

OFFICE OF THE SOLICITOR GENERAL

134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier: DRIMBIZ DIGITAL PRINTING AND PHOTOGRAPHY SERVICES For the Account of: Michelle Hilario	P.O. # 023-06-094 Date: June 22, 2023
Address: Block 30 Lot 6 Jasmine St., Metroville Complex San Francisco, Binan City, Laguna	Mode of Procurement: Small Value Procurement 53.9
TIN: 442-333-269-000	
Account No.: 2381-0677-96 Telephone: 09273763147	
Bank: LBP - National Highway, Binan, Laguna Email: drimbizdigitalsolutions@gmail.com	

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

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: w/n 30 days upon receipt of P.O.
Date of Delivery:	Payment Term: w/in 30 days upon final acceptance Bank to Bank

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	<p>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:</p> <p>Event Date: June 23, 2023; 5:00pm to 10:00pm (onwards) Delivery Address: Rizal Park Hotel South Road Drive, Kalaw Ave. Ext. Manila <i>Estimated No. of attendees: 900</i></p> <p><i>Minimum Technical Specifications/Inclusions:</i> PHOTO AND VIDEO COVERAGE</p> <p><i>Delivery and Installation:</i> The required equipment and onsite staff must be ready by 2:00pm, June 23, 2023 at the Rizal Park Hotel, Manila</p> <p><i>Coverage:</i> The supplier shall cover the activity from 5:00pm to 10:00pm, covering the arrival of OSG employees and guests, registration, and program, subject to reasonable additional fees for program extension. Transportation Expenses of the equipment and crews is covered.</p> <p><i>Onsite Staff:</i> The onsite staff shall at least consists of the following: a. Two (2) photographers b. Two (2) videographers c. One (1) editor for same-day edit video; and d. One (1) assistant staff/runner The onsite staff must be fully vaccinated against COVID-19</p> <p><i>Equipment:</i> Four (4) Sony Camera (Full Frame) with Lens Line Up for High Resolution Photo and Video Coverage; At least one camera should have a livefeed capabilities to be projected in the LED Walls. Includes camera accessories such as gimbal, tripod, wireless transmitter (for livefeed), and other connectors/cables. Two (2) Studio Lights for Photowall (8ft x 12ft). Backprint Tarpaulin for Photowall (8ft x 12ft) layouted and printed by the supplier (approved by the end-user). Laptop for editing of SDE and printing of photos. One (1) High Speed Printer for Photo-printing.</p> <p><i>Outputs:</i> Printed photos in a 5R matte photo paper of all photos taken in the photo wall of all participants (5pm to 6:30pm) If requested by Committee, printed photos in a 5R matte photo paper of photos taken during the program. Softcopies of the following must be saved in a flash drive and/or hard drive: a. Same day edit video b. Full event video (edited) c. Raw/Unedited videos; d. Raw/Unedited photos; and e. Edited photos ready for printing (500pcs) *The same-day edit video shall be played at the end of the program (as allotted by Committee). The edited full event video and photos, as well as flash drive and/or hard drive of raw/unedited videos and</p>	1	Php 92,000.00	Php 92,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p>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>360 VIDEO BOOTH</p> <p><i>Delivery and Installation</i> The required equipment and onsite staff must be ready by 3:00pm, June 23, 2023 at the Rizal Park Hotel, Manila</p> <p><i>Coverage:</i> The supplier shall cover the activity for three (3) hours, with unlimited stop time</p> <p>Transportation Expenses of the equipment and crews is covered.</p> <p><i>Onsite Staff:</i> The onsite staff shall at least consists of two (2) 360 video booth operators</p> <p>The onsite staff must be fully vaccinated against COVID-19</p> <p><i>Equipment:</i> Full use of Mirrorless HD Camera (Professional DSLR Camera inclusive of lenses, flash, lighting and other professional equipment for high-resolution video coverage)</p> <p>Organized booth set-up including slide show station and TV display monitor for guests to see the videos.</p> <p>Video overlay</p> <p><i>Outputs:</i> 15-20 second 360 video with audio and visual animated overlay</p> <p>Shareable Full HD Video</p> <p>Softcopies of all the video must be sent to the client via Google Drive, One Drive or any similar photo-transfer app/service within three (3) days after the event.</p>			

Total Amount in Words: **NINETY TWO THOUSAND PESOS ONLY** Php **92,000.00**

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: Jordan Hilario
 (Signature over printed name)
6/20/23
 (Date)

Very truly yours,
JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: Ariel J. Ubiña
ARIEL J. UBIÑA
 Chief Accountant

02-10101-2023-07-387

ALOBS:
 Amount: ₱92,000.00

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

Anna Loraine Alviar
ANNA LORAIN ALVIAR
 Administrative Aide VI