



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Sir/Madam:

Date: May 9, 2025
Quotation #: PS 025-05-057
ABC: Php210,526.32

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	UNIT PRICE	TOTAL PRICE
	<p>Procurement of Professional Photography and Videography Coverage, with LED Wall Services, Lighting and Sound System, and Generator Set for the 2025 OSG Sportsfest Culminating Activity <i>Inclusive of taxes, service, delivery, and other charges</i></p> <p>TECHNICAL REQUIREMENTS FOR OSG SPORTSFEST CULMINATING ACTIVITY</p> <p>Event Date: June 2, 2025, 7:00 AM - 5:00PM Delivery Address: Philippine Sports Complex, Ninoy Aquino Stadium, P. Ocampo St., Malate, Manila Estimated No. of Attendees : 880 pax</p> <p>Minimum Technical Specifications/Inclusions (but not limited to):</p> <p>LED WALL</p> <ul style="list-style-type: none">LED Wall (Estimated Size: 9ft x 12ft) - 1 lotVideo Mixer with at least 4 HDMI Inputs - 1 setVideo Processor - 1 unitLED Wall riser compatible with the LED Wall Panel (preferably with rigging adjustable height support) - 1 setLaptop - 1 unitPatching Cables - 1 lotVideo Cables - 1 lotPower Cables, Connectors, and all necessary equipment - 1 lotBlack Cloth - 1 lot <p>Scope of Work / Other Requirements:</p> <ol style="list-style-type: none">Mobilization, delivery, installation, and demobilization of the required equipment.Equipment must be compatible with the technical facilities of the event venue to be leased by the OSG, if applicable.At least two to three LED Wall operators must be present and attentive for the entire programEquipment rental should cover at least 10 hours or the full event duration, excluding ingress and egress. Any extension must be approved by the agency's authorized representative.Supplier must coordinate with the event venue regarding power requirements and provide all necessary cables and connections.A fire extinguisher, if required by the Bureau of Fire Protection (BFP) or the Local Government Unit (LGU), must be provided or kept on standby by the supplier. <p>SOUND SYSTEM</p> <p>Inclusions: All equipment, cables, and technical support personnel (including at least a Sound Technician and an Audio Technician)</p> <p>Mixing Console:</p> <ul style="list-style-type: none">Wireless Digital Mixer with at least 32 channels <p>Front of House:</p> <ul style="list-style-type: none">Active Column/Line Array Speaker/Woofer - 4 unitsHigh Definition Surround	1	lot		

<div><div><div>Hardware and Accessories:<ul style="list-style-type: none">• Speaker Cables - 1 lot• Microphone Cables - 1 lot• Patch Cables - 1 lot• Mic Stand (Straight and Boom) - 1 lot• Extension Cords - 1 lot• Audio Snake Cable with 24 XLR inputs and 4 XLR returns (preferably 50 ft) - 1 roll• Over-the-ear headphones with neutral bass and midrange for sound monitoring - 1 unit• Power Cord #6 - 1 roll• Circuit Breaker - 2 units</div><div>Monitor System:<ul style="list-style-type: none">• Active and Wide Dispersion Two-Way Sound Reinforcement Speaker - 4 units</div><div>Microphones and DI:<ul style="list-style-type: none">• Dynamic Vocal Microphones (Wired) - 3 units• UHF Wireless System with at least 4 microphones• Direct Box - 1 unit</div><div>Playback:<ul style="list-style-type: none">• High-Speed Laptop for Control and Playback - 2 units• Professional DJ Controller with standalone 4-channel mixer and effects integration - 1 unit• DVD Player - 2 units• CDs - 1 lot</div><div>Scope of Work / Other Requirements:<p>(Same requirements as LED Wall section with "Audio Operator" included.)</p></div><div>LIGHTING SYSTEM AND EFFECTS</div><div>Inclusions: All equipment, cables, and technical personnel (at least two technicians)<ul style="list-style-type: none">• 54 LED Par RGB Lights - 12 pcs• 54 LED Par Amber White Lights - 4 pcs• Beam Moving Head Light - 4 units• Smoke Machine - 1 unit• Follow on Spot light - 1 set• Power Pack compatible with the system - 1 unit• Par Light Stands - 1 lot• Lighting Control Console/Mixer - 1 unit• Vertical Stands for Lights (2-4 units)• Power Cables, Connectors, and all necessary equipment - 1 lot</div><div>Scope of Work / Other Requirements:<p>(Same format and structure as previous sections.)</p></div><div>GENERATOR SET</div><div>Minimum Technical Specifications/Inclusions:<ul style="list-style-type: none">• Generator Set - 1 unit; at least 120kVA (preferably silent type)• Estimated Operating Hours: 15 hours• Usage: Backup electricity for lighting, sounds system, LED Wall, and other essential equipment• Fuel for the entire operating duration</div><div>Scope of Work / Other Requirements:<p>(Same format and structure as previous sections.)</p></div><div>PHOTOGRAPHY & VIDEOGRAPHY</div><div>Delivery & Setup:<ul style="list-style-type: none">• Equipment and onsite staff must be ready at the venue by 7:00 AM on June 2, 2025.</div><div>Coverage:<ul style="list-style-type: none">• Coverage shall span from 7:00 AM to 5:00 PM, including the arrival of employees and guests, registration, and program. Reasonable additional fees may apply for program extensions.</div><div>Transportation & Meals:<ul style="list-style-type: none">• Transportation expenses for equipment and crew are included in the quoted price.• Crew meals shall be provided by the supplier.</div><div>Onsite Staff Requirements:<ul style="list-style-type: none">• Two (2) photographers• Two (2) videographers• Two (2) coordinating assistants• One (1) same-day editor</div></div></div>				
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<p>Equipment:</p> <ul style="list-style-type: none"> At least two (2) DSLR cameras (with lenses, flashes, tripods, and other professional At least one (1) Full HD (1080p) video camera (with tripods and accessories) <p>Outputs:</p> <ul style="list-style-type: none"> Soft copies must be saved on a flash drive and/or hard drive, including: <ul style="list-style-type: none"> Video highlights/Same-Day Edit video Edited highlights of other Sportsfest activities Full event video (edited) Raw/unedited videos Raw/unedited photos Edited photos ready for printing (500 pcs) <p>Turnover Requirements:</p> <ul style="list-style-type: none"> Same-day edit video must be played at the end of the program. Edited photos, full event video, and flash drive and/hard drive of raw files must be submitted to OSG within 15 days of the event. Same-day edit and unedited photos must be available for download via Google Drive, OneDrive, or similar within 3 days after the event. <p>Scope of Work / Other Requirements:</p> <ul style="list-style-type: none"> High-resolution photo and video coverage is mandatory. Supplier must coordinate power and connectivity requirements with the venue. All necessary equipment and cables must be supplied. Additional time must be pre-approved by the agency's representative. Supplier must indicate the camera models to be used and submit a sample portfolio for evaluation. Must allow for rescheduling due to official announcements or unforeseen work suspensions. <p style="text-align: center;">(Price Vat-Included)</p>				
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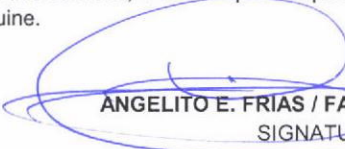
Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:**
- Please quote within ____ days from the date of RFQ.
 - Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - ☐ Mayor's / Business Permit;
 - ☐ PhilGEPS Registration Number: _____ Membership: ☐ Platinum ☐ Red
 - ☐ Income / Business Tax Return (for Small Value Procurement);
 - ☐ Notarized Omnibus Sworn Statement is required (50K Above);
 - ☐ Tax Cleaanace Certificate;
 - ☐ 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.



ANGELITO E. FRIAS / FATHIA K. KARIM / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Telephone: 8836-3314
Telefax: 8813-1174
Please send your quotation to:

osg.procurement@yahoo.com