



Construction Industry Authority of the Philippines  
**REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Procurement of Events Management and Production Services for the Builder's Basic Masterclass**

P.R. No./Date: **25-07094, 25-07095 | 01 July 2025**

RFQ/P No. / Date: **2025-07-076 | 08 July 2025**

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **Professional License/Curriculum Vitae for consulting services**
- 3 **PhilGEPS Registration Number**
- 4 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 5 **Signed Terms of Reference or Technical Specifications, if applicable**
- 6 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to [bac\\_ciap@construction.gov.ph](mailto:bac_ciap@construction.gov.ph) or [russellracelis@construction.gov.ph](mailto:russellracelis@construction.gov.ph) on or before 14 July 2025, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,  
(ORIGINAL Copy Signed)

**Russell N. Racelis**

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: 0917-855-7198 | e-mail: [bac\\_ciap@construction.gov.ph](mailto:bac_ciap@construction.gov.ph)

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 lot	₱ 70,000.00	Engagement of Event Host/Facilitator for the Conduct of Builder's Basic Masterclass (BBM) Launch  *** See attached for complete Terms of Reference ***			
2	1 lot	₱ 65,000.00	Engagement of Photo and Video Documentation for the Conduct of Builder's Basic Masterclass (BBM) Launch  *** See attached for complete Terms of Reference ***			
Total ABC		₱ 135,000.00				
Delivery and Other Instructions:			The award is per lot			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

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

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

## TERMS OF REFERENCE

### Engagement of Photo and Video Documentation Services for the Conduct of Builder's Basic Masterclass (BBM) Launch

July 18, 2025 | Metro Manila

#### I. Background and Rationale

The **Philippine Contractors Accreditation Board (PCAB)**, under the Construction Industry Authority of the Philippines (CIAP) and the Department of Trade and Industry (DTI), will be leading the **Builder's Basic Masterclass (BBM) Launch** on **July 18, 2025**.

This launch is being held in line with the directive of the DTI Secretary for PCAB to roll out the BBM immediately and strategically within July 2025, in response to the growing need for accessible and inclusive training for pakyaw contractors and micro-enterprises in the construction sector.

The **2025 Launch of the Builders' Basic Masterclass (BBM)** marks the **first PCAB-led training and onboarding initiative** dedicated to pakyaw contractors and micro-construction enterprises. This program will serve as a **national platform for sectoral empowerment**, stakeholder engagement, and knowledge transfer, featuring discussions on **licensing requirements, contractor responsibilities**, and **PCAB's efforts to expand access to regulatory support**.

The launch will also highlight PCAB's broader initiatives on **inclusive licensing reform, regional contractor development**, and the **digital transformation of services** aimed at better supporting micro and small-scale contractors.

Anchored on the theme:

"A Holistic Approach to Empowering Pakyaw Contractors: Building Better Micro-enterprises in the Construction Industry",

the BBM aims to provide a **comprehensive orientation and learning platform** to help micro- and small-scale contractors operate legally, safely, and competitively within the formal sector.

As PCAB's **flagship onboarding and capacity-building initiative**, the BBM will institutionalize regular knowledge sessions for sole proprietors, regional contractors, and pakyaw applicants across the country.

In line with the conduct of this event, **PCAB seeks to engage the services** of a qualified photo and video documentation team to professionally capture the highlights and key moments of the program. The service provider must have experience in covering formal government or corporate events, including plenary sessions, breakout activities, and ceremonial proceedings involving interagency partners and stakeholders. The outputs will be used for official documentation, promotional materials, and archival purposes.

#### II. Objective







The objective of this engagement is to document the PCAB BBM Launch through high-quality photo and video coverage. The service aims to capture key moments, highlight significant activities such as plenary sessions, ceremonial signings, and stakeholder interactions, and produce both raw and edited materials for use in official reports, publicity, and archival purposes. The outputs will support PCAB's efforts in promoting transparency, public engagement, and institutional visibility.

### III. Scope of Services

The service provider shall provide the following:

- **Event photography coverage** for 1 full day;
- **Event videography coverage** (with highlights);
- Availability on **July 18, 2025**
- Use of **professional cameras/equipment**;
- Provision of **raw files** (photo and video);
- Delivery of;
  - 100–150 enhanced photos
  - 1–2 **minute highlight reel** (social media ready)
  - **Full event coverage video** (edited)
- **Same-day teaser output** (5–10 photos for posting);
- Transportation & meal allowance included

### IV. Qualifications

- At least **2 years of professional experience** in event photo/video documentation;
- Must have handled **at least 3 corporate or government events**;
- Use of high-resolution equipment (DSLR/mirrorless, stabilizer, lapel mic, etc.);
- With a **creative eye**, organized, and able to work with minimal supervision

### V. Deliverables and Timeline

Event photo & video coverage	on event day
Same-day teaser set (photos)	within event day
Edited photos & videos	within 7 working days
Submission of raw files	within 3 working days

### VI. Payment Terms

**100% payment upon completion** of services and submission of all deliverables, subject to issuance of a **Certificate of Satisfactory Performance** by the end-user.

### VII. Submission Requirements

- Cost Proposal with breakdown;
- Portfolio or sample links of previous works;
- Business documents (DTI, BIR, Mayor's Permit);
- PhilGEPS Registration Number



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### VIII. Evaluation Criteria

Criteria	Weight
• Portfolio/Relevant Experience	40%
• Cost Reasonableness	30%
• Delivery Commitment	30%

### VIII. Approved Budget Contract

The Approved Budget Contract is **Sixty Five Thousand Pesos (P 65,000.00)**, inclusive of all applicable service charges and government taxes.

Bids received in excess of the ABC shall be automatically disqualified.

### IX. Mode of Procurement

The procurement shall be undertaken through Negotiated Procurement – Small Value Procurement under Section 53.9 pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

### X. Liquidated Damages

If the service provider fails to deliver any or all of the goods and/or perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring entity serves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

### XI. Dispute Resolution Agreement / Resolution

- Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue proceedings shall be in Makati City;
- In case of court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Prepared by:

  
Digitally signed by Charlotte C De Vera  
Date: 2025.07.01 09:43:31 +8'00"  
**CHARLOTTE C. DE VERA**  
Asst. Div. Chief, PCAB

01 July 2025







Reviewed and Approved by:

  
Digitally signed by Atty Herbert DG Matienzo  
Date: 2025.07.01 10:03:17 +8'00"  
**Atty. HERBERT DG MATIENZO**  
**Executive Director, PCAB**  
01 July 2025

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the **Engagement of Photo and Video Documentation Services for the conduct of BBM Launch on 18 July 2025***

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Contractor

\_\_\_\_\_  
Name of Office and PhilGeps Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date



## TERMS OF REFERENCE

### Outsourcing of Event Host/Facilitator for the Conduct of Builder's Basic Masterclass (BBM) Launch

July 18, 2025 | Metro Manila

#### I. Background and Rationale

The **Philippine Contractors Accreditation Board (PCAB)**, under the Construction Industry Authority of the Philippines (CIAP) and the Department of Trade and Industry (DTI), will be leading the **Builder's Basic Masterclass (BBM) Launch** on **July 18, 2025**.

This launch is being held in line with the directive of the DTI Secretary for PCAB to roll out the BBM immediately and strategically within July 2025, in response to the growing need for accessible and inclusive training for pakyaw contractors and micro-enterprises in the construction sector.

The **2025 Launch of the Builders' Basic Masterclass (BBM)** marks the **first PCAB-led training and onboarding initiative** dedicated to pakyaw contractors and micro-construction enterprises. This program will serve as a **national platform for sectoral empowerment**, stakeholder engagement, and knowledge transfer, featuring discussions on **licensing requirements, contractor responsibilities**, and **PCAB's efforts to expand access to regulatory support**.

The launch will also highlight PCAB's broader initiatives on **inclusive licensing reform, regional contractor development**, and the **digital transformation of services** aimed at better supporting micro and small-scale contractors.

Anchored on the theme:

"A Holistic Approach to Empowering Pakyaw Contractors: Building Better Micro-enterprises in the Construction Industry",

the BBM aims to provide a **comprehensive orientation and learning platform** to help micro- and small-scale contractors operate legally, safely, and competitively within the formal sector.

As PCAB's **flagship onboarding and capacity-building initiative**, the BBM will institutionalize regular knowledge sessions for sole proprietors, regional contractors, and pakyaw applicants across the country.

In support of this event, **PCAB seeks to engage a qualified event host/facilitator** to professionally manage the flow of the program and ensure active audience engagement. The host/facilitator must be experienced in handling formal government or corporate events, including plenary sessions, breakout segments, and ceremonial proceedings with interagency partners and stakeholders.

#### II. Objective



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To outsource a **professional event host/facilitator** who will ensure the smooth conduct and flow of the PCAB BBM Launch program. The host shall effectively guide the event proceedings, maintain audience engagement, and deliver key messages with professionalism and clarity, particularly during formal plenary sessions, ceremonial signings, and stakeholder activities.

### III. Scope of Services

The service provider shall provide the following:

- Provision of **one (1) professional event host/facilitator**;
- **Script development** based on event flow and messaging;
- Availability on **July 18, 2025**
- **Pre-event coordination** and alignment meetings with PCAB focal;
- Hosting of **one (1) full-day event** (PCAB BBM Launch);
- Transportation allowance;
- **Meal allowance** for event day

### IV. Qualifications

- At least 3 years of experience in professional hosting/facilitation;
- Must have hosted at least **one government or corporate event**;
- Strong verbal skills in both English and Filipino;
- Must be presentable, engaging, and able to manage formal government programs

### V. Deliverables and Timeline

Final Script and Dry-run participation	1 day before event
Hosting/Facilitation on event day	as scheduled
Post-event report (if applicable)	within 3 days after event

### VI. Payment Terms

**100% upon completion** of the event, submission of billing statement, and certification of satisfactory performance by the end-user unit.

### VII. Submission Requirements

- Proposal with breakdown of cost;
- Sample list of past hosted events or short portfolio;
- BIR/DTI/Mayor's Permit or applicable documents;
- PhilGEPS Registration Number

### VIII. Evaluation Criteria

Criteria	Weight
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- Relevant Experience 40%
- Proposed Cost 30%
- Approach/script insight/demo 30%

#### **VIII. Approved Budget Contract**

The Approved Budget Contract is **Seventy Thousand Pesos (P 70,000.00)**, inclusive of all applicable service charges and government taxes.

Bids received in excess of the ABC shall be automatically disqualified.

#### **IX. Mode of Procurement**

The procurement shall be undertaken through Negotiated Procurement – Small Value Procurement under Section 53.9 pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

#### **X. Liquidated Damages**

If the service provider fails to deliver any or all of the goods and/or perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring entity serves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **XI. Dispute Resolution Agreement / Resolution**

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- In case of court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Prepared by:

Digitally signed by Charlotte C De Vera

Date: 2025.07.01 08:41:13 +8'00"

**CHARLOTTE C. DE VERA**

Asst. Div. Chief, PCAB

01 July 2025



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Reviewed and Approved by:

Digitally signed by Atty Herbert DG Matienzo  
Date: 2025.07.01 08:59:50 +8'00"

Atty. HERBERT DG MATIENZO  
Executive Director, PCAB  
01 July 2025

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the Outsourcing of Event Host/Facilitator for the conduct of BBM Launch on 18 July 2025*

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Contractor

\_\_\_\_\_  
Name of Office and PhilGeps Registration Number

\_\_\_\_\_  
Tax Identification Number

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Date



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