



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

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| RFQ No. | RFQ-02-0101-2022-09-0290-0916-0141 |
| Purchase Request No.: | 02-0101-2022-09-0290 |

REQUEST FOR QUOTATION

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| Title of Procurement/End-user | : SERVICES OF A VIRTUAL EVENT PLATFORM AND LIVESTREAMING |
| Mode of Procurement | : Small Value Procurement (AMP53.9) |
| Bidding Terms | : Per Lot |
| Delivery Terms/Schedule | : 15 days after the receipt of the Purchase Order but not later than the actual date of the event as advised by the DOE |
| Delivery Location | : Department of Energy Main Office, BGC Taguig City |
| Payment Terms | : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance. |

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **19 September 2022 at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

| Terms of Reference/Specifications | | |
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| | Description/ Specification: | Total ABC |
| | | 322,112.00 |
| | Virtual Platform <ul style="list-style-type: none">a. Registration of the web domainb. Develop and design a Virtual Venue with the following features:<ul style="list-style-type: none">i. Landing Page of the eventii. Virtual event lobby to show the following:<ul style="list-style-type: none">❖ Event Program❖ LED Wall which contains the Event Name❖ Photobooth❖ Downloadable file of the presentations and other references❖ Feedback Form to avail of the presentations during the eventiii. Lobby music while waiting for the event to startiv. Main Hall (Embedded Livestream) with chat features for the participants to type in their questions during the Open Forum | |

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| | <ul style="list-style-type: none"> v. Helpdesk to guide and answer the participant's queries on the event c. Develop creatives for user interface and 360-degree environment d. Provide live support during the event day e. Provide analytics report on the event f. Send out SMS and email blast reminders to the event's participants a day before the event <p>Livestreaming</p> <ul style="list-style-type: none"> g. Streaming Hosting h. On the day production management i. Key Layering j. Zoom Meeting Licensed Account k. Virtual Sets l. 1 Remote/Virtual Tech Run m. Livestream Technical Lead n. Audio Tech o. Technical Assistant p. Network and Cabling Tech <p>Post Event</p> <ul style="list-style-type: none"> • Provide Analytics report on the event <p>Payment Terms:</p> <ul style="list-style-type: none"> • Total bid price is inclusive of taxes and other charges. | |
| <p>General Conditions:</p> <ol style="list-style-type: none"> 1. Quotation shall be valid for sixty (60) days from submission 2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable) 3. The following documents shall be attached/included in the submission of proposal/quotation: <ol style="list-style-type: none"> a) Mayor's / Business Permit b) PhilGEPS Registration Number/Certificate c) Income /Business Tax Return d) Omnibus sworn Statement (Annex C) 4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee. 5. The Supplier shall clearly state the company name and account name for payment. 6. The price quoted is inclusive of all taxes and other charges. 7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR. | | |