



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>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:</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 Estimated no. of Attendees: 300 pax</p> <p><i>Minimum Technical Specifications/Inclusions:</i> VIDEOGRAPHER & PHOTOGRAPHER <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"> 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. Supplier must ensure that cameras/video cameras are high resolution 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. 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><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>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 <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 (preferably with rigging adjustable height support) - 1 set 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 / LED Wall. 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 	1	lot			