

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

## PURCHASE ORDER

Supplier: <b>Unionfilmsph Multimedia Services</b> Address: Mangilag Sur Candelaria, Quezon Philippines TIN: 318-553-736-000 Account No.: 068110026847      Bank: PSB - San Fernando, Pampanga Telephone: 0906-151-3604      Email: <a href="mailto:unionfilmsph@gmail.com">unionfilmsph@gmail.com</a>	P.O. # <b>024-02-024</b> Date: February 2, 2024 <b>Mode of Procurement:</b> Small Value Procurement
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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>	<b>Delivery Term:</b> February 6, 2024 at specific time; For outputs, within 30 days from the event date
Date of Delivery:	<b>Payment Term:</b> 50% on the day of the event; 50% within in 30 days upon issuance of certificate of Completion and Acceptance

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p><b>Procurement of Professional Photography and Videography Coverage, with LED Wall Services for the SINAG Awarding Ceremony, inclusive of VAT, services charges, delivery charges, and other charges:</b></p> <p><i>Event Title: "SINAG: A Recognition of Continuous Legal Excellence and Stellar Service"</i>  <i>Event Place: Manila Metropolitan Theatre</i>  <i>Padre Burgos cor. Arroceros St., Ermita, Manila</i>  <i>Event Date: February 6, 2024; 02:00pm to 06:00pm</i>  <i>No. of Pax: 500-700 pax</i></p> <p><i>Minimum Technical Specifications/Inclusions</i>  <b>LED WALL</b>  <i>Included Equipments, but not limited to:</i></p> <ol style="list-style-type: none"> <li>1. LED Wall - Estimated Size: 9ft x 12ft</li> <li>2. Video Mixer (1 unit) and 4 wireless microphones</li> <li>3. TV Monitor / TVM Production Monitor - 1 unit</li> <li>4. Complete Playback System - 1 set</li> <li>5. High LED Stand - Estimated Height: 3ft</li> <li>6. Laptop - 1 unit</li> <li>7. Full HD Camcorder for livefeed</li> <li>8. Power Cable, Connectors, and other equipment necessary - 1 lot</li> </ol> <p><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> <li>1. Mobilization, delivery, installation, and demobilization of the required equipment</li> <li>2. Supplier must ensure that the equipment to be used should be compatible with the technical facilities of the venue.</li> <li>3. Supplier must provide at least two to three LED Wall operator/staff, who shall be present and attentive for the entire duration of the program.</li> <li>4. 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 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.</li> <li>5. Supplier must coordinate with the venue regarding the power requirements and/or connection of the equipment / LED Wall. All necessary cables and connections shall be provided by the supplier.</li> </ol>	1	Php 160,000.00	Php 160,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<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, 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><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 on February 6, 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. Transportation Expenses of the equipment and crews should be covered by the quoted price.</p> <p>Production Staff</p> <ul style="list-style-type: none"> <li>• 4 Cinematographers</li> <li>• 4 Photographers</li> <li>• 1 Professional Editor</li> <li>• 2 Assistant/Lights Man</li> </ul> <p>Equipment</p> <ul style="list-style-type: none"> <li>• Cameras for Photography - SONY A74, SONY A6300, SONY A72, FUGI XT3</li> <li>• Cameras for Videography - Two SONY A73, SONY A7R3, SONY FDR AX700</li> <li>• Drone (Drone FBV, Drone Mavic 2, Drone Mavic Mini 2)</li> <li>• Laptop (Macbook Pro, MSI Gaming Laptop)</li> <li>• Lighting Equipment - Godox Video Light; and Speedlite</li> <li>• Audio Equipment for Cameras (Zoom H5 Audio Recorder, XLR Cables, Wireless Hollyland Lark 150 and M1)</li> <li>• Brother DCP-t720DW Printer</li> <li>• Gimbals (DJI Ronin S, DJI Ronin RSC 2)</li> <li>• Tripod (Benro S4pro, Benro KH25)</li> </ul> <p>Outputs:</p> <ul style="list-style-type: none"> <li>• Printed photos in 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs)</li> <li>• Magazine Type Album 8x10 (30 pages)</li> <li>• Same Day Edit (SDE) Video (Music Video Type), 5-7 minutes</li> <li>• Unlimited Raw Photos</li> <li>• Unlimited Raw Videos</li> <li>• 400 pcs. Enhanced / Edited Photos</li> <li>• Softcopies of the following which must be saved in a flash drive (32g Flash Drive), and/or hard drive or photo transfer app: <ul style="list-style-type: none"> <li>*Same-Day Edit Video - MTV Type</li> <li>*Full Event Video (edited)</li> <li>*Raw/Unedited Videos</li> <li>*Raw/Unedited Photos</li> <li>*Edited Photos Ready for Printing (400 pcs)</li> <li>*Raw/Unedited Videos</li> </ul> </li> </ul> <p>Note: The same-day edit video shall be played at the end of the program. 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 6, 2024.</p>			


Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<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><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> <li>1. Mobilization, delivery, installation, and demobilization of the required equipment.</li> <li>2. Supplier must ensure that the cameras/video cameras to be used should be compatible with the LED Wall.</li> <li>3. Any additional charges due to extension on the no. of hours of program or usage of photobooth, should be properly coordinated with the authorized representative of the agency for approval.</li> <li>4. Supplier must coordinate with the venue regarding the power requirements and/or connection of the equipment. All necessary cables and connections shall be provided by the supplier.</li> </ol> <p><i>The following documents shall be deemed to form &amp; construed as part of this agreement:</i></p> <ul style="list-style-type: none"> <li>Contract</li> <li>Quotation</li> <li>Other documents as may be required by laws</li> </ul>			

Total Amount in Words: **One Hundred Sixty Thousand Pesos Only** Php **160,000.00**

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.

Very truly yours,

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

Conforme:   
**MONTEVIRGEN, PAUL RAM CHOSEN D.**  
 (Signature over printed name)  
2-6-24  
 (Date)

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

Funds Available: \_\_\_\_\_  
 ALOBS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

**ARIEL J. UBINA**  
 Chief Accountant

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

**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division