

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

2023

## PURCHASE ORDER

Supplier: <b>Unionfilmsph Multimedia Services</b> Address: Mangilag Sur Candelaria, Quezon Philippines TIN: 318-553-736 Account No.: 068110026847      Bank: PSB - San Fernando, Pampanga Telephone: 0977-151-3604/0915-871-3153      Email: <a href="mailto:unionfilmsph@gmail.com">unionfilmsph@gmail.com</a>	P.O. # <b>023-11-167</b> <span style="float: right;">134</span> Date: November 29, 2023 Mode of Procurement: Small Value Procurement
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:	Delivery Term: December 11, 2023 at specific time; For outputs, within 30 days from the event date
Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Payment Term: Cash
Date of Delivery:	

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p><b>Procurement of Professional Photography and Videography Coverage, with LED Wall Services for OSG 2023 Year-End Assessment Activity, inclusive of VAT, services charges, delivery charges, and other charges:</b></p> <p><i>Event Title: "LET's GLOW OSG: The 2023 OSG Year End Assessment Activity"</i></p> <p><i>Event Place: Sarus Grand Ballroom</i>  <i>Marquis Events Place Park Building</i>  <i>Rizal Drive, Bonifacio Global City, Taguig City</i></p> <p><i>Event Date: December 11, 2023; 5:00pm - 11:00pm</i></p> <p><i>No. of Pax: 700-900 pax</i></p> <p><i>Minimum Technical Specifications/Inclusions</i></p> <p><b>LED WALL</b></p> <p><i>Included Equipments, but not limited to:</i></p> <ul style="list-style-type: none"> <li>- • LED Wall - Estimated Size: 9ft x 12ft</li> <li>- • Video Mixer</li> <li>- • TV Monitor / TVM Production Monitor</li> <li>- • Complete Playback System</li> <li>- • High LED Stand - Estimated Height: 3ft</li> <li>- • Laptop</li> <li>- • Full HD SONY FDR AX700 Camcorder for livefeed</li> <li>- • Power Cable, Connectors, and other equipment necessary - 1 lot</li> </ul> <p><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> <li>1. Mobilization, delivery, installation, and demobilization of the required equipment</li> <li>2. Supplier must ensure that the equipment to be used should be compatible with the technical facilities of the venue.</li> <li>3. Supplier must provide five LED Wall operator/staff, who shall be present and attentive for the entire duration of the program.</li> <li>4. Rental of equipment should be at least for 6 hours, or for the entire duration of the event, excluding the ingress and egress times allowable by the venue. Any additional charges due to extension on the no. of hours of program, should be properly coordinated with the authorized representative of the agency for approval.</li> <li>5. Supplier must coordinate with the venue regarding the power requirements and/or connection of the equipment / LED Wall. All necessary cables and connections shall be provided by the supplier.</li> <li>6. In case a fire extinguisher is needed or required by the Bureau of Fire Protection (BFP) or the Local Government Unit (LGU) of the venue, the supplier should be able to provide, or at least have in standby the fire extinguisher, as specified by the BFP and/or the LGU.</li> </ol>	1	Php 157,000.00	Php 157,000.00


Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p><b>PHOTO AND VIDEO COVERAGE</b></p> <p><i>Delivery and Installation:</i> The required equipment and onsite staff must be ready by 01:00pm on December 11, 2023 at the venue.</p> <p><i>Coverage:</i> The supplier shall cover the activity from 05:00pm to 11:00pm, covering the arrival of OSG employees and guests, registration, and program, subject to reasonable additional fees for program extension.</p> <p>A provision for drone shots is preferred. Any necessary permit/coordination for usage of drone is part of the responsibility of the supplier. Transportation Expenses of the equipment and crews should be covered by the quoted price.</p> <p><b>Production Staff</b></p> <ul style="list-style-type: none"> <li>• 4 Cinematographers</li> <li>• 4 Photographers</li> <li>• 1 SDE Editor</li> <li>• 3 Lights man/assistant</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• SONY AR73 Full Frame Mirrorless Cameras (For Photography)</li> <li>• SONY A6300 Mirrorless Cameras (For Photography)</li> <li>• FUJIFILM X-T3 Mirrorless Camera (For Photography)</li> <li>• FUJIFILM X-730 Digital Camera (For Photography)</li> <li>• SONY A7IV Mirrorless Camera (For Video Coverage)</li> <li>• SONY FX3 Full Frame Cinema Camera (For Video Coverage)</li> <li>• SONY A7III Mirrorless Digital Camera (For Video Coverage)</li> <li>• Laptop (Macbook Pro, MSI Gaming Laptop)</li> <li>• Lighting Equipment and Speedlite</li> <li>• Audio Equipment for Cameras (Zoom H5 Audio Recorder, Wireless Hollyland Lark 150 and M1)</li> <li>• Brother DCP-t720DW Printer</li> <li>• Gimbals (Ronin RSC2, Ronin RSC3, Ronin S)</li> <li>• Tripod (Benro S4pro, Benro KH25N)</li> </ul> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Printed photos in 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs)</li> <li>• Magazine Type Album 8x10 (30 pages)</li> <li>• Same Day Edit (SDE) Video (Music Video Type), 5-7 minutes</li> <li>• Unlimited Raw Photos</li> <li>• Unlimited Raw Videos</li> <li>• 400 pcs. Enhanced / Edited Photos</li> <li>• Softcopies of the following which must be saved in a flash drive (32gb Customized Flash Drive), and/or hard drive or photo transfer app: <ul style="list-style-type: none"> <li>*Same-Day Edit Video</li> <li>*Full Event Video (edited)</li> <li>*Raw/Unedited Videos</li> <li>*Raw/Unedited Photos</li> <li>*Edited Photos Ready for Printing (400 pcs)</li> <li>*Raw/Unedited Videos</li> </ul> </li> </ul> <p>Note: The same-day edit video shall be played at the end of the program. The edited full event video and photos, as well as the flash drive and/or hard drive of raw/unedited videos and photos must be turned over to the OSG within 30 days from December 11, 2023. Softcopies of all the same-day edit video and unedited photos must be available for download or sent to the client via Google Drive, One Drive or any similar photo-transfer app/service within thirty (30) days after the event.</p>			

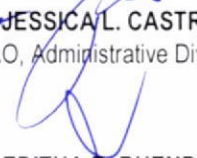
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p><b>PHOTOBOOTH</b></p> <p><i>Delivery and Installation:</i> The required equipment and onsite staff must be ready by 03:00pm on December 11, 2023 at the venue.</p> <p><i>Coverage:</i> The supplier shall cover the activity for three (3) hours, with unlimited stop time. Transportation Expenses of the equipment and crews should be covered by the quoted price.</p> <p><i>Onsite Staff:</i> Two Photo-booth staff <i>The staff must be fully vaccinated against COVID-19.</i></p> <p><i>Equipment:</i> Canon EOS M50 Professional DSLR Camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution photos) Organized booth set-up including backdrop and props Printer for magnet-type photos Laptop Monitor Soft Box &amp; Lights</p> <p><i>Outputs:</i> Unlimited magnet-type photos Softcopies of all the unedited photos must be available for download or sent to the client via Google Drive, One Drive or any similar photo-transfer app/service within three (3) days after the event.</p> <p><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> <li>Mobilization, delivery, installation, and demobilization of the required equipment.</li> <li>Supplier must ensure that the cameras/video cameras to be used should be compatible with the LED Wall.</li> <li>Any additional charges due to extension on the no. of hours of program or usage of photobooth, should be properly coordinated with the authorized representative of the agency for approval.</li> <li>Supplier must coordinate with the venue regarding the power requirements and/or connection of the equipment. All necessary cables and connections shall be provided by the supplier.</li> </ol> <p><i>The following documents shall be deemed to form &amp; construed as part of this agreement:</i></p> <ul style="list-style-type: none"> <li>Contract</li> <li>Quotation</li> <li>Other documents as may be required by laws</li> </ul>			
Total Amount in Words:		<b>One Hundred Fifty Seven Thousand Pesos Only</b>			<b>Php 157,000.00</b>


In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme:

  
**MONTEIRGEN PAUL RAM CHOSEN D.**  
 (Signature over printed name)  
 12/11/23  
 (Date)

  
**JESSICA L. CASTRO**  
 CAO, Administrative Division

  
**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:

  
**ARIEL J. UBINA**  
 Chief Accountant

ALOBS:

02-102101-2023-12-118

Amount:

₱ 157,000.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

  
**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division