



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

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

Date: June 13, 2023  
Quotation PS-023-06-086  
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 Services for OSG 2023 Anniversary and Mid-Year Assessment Activity, inclusive of VAT, service charges, delivery charges, and other charges:</b></p> <p>Event Date: June 23, 2023; 05:00pm to 10:00pm (onwards) Delivery Address: Rizal Park Hotel South Road Drive, Kalaw Ave. Ext. Manila</p> <p><i>Estimated No. of attendees: 900</i></p> <p><i>Minimum Technical Specifications/Inclusions:</i> <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, June 23, 2023 at the Rizal Park Hotel, Manila</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. A provision for drone shots is preferred.</p> <p>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: a. At least two (2) photographers b. At least two (2) videographers c. at least one (1) editor for same-day edit video; and d. at least one (1) assistant staff/runner The onsite staff must be fully vaccinated against COVID-19.</p>	1	lot			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><i>Equipment:</i></p> <p>At least two (2) DSLR cameras (inclusive of lenses, flash, and other professional equipment for high-resolution photo coverage)</p> <p>At least two (2) Full HD (1080p) 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>Professional lighting equipment suitable/ ideal for tarpaulin measuring 8ft x 12ft.</p> <p>High-speed commercial photo printer to ensure faster print-out</p> <p>Customized non-reflective tarpaulin background measuring 8ft x 12ft (includes layout)</p> <p>*Tarpaulin design/layout should be submitted to the Committee for approval on or before 17 June 2023</p> <p><i>Outputs:</i></p> <p>Printed photos in a 5R matte photo paper of all photos taken in the photo wall of all participants (5pm to 6:30pm)</p> <p>Printed photos in a 5R matte photo paper of all photos taken during the program</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 (500pcs)</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 June 23, 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 three (3) days after the event.</p> <p>The customized tarpaulin must be turned over to the Committee after the event.</p> <p><b>360 VIDEO BOOTH</b></p> <p><i>Delivery and Installation</i></p> <p>The required equipment and onsite staff must be ready by 03:00pm, June 23, 2023 at the Rizal Park Hotel, Manila</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>					

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	<p><i>Onsite Staff:</i> The onsite staff shall at least consist of two (2) 360 video booth operators The onsite staff must be fully vaccinated against COVID-19.</p> <p><i>Equipment:</i> Full use of Professional DSLR Camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution video coverage) Organized booth set-up including slidesho station and TV display monitor for guests to see the videos.</p> <p><i>Outputs:</i> 15-20 second 360 video with audio and visual animated overlay Shareable Full HD Video Softcopies of all the videos must be sent to the client via Google Dirve, One Drive or any similar photo-transfer app/service within three (3) days after the event.</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>					

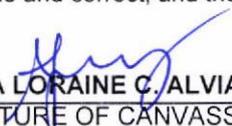
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
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 - for unnotarized; Notarized OSS is required upon signing of PO);
    - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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**  
\_\_\_\_\_  
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)