ("PSK 2023 Opening Ceremony")</b>
<b>LOCATION</b>	:	BAC Office, Provincial Capitol Bldg., Brgy. II, San Fernando City, La Union
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	₱1,000,000.00

#### **TERMS OF REFERENCE:**

##### **I. BACKGROUND:**

The Pasko sa Kapitolyo (PSK), as institutionalized by Sangguniang Panlalawigan (SP) Ordinance No. 173-2019, has been a flagship program of the Provincial Government of La Union (PGLU) to celebrate and embody the spirit of Filipino Christmas culture. Various activities will be conducted to bring the PSK experience further down the grassroots.

To kick off said activities, the PGLU will conduct the "PSK 2023 Opening Ceremony" on November 24, 2023 at the Capitol Grounds.

##### **II. OBJECTIVES:**

1. To ensure and promote the preservation and enrichment of culture pursuant to Section 16 of the Local Government Code of 1991;
2. To serve as venue for families to celebrate Christmas and promote the spirit of giving; and,
3. To promote creativity and innovation and to showcase the arts and crafts and talents of the Kaprobinsiaan through the booths, shows and performances.

##### **III. SCOPE OF WORK:**

The Production and Event Management Services shall have the following components and scope of work:

- a) Pre-production, production, and post-production services for the completion of the project;
- b) Four (4) artists to perform at the event;
- c) Strategic on-air promotions, maximizing run-of-the-station (ROS) plugs and crawlers to promote the event;
- d) One (1) minute post event PEOPLE, PLACES AND EVENTS (PPE) feature;
- e) Updates on social media (FB, Twitter, and Instagram).

**IV. QUALIFICATIONS AND EXPERTISE REQUIRED:**

The PROFESSIONAL SERVICE PROVIDER must have:

- a. At least three (3) years of experience in the events production industry especially with Hybrid Event Production, motion graphics and animation and infographics or other credentials related to the project;
- b. Previously had contracts similar in nature (production and events production);
- c. Demonstrated proficiency in the development and execution of creative concepts, and design to deliver technically outstanding event production; and
- d. Substantial capability and capacity to produce, manage and direct events production.

**V. PROJECT SCHEDULE:**

The project shall be delivered within ten (10) calendar days and is expected to commence upon release of the Purchase Order (PO).

**VI. DELIVERABLES:**

- 1. Work Program for the event (upon approval of the Procuring Entity (PE);
- 2. Pre-production, production, and post-production services for the La Union “PSK 2023 Opening Ceremony” event;
- 3. Provision of four (4) artist to perform at the event;
- 4. Strategic on-air promotions, maximizing run-of-the-station (ROS) plugs and crawlers to promote the event;
- 5. One (1) minute post event PEOPLE, PLACES AND EVENTS (PPE) feature;
- 6. Updates on social media (FB, Twitter, and Instagram).

**I. CRITERIA FOR EVALUATION**

The PGLU will use the Quality Based Evaluation (QBE) procedure which considers only the Technical Proposal in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 100% and is allocated as follows:

CRITERIA		DOCUMENTS	RATING SYSTEM	WEIGHT
1	Applicable Experience (related to Online/Hybrid Event Production, motion graphics and animation and infographics or other related to the project)	SEC or DTI Registration	100% - 10 years in business or more	20%
			80% - 7-9 years in business	
			60% - 5-6 years in business	
			20% - Less than 5 years in business	

CRITERIA		DOCUMENTS	RATING SYSTEM	WEIGHT
2	Completed Projects (related to Online/Hybrid Event Production, motion graphics and animation and infographics or other related to the project)	Submitted/ Listed Contracts	100% - More than 5 projects	20%
			75% - 3-4 projects	
			50% - 2-3 projects	
			25% - Less than 2 projects	
3	Qualifications of Project Team	Curriculum Vitae/ Background work experience	<b>3.1. DIRECTOR</b>	10%
			100% - More than 3 years of work	
			80% - 2-3 years of work Experience	
			60% - 1-2 years of work Experience	
			40% - Less than 1 year of experience	
			0% - No experience	
			<b>3.2. ASSISTANT I</b>	10%
			100% - More than 3 years of work	
			80% - 2-3 years of work Experience	
			60% - 1-2 years of work Experience	
			40% - Less than 1 year of experience	
			0% - No experience	
			<b>3.3. ASSISTANT II</b>	10%
			100% - More than 3 years of work	
			80% - 2-3 years of work Experience	
			60% - 1-2 years of work Experience	
40% - Less than 1 year of experience				
0% - No experience				
4	Approach and Methodology	Company Profile	4.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness and practicability to site conditions.	15%
			100% - Exceeds the minimum requirement	
			66% - Meets the minimum requirement	
			33% - Below the minimum requirement	

CRITERIA	DOCUMENTS	RATING SYSTEM	WEIGHT
		0% - Does not meet the minimum requirement	15%
		4.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary.	
		100% - Exceeds the minimum requirement	
		66% - Meets the minimum requirement	
		33% - Below the minimum requirement	
		0% - Does not meet the minimum requirement	
<b>T O T A L</b>			<b>100%</b>

## VI. GENERAL CONDITIONS

Interested Service Providers are required to submit together with the Price Quotation (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. PhilGEPS Registration Number;
4. Company Profile;
5. List of all completed contracts similar in nature for the last 10 years (Annex "B");
6. Curriculum Vitae of Project Team (Annex "C");
7. Comments and Suggestions on the TOR (Annex "D");
8. BIR Certificate of Registration;
9. Income/Business Tax Return;
10. Omnibus Sworn Statement;
11. Complete and clear scope of work and implementation methodology, including team composition and tasks; and
12. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page.

For further inquiries, please coordinate with **Gerry Vilorio** at telephone number (072) 242-5550 loc. 249. The Quotation may be submitted through e-mail at [pglu\\_bacsu@launion.gov.ph](mailto:pglu_bacsu@launion.gov.ph) or delivered to the following address:

**Bids and Awards Committee Secretariat**  
 BAC Office, G/F Provincial Capitol Building  
 Brgy. II, San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Service Provider, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Service Provider for any expenses incurred in the preparation of their Quotation.

**RESSIE A. ESTRELLA**

Chairperson – Bids and Awards Committee

## PRICE QUOTATION FORM

Date: November 10, 2023

The Bids and Awards Committee  
 Provincial Government of La Union  
 Provincial Capitol, Aguila Road  
 San Fernando City, La Union

Sir/Madam:

After having carefully read and accepted the Terms of Reference and general conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Item Description	Quantity	Unit Price	Total Price
1	Provision of Production Services and Event Management Services ("PSK 2023 Opening Ceremony")	1 lot		
<b>TOTAL (inclusive of VAT)</b>				

(Amount in words): \_\_\_\_\_  
 \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No.



**FORMAT OF CURRICULUM VITAE (CV)  
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

**Education:**

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the firm]*  
 Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



**COMMENTS AND SUGGESTIONS  
OF THE SERVICE PROVIDER ON THE TOR**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be Provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.