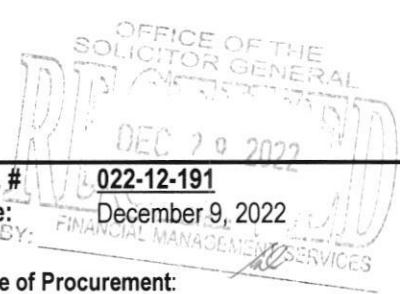


Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

**PURCHASE ORDER**



Supplier: **KLEAL ENTERTAINMENT PRODUCTION**  
 Address: Blk 15 Lot 20 San Francisco St., Cortijos de San Rafael,  
 Brgy. San Rafael, Rodriguez, Rizal  
 TIN: 246-808-970-000 Bank: Security Bank  
 Account No.: 0000049113940 Email: [klealentertainmentproduction@gmail.com](mailto:klealentertainmentproduction@gmail.com)  
 Telephone: 02-8282-0568

P.O. # **022-12-191**  
 Date: **December 9, 2022**  
 Mode of Procurement:  
 Small Value Procurement 53.9

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: Installation before the actual start of the event
Date of Delivery:	Payment Term: w/in 30 days upon receipt of Certificate of Completion (Bank to bank)

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>Procurement of Professional Photography and Videography Services for the 2022 OSG Year End Assessment Activity:</b></p> <p>Event Date: December 9, 2022; 3:00 pm - 10:00 pm                      Event Place: Coconut Palace, CCP Complex, Pasay City                      No. of attendees: 1000</p> <p><b>Minimum Inclusion:</b>  <b>DELIVERY AND INSTALLATION</b>                      The required equipment and onsite staff must be present at the Coconut Palace, CCP Complex, Pasay on December 9, 2022</p> <p><b>COVERAGE</b>                      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.</p> <p>Note: Necessary permits if required for usage of drone should be part of the responsibility of the supplier.</p> <p><b>ONSITE STAFF: The Onsite Staff consist of:</b></p> <ul style="list-style-type: none"> <li>a. two (2) photographers;</li> <li>b. two (2) videographers;</li> <li>c. one (1) editor for same-day edit video;</li> <li>d. one (1) assistant staff/runner; and</li> <li>e. one (1) drone operator.</li> </ul> <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><b>EQUIPMENT</b>                      Three (3) units SONY A7III DSLR cameras (Full Frame Image Sensor Camera - inclusive of lenses, flash, and other professional equipment for high-resolution photo coverage);                      One (1) unit SONY A7II (Full Frame Mirrorless Camera / Full HD 1920 x 1080 Video Camera - inclusive of tripods, gliders, and other professional equipment for high resolution video coverage with live-feed capabilities, to be projected in LED Walls);                      One (1) unit SONY A7IV Video Camera (Full Frame Hybrid Camera/Full HD 1920 x 1080 Video Camera - inclusive of tripods, gliders, and other professional equipment for high resolution video coverage with live-feed capabilities, to be projected in LED Walls)                      Fifteen (15) pieces Lenses                      One (1) unit DJI MAVIC PRO Powerful Flagship Camera Drone                      SARAMONIC VIDEO LAPEL (Wireless lapel Microphone)                      One (1) Unit ZH1 Recorder (Digital Recorder)                      Three (3) pieces Video Tripod - Video Camera Stand                      Two (2) pieces MOTORIZED GIMBAL - (Camera Stabilizer)                      One (1) set YONGNUO LED LIGHTS (Lightning equipment suitable/ideal for four (4) designated, "instagrammable" areas in the venue reserved for photo ops (estimated 6ft x 12 ft per areas); and                      One (1) unit EPSON L805 photo printer</p>	1	Php 89,000.00	Php 89,000.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>OUTPUT:</b> Softcopies of the following must be saved in a flash drive and/or Hard drive:</p> <ul style="list-style-type: none"> <li>a. 30-second teaser video;</li> <li>b. Same-day edit video;</li> <li>c. Full event video (edited);</li> <li>d. Raw/unedited videos;</li> <li>e. Raw/unedited photos; and</li> <li>f. Edited photos (at least 500pcs).</li> </ul> <p>*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.</p> <p>*The same-day edit video shall be played at the end of the program.</p> <p>*The following must be turned over to the OSG at the end of its operation time (after 9:00 p.m.):</p> <ul style="list-style-type: none"> <li>a. The flash drive and/or hard drive containing raw/unedited videos and photos; and</li> <li>b. Physical copies of the raw/unedited photos (200pcs/the first 200 photos)</li> </ul> <p>*The edited video and photos must be turned over to the OSG within fifteen (15) days from December 9, 2022.</p> <p><i>Note: Installation of set-ups should be done before the actual start of the program. Supplier must provide option for for rescheduling or modification due to possible change in quarantine levels or unforeseen suspension of work.</i></p>			

Total Amount in Words: **Eighty Nine Thousand Pesos Only** Php **89,000.00**

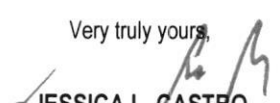
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.


Conforme:   
(Signature over printed name)


\_\_\_\_\_

(Date)

Very truly yours,

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

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

Funds Available:   
**ARIEL J. UBIÑA**  
Chief Accountant

ALOB: 02-101101-2022-12-739

Amount: ₱ 89,000.00

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

  
**ISRAEL C. DALLUAY**  
Administrative Assistant I