



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Date: October 17, 2024
Quotation #: PS 024-10-198A
ABC: _____

Attention: _____

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>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:</p> <p>Event Date: December 17, 2024 Delivery Address: Manila Hotel Tent City, Rizal Park, Ermita, Manila Estimated No. of attendees: 800-900 person</p> <p>Minimum Technical Specifications/Inclusions: LIGHTS AND EFFECTS <i>Inclusions: All equipments, cables, and personnel for technical support (with at least two Technician)</i></p> <ul style="list-style-type: none"> a) At least twelve (12) PAR LED lights (Amber) b) At least sixteen (16) PAR LED lights (RGB) c) At least six (6) moving heads d) One (1) digital beam controller e) One (1) DMX controller f) Two (2) haze machines g) At least four (4) light stands h) At least two (2) truss towers <p>SOUND SYSTEM <i>Inclusions: All equipments, cables, and personnel for technical support (with at least Sound Engineer, and Audio Technician)</i></p> <ul style="list-style-type: none"> a) At least four (4) line array speakers b) At least two (2) delay speakers c) At least two (2) subwoofers d) At least two (2) monitor speakers e) One (1) digital audio mixer f) At least six (6) speaker stands g) At least six (6) wireless microphones h) At least two (2) wired microphones i) At least two (2) microphone stands j) One (1) laptop for audio playback k) One (1) DJ controller l) At least two (2) DI boxes m) At least two (2) lyric stands n) At least six (6) units wireless comset <p>LIVE BAND SET-UP <i>Inclusions: All equipments, cables, and personnel for technical support (with at least Sound Engineer, and Audio Technician)</i></p> <ul style="list-style-type: none"> a) At least 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) At least 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) At least six (6) music stands l) At least two (2) guitar stands m) Three (3) direct boxes for amp line in n) One (1) dynamic instrument microphone o) At least three (3) PL to PL cables 	1	lot			

LED WALL

Inclusions: All equipments, cables, and personnel for technical support (with at least two Technician)

- a) LED Wall (Estimated Size: 9ft x 24ft) – 1 lot
- b) Video Mixer - 1 unit
- c) TVMonitor-1 unit
- d) Complete Playback System - 1 set
- e) Complete TVM Production Monitor – 1 set
- f) High LED Stand (Estimated Height: 3ft) - 1 lot
- g) Laptop – 1 unit
- h) Power Cable, Connectors, and other equipment necessary – 1 lot
- i) One (1) 120 KVA Generator Set

PHOTO AND VIDEO COVERAGE

Delivery and Installation: *The required equipment and onsite staff must be ready by 01:00pm on December 17, 2024 at the venue to be specified by agency.*

Coverage: *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.*

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.

Onsite Support: *The onsite staff shall at least consist of the following:*

- a. At least four (4) photographers
- b. At least four (4) videographers / cinematographers
- c. At least one (1) professional editor for same-day edit video; and
- d. At least two (2) assistant staff/runner/lightsman/playback operator

Equipment: *The service provider must have the following equipment:*

- a. At least two (2) DSLR cameras (inclusive of lenses, flash, tripods, and other professional equipment for high-resolution photo coverage)
- b. At least two (2) Full HD (1080) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage with live feed capabilities, to be projected in the LED Walls)
- c. At least two (2) laptops (for live feed and video editing)
- d. Professional lighting equipment.
- e. High-speed commercial photo printer to ensure faster print-out
- f. H5 Audio Recorder (including cables and wireless microphones)
- g. Gimbals
- h. Drone, if applicable

Output: *The service provider must be able to produce the following output:*

- a. Live Video Feed
 - b. Printed photos in a 5R matte photo paper of photos taken in the photo wall and during the program (40 pcs)
 - c. Company Album (8*10)
 - d. Same-Day Edit (SDE) Video (music video type), 5-7 minutes
 - e. Unlimited raw photos
 - f. Enhanced/edited photos (400 pcs)
 - g. Softcopies of the following must be saved in a flash drive and/or hard drive:
 - Same day edit video
 - Full event video (edited);
 - Raw/Unedited videos;
 - Raw/Unedited photos, and
 - Edited photos ready for printing (400pcs). 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 December 17, 2024. 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 phototransfer application/service within thirty (30) days after the event.*

	<p>PHOTOBOOTH <i>The service provider must comply with the following specifications for the photobooth service:</i></p> <p>Delivery and Intallation: <i>The required equipment and onsite staff must be ready by 03:00 pm, December 17, 2024.</i></p> <p>Coverage: <i>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.</i></p> <p>Onsite Support: <i>The onsite staff shall at least consist of two (2) photo booth operators.</i></p> <p>Equipment: <i>The service provider must have the following equipment:</i> a. <i>Full use of Professional DSLR Camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution photos).</i> b. <i>Organized booth set-up including backdrop and props.</i> c. <i>Printer for magnet-type photos</i></p> <p>Output: <i>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.</i></p> <p>Scope of Work / Other Requirements: 1. <i>Mobilization, delivery, installation, and demobilization of the required equipment.</i> 2. <i>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.</i> 3. <i>Supplier must provide at least two to three LED Wall operator, who shall be present and attentive for the entire duration of the program.</i> 4. <i>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.</i> 5. <i>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.</i></p> <p>Note: <i>Attached herewith the Terms of Reference which supplier must comply upon awarding. Supplier must provide the unit camera to be used and send a sample of work for evaluation of authorized representative. Supplier must provide option for rescheduling or modification due to unforeseen suspension of work.</i></p> <p align="center">(Price Vat-Included)</p>					
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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);
 - d. Notarized Omnibus Sworn Statement is required (50K Above);
 - e. Tax Clearance Certificate;
 - f. 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.


JOSEPHINE C. ALCASAREN / ~~SONNY S. BERMUDEZ / ANGELITO E. FRIAS~~
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com