



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

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_

Date: June 13, 2023  
Quotation PS-023-06-086  
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><b>Procurement of Professional Photography and Videography Services for OSG 2023 Anniversary and Mid-Year Assessment Activity, inclusive of VAT, service charges, delivery charges, and other charges:</b></p> <p>Event Date: June 23, 2023; 05:00pm to 10:00pm (onwards) Delivery Address: Rizal Park Hotel South Road Drive, Kalaw Ave. Ext. Manila</p> <p><i>Estimated No. of attendees: 900</i></p> <p><i>Minimum Technical Specifications/Inclusions:</i> <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, June 23, 2023 at the Rizal Park Hotel, Manila</p> <p><i>Coverage:</i> The supplier shall cover the activity from 05:00pm to 10:00pm, covering the arrival of OSG employees and guests, registration, and program, subject to reasonable additional fees for program extension. A provision for drone shots is preferred.</p> <p>Transportation Expenses of the equipment and crews should be covered by the quoted price.</p> <p><i>Onsite Staff:</i> The onsite staff shall at least consist of the following: a. At least two (2) photographers b. At least two (2) videographers c. at least one (1) editor for same-day edit video; and d. at least one (1) assistant staff/runner The onsite staff must be fully vaccinated against COVID-19.</p>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><i>Equipment:</i></p> <p>At least two (2) DSLR cameras (inclusive of lenses, flash, and other professional equipment for high-resolution photo coverage)</p> <p>At least two (2) Full HD (1080p) 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>Professional lighting equipment suitable/ ideal for tarpaulin measuring 8ft x 12ft.</p> <p>High-speed commercial photo printer to ensure faster print-out</p> <p>Customized non-reflective tarpaulin background measuring 8ft x 12ft (includes layout)</p> <p>*Tarpaulin design/layout should be submitted to the Committee for approval on or before 17 June 2023</p> <p><i>Outputs:</i></p> <p>Printed photos in a 5R matte photo paper of all photos taken in the photo wall of all participants (5pm to 6:30pm)</p> <p>Printed photos in a 5R matte photo paper of all photos taken during the program</p> <p>Softcopies of the following must be saved in a flash drive and/or hard drive:</p> <ul style="list-style-type: none"> <li>a. Same day edit video</li> <li>b. Full event video (edited)</li> <li>c. Raw/Unedited videos;</li> <li>d. Raw/Unedited photos; and</li> <li>e. Edited photos ready for printing (500pcs)</li> </ul> <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 June 23, 2023.</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 three (3) days after the event.</p> <p>The customized tarpaulin must be turned over to the Committee after the event.</p> <p><b>360 VIDEO BOOTH</b></p> <p><i>Delivery and Installation</i></p> <p>The required equipment and onsite staff must be ready by 03:00pm, June 23, 2023 at the Rizal Park Hotel, Manila</p> <p><i>Coverage:</i></p> <p>The supplier shall cover the activity for three (3) hours, with unlimited stop time</p> <p>Transportation Expenses of the equipment and crews should be covered by the quoted price.</p>					