



REQUEST FOR PRICE QUOTATION/ PROPOSAL

Project: ECC 50TH ANNIVERSARY CELEBRATION - EVENT ORGANIZER	RPQ No.: 24-12-582
Mode of Procurement: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Date: December 11, 2024
Approved Budget for the Contract: 500,000.00	PR No.: 24-12-832

Sir/Madam:

The Employee's Compensation Commission invites you to submit your **LOWEST PRICE OFFER (Inclusive of all taxes)**, on the project/ items described below and subject to the Terms of Reference / Specifications provided in this RPQ. Price Quotation may be submitted through the following modes:

For RPQ with ABC of ₱50,000.00 and below <input type="checkbox"/>	1. Signed printed Quotation (open canvass/ envelope) via manual submission/handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City 2. Online or electronic submission of signed soft copy via email to supply@ecc.gov.ph
For RPQ with ABC above ₱50,000.00 <input checked="" type="checkbox"/>	1. Signed printed quotation in a sealed envelope via personal submission/ handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City

Submit your proposals with the required eligibility documents not later than _____. Bids / quotes in excess of the ABC shall be automatically rejected. The ECC reserves the right to reject any or all bids/ quotations.

Very truly yours,

ATTY. EVELYN R. RAMOS
Chairperson, ECC-BAC

No	Qty	Unit	Item/Description	ABC	Unit Cost	Total Cost
	1	Other	EVENT ORGANIZER (EO) EVENT DETAILS The event is intended to mark five decades of ECC's mission of providing prompt benefits to workers and/or their beneficiaries in the event of work-related contingencies. Date - March 19, 2025 (Wednesday) Venue - PICC Meeting Room 1 Est. running time - 4 hours (5 pm – 9 pm) Est. Attendance - 500 pax SCOPE OF WORK & RESPONSIBILITIES Production Concept. Event Organizer (EO) shall propose a compelling central idea that will generate a consistent and integrated feel of the entire activity, and shall execute such concept as Management shall approve. Production Set Up & Design. EO shall provide for all mounting and technical requirements, including dressed up stage and backdrop, lights and sounds, generator, special effect, multimedia projector and screen and all other equipment as may be essential to the production concept. Provision of Talents – Host and Entertainers. Proposal shall include a number of options in terms of individual or group performers. Talents are expected to be professional and appealing to an audience of wide age range. Event Handling. Responsibilities of the EO cover the mounting and running of the program, including scripting, direction, coordination, and all other corollary activities, e.g. ingress and egress. EO shall provide the creative, production and technical teams including a Stage and/or Technical Director, Writer, Stage Manager, Production Assistants and other crew as maybe necessary. PACKAGE COST ₱500,000.00 Inclusive of all taxes. MINIMUM QUALIFICATIONS The Event Organizer should have the following qualifications: • Track record of at least five years in organizing corporate events, With documentation of sample activities mounted. • Has a team of professionals for creative, technical and production staffing. • Preferred, though not required: Experience in organizing events for government agencies and familiarity with the PICC Meeting Room 1. DOCUMENTARY REQUIREMENTS • Company Profile • Business Permit • List of previous corporate clients for the last three years • Proposal which includes concept, program flow, design, approach, options for host and entertainers.	500,000.00		
Total Cost (in words)					Total (in figures)	

Terms of Delivery: On event date: March 19, 2025 **Terms of Payment: Government Terms**

- We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.
- Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.
- We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature Over Printed Name of Authorized Representative	Contact No/Email Add
Name of Company	Date Signed
Business Address	
Required Eligibility Documents	PhilGEPS Certificate/Number; Mayor's/DTI Business Permit 2023; Omnibus Sworn Statement; SPA/ Sec. Cert;