



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

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

Date: April 22, 2024  
Quotation PS-024-04-077  
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
1	<p><b>Procurement of Professional Photography and Videography Coverage, with LED Wall Services, Lights and Sounds System, and Generator Set, for OSG Sportsfest 2024, inclusive of VAT, service charges, delivery charges, and other charges:</b></p> <p><b>TECHNICAL REQUIREMENTS FOR OSG SPORTSFEST OPENING CEREMONY</b></p> <p>Event Date: May 31, 2024, 09:00AM - 12:00PM Delivery Address: San Lorenzo Multi-Purpose Covered Court San Lorenzo Village, Makati City Estimated no. of Attendees: 300 pax</p> <p><i>Minimum Technical Specifications/Inclusions:</i> <b>VIDEOGRAPHER &amp; PHOTOGRAPHER</b> <i>Delivery and Installation</i> The required equipment and onsite staff must be ready by 08:00am on May 28, 2024 at the venue</p> <p><i>Coverage:</i> The supplier shall cover the activity from 08:00am to 12:00nn, 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. Crew Meals shall likewise be covered by the supplier.</p> <p><i>Onsite Staff:</i> The onsite staff shall at least consist of the following: a. At least one (1) photographer b. At least one (1) videographer 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 one (1) Full HD (1080) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage)</p> <p><i>Outputs:</i> Softcopies of the following must be saved in a flash drive and/or hard drive: a. Raw/Unedited videos b. Raw/Unedited photos; and c. Edited photos ready for printing (100pcs)</p>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Softcopies of all the 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>Scope of Work / Other Requirements:</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 cameras/video cameras are high resolution</li> <li>3. 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>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.</li> </ol> <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>					
2	<p><b>TECHNICAL REQUIREMENTS FOR OSG SPORTSFEST CULMINATING ACTIVITY</b></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><b>LED WALL, LIGHTS AND SOUNDS SYSTEM</b>  <i>Included Equipments, but not limited to:</i></p> <p><b>LED WALL</b></p> <ol style="list-style-type: none"> <li>1. LED Wall (Estimated Size: 9ft x 12ft) - 1 lot ✓</li> <li>2. Video Mixer with at least 4 HDMI Input - 1 set</li> <li>3. Video Processor - 1 unit</li> <li>4. LED Wall riser compatible to the LED Wall Panel (preferably with rigging adjustable height support) - 1 set</li> <li>5. Laptop - 1 unit</li> <li>6. Patching Cables - 1 lot</li> <li>7. Power Cable, Connectors, and other equipment necessary - 1 lot</li> <li>8. Black Cloth</li> </ol> <p>Scope of Work / Other Requirements:</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 event venue to be leased by the OSG, if applicable.</li> <li>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.</li> <li>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</li> <li>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.</li> <li>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.</li> </ol> <p><b>AUDIO SYSTEM</b></p> <ol style="list-style-type: none"> <li>1. Powered FOH Speaker - 2 sets</li> </ol>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>2. Audio Mixer with 12 channels - 1 set  3. Wireless Microphone - 2 units  4. Wired Microphone - 1 unit  5. Microphone Stand - 2 units  6. Laptop for Music Playback - 1 unit  7. DJ Controller - 1 unit  8. DMX Controller - 2 units  9. Power Cable, Connectors, and other equipment necessary - 1 lot</p> <p>Scope of Work / Other Requirements:</p> <p>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. 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> <p><b>LIGHTING SYSTEM AND EFFECTS</b></p> <p>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 Light Stands - 1 lot  8. Lighting Control Console / Mixer - 1 unit  9. Vertical Stands for Lights - 2 to 4 units  10. Power Cable, Connectors, and other equipment necessary - 1 lot</p> <p>Scope of Work / Other Requirements:</p> <p>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>					

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>GENERATOR SET</b></p> <p>Minimum Technical Specifications/Inclusions:  Generator Set - 1 unit; At least 120kVA (preferably silent type)  Estimated Operating Hours: 15 Hours  Usage: Back Up Electricity for Lights and Sound System, LED Wall, and other Equipment/Lights in need  Minimum Inclusion: Fuel for the entire duration of operating hours</p> <p>Scope of Work / Other Requirements:</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 event venue to be leased by the OSG, if applicable.</li> <li>3. Supplier must provide at least two technician/operator, who shall be present and attentive for the entire duration of the program.</li> <li>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</li> <li>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.</li> <li>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.</li> </ol> <p><b>VIDEOGRAPHER &amp; PHOTOGRAPHER</b></p> <p><i>Delivery and Installation</i>      The required equipment and onsite staff must be ready by 07:00am on June 28, 2024 at the venue</p> <p><i>Coverage:</i>                      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. Crew Meals shall likewise be covered by the supplier.</p> <p><i>Onsite Staff:</i>                      The onsite staff shall at least consist of the following:  a. At least two (2) photographer  b. At least two (2) videographer  c. At least five (5) coordinators / production team  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 one (1) Full HD (1080) video cameras (inclusive of tripods, gliders, and other professional equipment for high-resolution video coverage)</p> <p><i>Outputs:</i>                              Softcopies of the following must be saved in a flash drive and/or hard drive:  a. Video Highlights;  b. Same Day Edit Video  c. Full Event Video (edited)  d. Raw/Unedited videos  e. Raw/Unedited photos; and  f. Edited photos ready for printing (500pcs)</p>					

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<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>Scope of Work / Other Requirements:</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 cameras/video cameras are high resolution</li> <li>3. 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>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.</li> </ol> <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;">(Price Vat-Included)</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.

*alcasaren*  
  
**JOSEPHINE ALCASAREN / RHODORA GARDEL**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**  
Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174  
**Please send your quotation to:**

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