



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

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

Date: January 12, 2024
Quotation PS-024-01-008
ABC: _____

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.

JESSICA L. CASTRO
CAO, 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 Coverage, with LED Wall Services for SINAG Awarding Ceremony, inclusive of VAT, service charges, delivery charges, and other charges:</p> <p>Event Date: February 5, 2024 Delivery Address: Manila Metropolitan Theatre Padre Burgos cor Arroceros St., Ermita, Estimated no. of Attendees: 500-700 pax</p> <p><i>Minimum Technical Specifications/Inclusions:</i> LED WALL: <i>Included Equipments, but not limited to:</i></p> <ol style="list-style-type: none"> LED Wall (Estimated Size: 9ft x 12ft) - 1 lot Video Mixer - 1 unit TV Monitor - 1 unit Complete Playback System - 1 set Complete TVM Production Monitor - 1 set High LED Stand (Estimated Height: 3ft) - 1 lot Laptop - 1 unit Power Cable, Connectors, and other equipment necessary - 1 lot <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none"> Mobilization, delivery, installation, and demobilization of the required equipment. Supplier must ensure that the equipment to be used should be compatible with the technical facilities of the event venue to be leased by the OSG, if applicable. Supplier must provide at least two to three LED Wall operator, who shall be present and attentive for the entire duration of the program. 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 event 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 	1	lot			

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	<p>5. Supplier must coordinate with the event venue to be leased by the OSG regarding the power requirements and/or connection of the equipment / LED Wall. All necessary cables and connections shall be provided by the supplier.</p> <p>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 to be leased by the OSG, 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.</p> <p>PHOTO AND VIDEO COVERAGE</p> <p><i>Delivery and Installation</i> The required equipment and onsite staff must be ready by 01:00pm on February 5, 2024 at the venue</p> <p><i>Coverage:</i> The supplier shall cover the activity from 01:00pm to 06:00pm, 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.</p> <p> Transportation Expenses of the equipment and crews should be covered by the quoted price. Crew Meals shall likewise be covered by the supplier.</p> <p><i>Onsite Staff:</i> The onsite staff shall at least consist of the following:</p> <p> a. At least four (4) photographers</p> <p> b. At least four (4) videographers / cinematographers</p> <p> c. At least one (1) professional editor for same-day edit video; and</p> <p> d. At least two (2) assistant staff/runner/ lightsman / playback operator</p> <p> The onsite staff must be fully vaccinated against COVID-19.</p> <p><i>Equipment:</i> At least two (2) DSLR cameras (inclusive of lenses, flash, tripods, and other professional equipment for high-resolution photo coverage)</p> <p> At least two (2) Full HD (1080) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage with livefeed capabilities, to be projected in the LED Walls)</p> <p> At least two (2) laptops (for livefeed and video editing)</p> <p> Professional lighting equipment.</p> <p> High-speed commercial photo printer to ensure faster print-out</p> <p> H5 Audio Recorder (including cables and wireless microphones)</p> <p> Gimbals</p> <p> Drone, if applicable</p> <p><i>Outputs:</i> Live Video Feed</p>					

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	<p>Printed photos in a 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs)</p> <p>Company Album (8*10)</p> <p>Same-Day Edit (SDE) Video (music video type), 5-7 minutes</p> <p>Unlimited raw photos</p> <p>Enhanced / edited photos (400 pcs)</p> <p>Softcopies of the following must be saved in a flash drive and/or hard drive:</p> <p>a. Same day edit video</p> <p>b. Full event video (edited)</p> <p>c. Raw/Unedited videos;</p> <p>d. Raw/Unedited photos; and</p> <p>e. Edited photos ready for printing (400pcs)</p> <p>*The same-day edit video shall be played at the end of the program.</p> <p>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 February 5, 2024</p> <p>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> <p>Scope of Work / Other Requirements:</p> <p>1. Mobilization, delivery, installation, and demobilization of the required equipment.</p> <p>2. Supplier must ensure that cameras/video cameras to be used should be compatible with the LED Wall.</p> <p>3. 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.</p> <p>4. Supplier must coordinate with the event venue to be leased by the OSG regarding the power requirements and/or connection of the equipment. All necessary cables and connections shall be provided by the supplier.</p> <p><i>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.</i></p> <p style="text-align: center;">(Price Vat-Included)</p>					

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

JOSEPHINE ALCASAREN / SONNY S. BERMUDEZ
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777

Telefax: (02) 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)