

PURCHASE ORDER

Supplier: Drimbiz Digital Printing and Photography Services (For the account of: Michelle Baeza Hilario/Drimbiz Digital Printing and Photography Services)	P.O. # 024-05-068
Address: Block 30 lot 6, Jasmine St., Metroville Complex, Biñan City, Laguna	Date: May 28, 2024
TIN: 442-333-269-000	Mode of Procurement: Small Value Procurement
Account No.: 2381-0677-96 Bank: Brgy. Canlalay Biñan City, Laguna Branch	
Telephone: 049-5401943 Email Address: drimbzdigitalsolutions@gmail.com	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:	Delivery Term: May 31, 2024 and July 28, 2024
Place of Delivery:	
Date of Delivery:	Payment Term: Within 30 days upon issuance of Inspection and Acceptance Report (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Procurement of Professional Photography and Videography Coverage, with LED Wall Services, Lights and Sounds System, and Generator Set, for OSG Sportfest 2024, inclusive of taxes, service, delivery, and other charges:</p> <p>TECHNICAL REQUIREMENTS FOR OSG SPORTSFEST OPENING CEREMONY</p> <p>Event Date: May 31, 2024, 09:00AM - 12:00PM Delivery Address: San Lorenzo Multi-Purpose Covered Court San Lorenzo Village, Makati City</p> <p>Estimated No. of Attendees: 300 pax</p> <p><i>Minimum Technical Specifications/Inclusions</i></p> <p>VIDEOGRAPHER & PHOTOGRAPHER</p> <p><i>Delivery and Installation</i></p> <p>The required equipment and onsite staff must be ready by 08:00am on May 28, 2024 at the venue.</p> <p><i>Coverage:</i></p> <p>The supplier shall cover the activity from 08:00am to 12:00nn, covering the arrival of OSG employees and guest, registration, and program, subject to reasonable additional fees for program extension.</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></p> <p>The onsite staff shall at least consist of the following</p> <ol style="list-style-type: none"> At least one (1) photographer At least two (2) videographer One (1) production assistant <p>The onsite staff must be fully vaccinated against COVID-19</p> <p><i>Equipment</i></p> <p>Cameras/Video Camera: Sony a7ii / a7IV / A7S3 Inclusive of lenses, flash, tripods, and other professional equipment for high resolution photo coverage) Inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage)</p> <p><i>Outputs:</i></p> <p>Softcopies of the following must be saved in a flash drive and/or hard drive:</p> <ol style="list-style-type: none"> Edited Video Highlights Enhanced photos Raw Videos Raw Photos Edited photos ready for printing (100pcs) <p>Softcopies of all edited and unedited photos and videos must be available for download or sent to the client via Google Drive, One Drive or any similar photo-transfer app/service within five (5) days after the event.</p> <p><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> Mobilization, delivery, installation, and demobilization of the required equipment Supplier must ensure that the cameras/video cameras are high resolution. 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	Php 20,000.00	20,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<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</p> <p>TECHNICAL REQUIREMENTS FOR OSG SPORTSFEST CULMINATING ACTIVITY</p> <p>Event Date: June 28, 2024; 7am - 5pm Delivery Address: Ninoy Aquino Stadium, Malate, Manila Estimated No. of Attendees: 700 pax</p> <p><i>Minimum Technical Specifications/Inclusions</i></p> <p>LED WALL, LIGHTS AND SOUNDS SYSTEM</p> <p><i>Included Equipments, but not limited to:</i></p> <p>LED WALL:</p> <ol style="list-style-type: none"> 1. LED Wall (Estimated Size: 9ft x 12ft) - 1 lot 2. Video Mixer with at least 4 HDMI Input - 1 set 3. Video Processor - 1 unit 4. LED Wall riser compatible to the LED Wall Panel 5. Laptop - 1 unit 6. Patching Cables - 1 lot 7. Power Cable, Connectors, and other equipment necessary - 1 lot 8. Black Cloth <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none"> 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. 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. 3. Supplier must provide at least two to three LED Wall operator, who shall be present and attentive for the entire duration of the program. 4. Rental of equipment should be at least for 10 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. 5. 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. 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>AUDIO SYSTEM</p> <ol style="list-style-type: none"> 1. Powered FOH Speaker - 2 sets 2. Audio Mixer with 12 channels - 1 set 3. Wireless Microphone - 3 units 4. Wired Microphone - 1 unit 5. Microphone Stand - 2 units 6. Speakers Stand - 2 units 7. Laptop for Music/DJ Playback - 1 unit 8. DJ Controller - 1 unit 9. DMX Controller - 2 units 10. Power Cable, Connectors, and other equipment necessary - 1 lot <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none"> 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. 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. 3. Supplier must provide at least two to three Audio Operator, Sound Engineer, and Audio Technician, who shall be present and attentive for the entire duration of the program. 4. Rental of equipment should be at least for 10 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. 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. 	1	Php 180,000.00	Php 180,000.00


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		<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>LIGHTING SYSTEM AND EFFECTS</p> <ol style="list-style-type: none"> 1. 54 LED Par RGB Lights - 12 pcs 2. 54 LED Par Amber White Lights - 4 pcs 3. Beam Moving Head Light - 4 units 4. Smoke Machine - 1 unit 5. Follow on Spotlight - 1 set 6. Power Pack compatible to the system - 1 unit 7. Par Lights Stands - 4 sets 8. Lighting Control Console / Mixer - 1 unit 9. Vertical Stands for Lights - 2 to 4 units 10. Power Cable, Connectors, and other equipment - 1 lot <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none"> 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. 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. 3. Supplier must provide at least two technician, who shall be present and attentive for the entire duration of the program. 4. Rental of equipment should be at least for 10 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. 5. 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. 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>GENERATOR SET</p> <p>Minimum Technical Specifications/Inclusions</p> <p>Generator Set - 1 unit; At least 120kVA (preferably silent type)</p> <p>Estimated Operating Hours: 15 Hours</p> <p>Usage: Back Up Electricity for Lights and Sounds System, LED Wall, and Other Equipment/Lights in need</p> <p>Fuel for the Entire Duration of Operating Hours</p> <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none"> 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. 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. 3. Supplier must provide at least two technician/operator, who shall be present and attentive for the entire duration of the program. 4. Rental of equipment should be at least for 10 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. 5. 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. 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. 			

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		<p>VIDEOGRAPHER & PHOTOGRAPHER</p> <p><i>Delivery and Installation:</i></p> <p>The required equipment and onsite staff must be ready by 07:00am on June 28, 2024 at the venue.</p> <p>Coverage:</p> <p>The supplier shall cover the activity from 07:00am to 05:00pm, covering the arrival of OSG employees and guests, registration, and program, subject to reasonable additional fees for program extension.</p> <p>Transportation Expenses of the equipment and crews should be covered by the quoted price.</p> <p><i>Onsite Staff:</i></p> <p>The onsite staff shall at least consist of the following:</p> <ol style="list-style-type: none"> Two (2) photographers Two (2) videographers Five (5) coordinating assistants One (1) Same-day Editor <p>The onsite staff must be fully vaccinated against COVID-19</p> <p><i>Equipment:</i></p> <p>Cameras/Video Camera (4 camera): Sony a7ii / a7IV / A7S3 Inclusive of gimbal, tripod, Zoom H6 Audio Recorder, Saramonic G4 Lapel, and One Laptop</p> <p><i>Outputs:</i></p> <p>Softcopies of the following must be saved in a flash drive and / or hard drive:</p> <ol style="list-style-type: none"> Video Highlights/ Same Day Edit Video; Edited Video Highlights of Other Sportsfest Activities; Full Event Video (edited); Raw/Unedited Videos; Raw/Unedited Photos; and Edited photos ready for printing (500pcs) <p>The video highlights shall be played at the start of the program and 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 fifteen (15) days from June 28, 2024</p> <p>Softcopies of all the same-day edit view 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><i>Scope of Work / Other Requirements:</i></p> <ol style="list-style-type: none"> Mobilization, delivery, installation, and demobilization of the required equipment. Supplier must ensure that the cameras/video cameras are high resolution. 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. 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><i>The following documents are deemed part and construed as part of this agreement:</i></p> <p>Quotation Other documents may be required by laws</p>			
Total Amount in Words:		Two Hundred Thousand Pesos Only		Php	200,000.00

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,

Conforme:



 (Signature over printed name)

 (Date) 5/31/2024


JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:

ALOBS: 02-102101-2024-05-049

Amount: ₱ 200,000.00


ARIEL J. UBIÑA
 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