



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: October 9, 2023  
Quotation PS-023-10-138  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

*To be filled-out by Supplier:*

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>Procurement of Professional Photography and Videography Coverage, with LED Wall Services for OSG 2023 Year-End Assesment Activity, inclusive of VAT, service charges, delivery charges, and other charges:</b></p> <p>Event Date: December 11, 2023 Delivery Address: TBA (within Metro Manila) Estimated No. of attendees: 900 - 1000 persons</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>LED Wall (Estimated Size: 9ft x 12ft) - 1 lot</li> <li>Video Mixer - 1 unit</li> <li>TV Monitor - 1 unit</li> <li>Complete Playback System - 1 set</li> <li>Complete TVM Production Monitor - 1 set</li> <li>High LED Stand (Estimated Height: 3ft) - 1 lot</li> <li>Laptop - 1 unit</li> <li>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>Mobilization, delivery, installation, and demobilization of the required equipment.</li> <li>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.</li> <li>Supplier must provide at least two to three LED Wall operator, who shall be present and attentive for the entire duration of the program.</li> <li>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 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</li> </ol>	1	lot			

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	<p>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.</p> <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><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 December 11, 2023 at the venue to be specified by agency.</p> <p><i>Coverage:</i>                      The supplier shall cover the activity from 05:00pm to 10:00pm, 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><i>Onsite Staff:</i>                  The onsite staff shall at least consist of the following:</p> <p>    a. At least four (4) photographers</p> <p>    b. At least four (4) videographers / cinematographers</p> <p>    c. At least one (1) professional editor for same-day edit video; and</p> <p>    d. At least two (2) assistant staff/runner/ lightsman / playback operator</p> <p>    The onsite staff must be fully vaccinated against COVID-19.</p> <p><i>Equipment:</i>                      At least two (2) DSLR cameras (inclusive of lenses, flash, tripods, and other professional equipment for high-resolution photo coverage)</p> <p>    At least two (2) Full HD (1080) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage with livefeed capabilities, to be projected in the LED Walls)</p> <p>    At least two (2) laptops (for livefeed and video editing)</p> <p>    Professional lighting equipment.</p> <p>    High-speed commercial photo printer to ensure faster print-out</p> <p>    H5 Audio Recorder (including cables and wireless microphones)</p> <p>    Gimbals</p> <p>    Drone, if applicable</p>					

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	<p><i>Outputs:</i></p> <p>Live Video Feed</p> <p>Printed photos in a 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs)</p> <p>Company Album (8*10)</p> <p>Same-Day Edit (SDE) Video (music video type), 5-7 minutes</p> <p>Unlimited raw photos</p> <p>Enhanced / edited photos (400 pcs)</p> <p>Softcopies of the following must be saved in a flash drive and/or hard drive:</p> <ul style="list-style-type: none"> <li>a. Same day edit video</li> <li>b. Full event video (edited)</li> <li>c. Raw/Unedited videos;</li> <li>d. Raw/Unedited photos; and</li> <li>e. Edited photos ready for printing (400pcs)</li> </ul> <p>*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 30 days from December 11, 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 thirty (30) days after the event.</p> <p><b>PHOTOBOOTH</b></p> <p><i>Delivery and Installation</i></p> <p>The required equipment and onsite staff must be ready by 03:00pm, December 11, 2023.</p> <p><i>Coverage:</i></p> <p>The supplier shall cover the activity for three (3) hours, with unlimited stop time</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 two (2) photo booth operators</p> <p>The onsite staff must be fully vaccinated against COVID-19.</p> <p><i>Equipment:</i></p> <p>Full use of Professional DSLR Camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution photos)</p> <p>Organized booth set-up including backdrop and props</p> <p>Printer for magnet-type photos</p> <p><i>Outputs:</i></p> <p>Unlimited magnet-type photos</p> <p>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>					

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	<p>Scope of Work / Other Requirements:</p> <p>1. Mobilization, delivery, installation, and demobilization of the required equipment.</p> <p>2. Supplier must ensure that cameras/video cameras to be used should be compatible with the LED Wall.</p> <p>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.</p> <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 the supplier.</p> <p><i>Note: Supplier must provide the unit of camera to be used and send a sample work for evaluation of authorized representative. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or unforeseen suspension of work.</i></p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>					

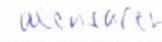
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
1. Please quote within \_\_\_ days from the date of RFQ.
  2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
    - a.  Mayor's / Business Permit;
    - b.  PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
    - c.  Income / Business Tax Return (for Small Value Procurement, above Php500,000);
    - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - Notarized OSS is required);
    - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,  
I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.



  
**ANNA LORRAINE C. ALVIAR / RHODORA T. CARDEL / JOSEPHINE ALCASAREN**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**  
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Telefax: (02) 8813-1174  
**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)