



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
 Tel. No.: _____
 Fax No. _____

Date: November 14, 2022
 Quotation #: PS 022-11-193
 ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
 SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Procurement of Professional Photography and Videography Services for the 2022 OSG Year End Assessment Activity:</p> <p><i>Event Date: December 9, 2022; 3:00 pm - 10:00 pm</i> <i>Event Place: Coconut Palace, CCP Complex, Pasay City</i> <i>Estimated No. of attendees: 1000</i></p> <p><i>Minimum Inclusion:</i></p> <p>DELIVERY AND INSTALLATION The required equipment and onsite staff must be present at the Coconut Palace, CCP Complex, Pasay on December 9, 2022 (See Attached Programme, which may be adjusted during the event)</p> <p>COVERAGE The supplier shall cover the 2022 OSG YEAA, covering the arrival of OSG employees and guests, registration, and program. A provision for drone shots is required. <i>Note: Necessary permits if required for usage of drone should be part of the responsibility of the supplier.</i></p> <p>ONSITE STAFF The onsite staff shall consist of at least: a. two (2) photographers; b. two (2) videographers; c. one (1) editor for same-day edit video; d. one (1) assistant staff/runner; and e. one (1) drone operator.</p> <p>The onsite staff must be fully vaccinated against COVID-19 or present a negative RT-PCR Test result at least three (3) days before the event.</p> <p>EQUIPMENT Two (2) DSLR cameras (inclusive of lenses, flash, and other professional equipment for high-resolution photo coverage); Two (2) Full HD (1080p) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage with live-feed capabilities, to be projected in LED walls); At least one (1) drone unit; Lighting equipment suitable/ideal for four (4) designated, "Instagrammable" areas in the venue reserved for photo ops (estimated 6ft x 12ft per areas); and At least one (1) photo printer.</p> <p>OUTPUT Soft copies of the following must be saved in a flash drive and/or hard drive:</p>	1	lot			

- a. 30-second teaser video;
- b. Same-day edit video;
- c. Full event video (edited);
- d. Raw/unedited videos;
- e. Raw/unedited photos; and
- f. Edited photos (at least 500pcs).

*The 30-second teaser video must be sent or forwarded to OSG at least 3 days before the event, unless waived or adjusted by the authorized representative of the agency.

*The same-day edit video shall be played at the end of the program.

*The following must be turned over to the OSG at the end of its operation time (after 9:00 p.m.):

- a. The flash drive and/or hard drive containing raw/unedited videos and photos; and
- b. Physical copies of the raw/unedited photos (200pcs/the first 200 photos)

The edited video and photos must be turned over to the OSG within fifteen (15) days from December 9, 2022.

Note: Supplier must provide the unit of camera to be used and send a sample work for evaluation of authorized representative. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or unforeseen suspension of work.

(Price Vat-Included)

Delivery Period: _____
 Warranty: _____
 Price Validity: _____


 SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


ISRAEL C. DALLUJAY
 SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
 Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com