

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

**PURCHASE ORDER**

<b>Supplier:</b> UNIONFILMSPH MULTIMEDIA SERVICES <b>Address:</b> Mangilag Sur Candelaria, Quezon Philippines <b>TIN:</b> 318-553-736-000 <b>Account No.:</b> 0026-6001-1030 <b>Bank:</b> Unionbank - Lipa Batangas Branch <b>Telephone:</b> 0915-8713153 <b>Email:</b> unionfilmsph@gmail.com	<b>P.O. #</b> 024-12-210 <b>Date:</b> December 5, 2024 <b>Mode of Procurement:</b> Small Value Procurement
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein: <b>Place of Delivery:</b> <u>Manila Hotel Tent City, Rizal Park Ermita, Manila</u> <b>Date of Delivery:</b>	<b>Delivery Term:</b> December 17, 2024 at specific time; For For outputs, within 30 days from the event date <b>Payment Term:</b> 50% before the event; 50% within 30 days upon issuance of certificate of Completion & Acceptance Bank to Bank

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<b>RENTALS OF LIGHTS AND SOUND SYSTEMS, PROCUREMENT OF PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY COVERAGE AND RENTALS OF LED WALL SERVICES FOR OSG YEAR-END ASSESSMENT ACTIVITY, INCLUSIVE OF TAXES, SET-UP, OPERATOR/MARSHALS, AND OTHER CHARGES.</b> <i>Event Place: Manila Hotel Tent City, Rizal Park, Ermita, Manila</i> <i>Event Date: December 17, 2024</i> <i>No. of Pax: 800-900 pax</i> <b>Minimum Technical Specifications/Inclusions:</b> <b>LIGHTS AND EFFECTS</b> Inclusions: All equipments, cables, and personnel for technical support (with at least two (2) technicians) a) Twelve (12) PAR LED lights (Amber) b) Sixteen (16) PAR LED lights (RGB) c) Six (6) moving heads d) One (1) digital beam controller e) One (1) DMX Controller f) Two (2) haze machines g) Four (4) light stands h) Two (2) truss towers <b>SOUND SYSTEM</b> Inclusions: All equipments, cables, and personnel for technical support (with at least two (2) technicians) a) Four (4) line array speakers b) Two (2) delay speakers c) Two (2) subwoofers d) Two (2) monitor speakers e) One (1) digital audio mixer f) Six (6) speaker stands g) Six (6) wireless microphones h) Two (2) wired microphones i) Two (2) microphones stands m) At least two (2) lyric stands n) At least six (6) units wireless comset o) One (1) laptop for audio playback p) One (1) DJ controller <b>LIVE BAND SET-UP</b> Inclusions: All equipments, cables, and personnel for technical support (with at least two (2) technicians) a) Two (2) additional floor monitors b) One (1) m32 digital mixer or better c) One (1) digital snake d) One (1) laptop with controller and spinner for program e) Seven (7) wired microphones f) One (1) stage custom drumset with cymbals or better g) One (1) guitar amp h) One (1) bass amp i) One (1) keyboard amp j) One (1) double keyboard stand k) Six (6) music stands l) Two (2) guitar stands m) Three (3) direct boxes for amp line in n) One (1) dynamic instrument microphone o) Three (3) PL to PL cables <b>LED WALL</b> Inclusions: All equipments, cables, and personnel for technical support (with at least two (2) technicians)	1	Php 284,000.00	Php 284,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p>a) LED Wall (Estimated Size: 9ft x 24ft)</p> <p>b) Video Mixer - 1 unit</p> <p>c) TV Monitor - 1 unit</p> <p>d) Complete Playback System - 1 set</p> <p>e) Complete TVM Production Monitor - 1 set</p> <p>f) High LED Stand (Estimated Height: 3ft) - 1 set</p> <p>g) Laptop - 1 unit</p> <p>h) Power Cable, Connectors, and other equipment necessary - 1 lot</p> <p>i) One (1) 120 KVA Generator Set</p> <p><b>PHOTO AND VIDEO COVERAGE</b></p> <p><b>Delivery and Installation:</b> The required equipment and onsite staff must be ready by 01:00pm on December 17, 2024 at the venue.</p> <p><b>Coverage:</b> The supplier shall cover the activity from 04:00 pm to 09:00 pm, 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><b>Onsite Support:</b> The onsite staff shall at least consist of the following:</p> <p>a. Four (4) photographers</p> <p>b. Four (4) videographers/Cinematographers</p> <p>c. One (1) professional editor for same-day edit video; and</p> <p>d. Two (2) assistant staff/runner/lightsman/playback operator.</p> <p><b>Equipment:</b> The service provider must have the following equipment:</p> <p>a. Two (2) DSLR cameras (inclusive of lenses, flash, tripods, and other professional equipment for high-resolution photo coverage).</p> <p>b. At least two (2) DSLR cameras (inclusive of lenses, flash, tripods, and other professional equipment for high resolution video coverage with live feed capabilities, to be projected in the LED Walls).</p> <p>c. Two (2) laptops (for live feed and video editing).</p> <p>d. Professional lighting equipment.</p> <p>e. High-speed commercial photo printer to ensure faster print-out.</p> <p>f. H5 Audio Recorder (including cables and wireless microphones).</p> <p>g. Gimblas.</p> <p>h. One FBV Drone Mavic 2 Mavic Mini 2</p> <p><b>Output:</b> The service provider must be able to produce the following output:</p> <p>a. Live Video Feed</p> <p>b. Printed photos in a 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs).</p> <p>c. Company Album (8*10)</p> <p>d. Same-Day Edit (SDE) Video (music video type), 5-7 minutes</p> <p>e. Unlimited raw photos</p> <p>f. Enhanced/edited photos (400 pcs)</p> <p>g. Softcopies of the following must be saved in a flash drive and/or hard drive:</p> <p>* Same day edit video. Full event video (edited);</p> <p>* Raw/Unedited videos;</p> <p>* Raw/Unedited photos, and</p> <p>* Edited photos ready for printing (400pcs). 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 OSG within 30 days from December 17, 2024.</p>			

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p>Softcopies of all 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 phototransfer application/service within thirty (30) days after the event.</p> <p><b>PHOTO BOOTH</b> The service provider must comply with the following specifications for the photobooth service:</p> <p>Delivery and Intallation: The required equipment and onsite staff must be ready by 03:00 pm, December 17, 2024.</p> <p>Coverage: The supplier shall cover the activity for three (3) hours, with unlimited stop time. Transportation expenses of the equipment and meal allowance of the staff and crew should be covered by the quoted price.</p> <p>Onsite Support: The onsite staff shall at least consist of two (2) photo booth operator.</p> <p>Equipment: The service provider must have the following equipment:  a. Full use of Professional DSLR Camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution photos).  b. Organized booth set-up including backdrop and props.  c. Printer for magnet-type photos</p> <p>Output: The service provider must provide unlimited printed photos.  Softcopies of all the 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><b>SCOPE OF WORK / OTHER REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>Mobilization, delivery, installation, and demobilization of the required equipment.</li> <li>Supplier must ensure that the equipment to be used are compatible with the technical facilities of the event venue to be leased by the OSG, if applicable.</li> <li>Supplier must provide at least two to three LED Wall operators, who shall be present and attentive for the entire duration of the program.</li> <li>Rental of equipment should be for at least 6 hours, or for the entire duration of the event, excluding the ingress and egress time allowed by the event venue. Any additional charges due to extension on the no. of hours of the program should be properly coordinated with the authorized representative of the agency for approval.</li> <li>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.</li> </ol> <p>The following documents shall be deemed to form &amp; construed as part of this agreement:  * Request for quotation  * Quotation  * Other documents as may be required by law</p>			
Total Amount in Words:		<b>TWO HUNDRED EIGHTY FOUR THOUSAND PESOS ONLY</b>			<b>Php 284,000.00</b>

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:

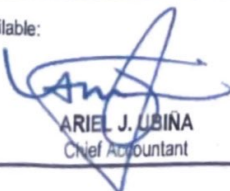
  
**MONTEUIRGEN, PAUL RAM CHOSEN D.**  
(Signature over printed name)  
**12-16-2024**  
(Date)

Very truly yours,

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

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

Funds Available:

  
**ARIEL J. UBINA**  
Chief Accountant

ALOS: 02-101101-2024-12-843  
Amount: ₱ 284,000.00

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

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