



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

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

Date: January 28, 2026  
Quotation #: PS 026-01-007  
ABC: Php 250,000.00

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>RENTALS OF LIGHTS AND SOUND SYSTEMS AND GENERATOR SET; PROCUREMENT OF PHOTOGRAPHY AND VIDEOGRAPHY for the SINAG: Parangal at Pagkilala sa mga Natatanging Lingkod Bayan (2025 OSG PRAISE Awarding Ceremony) Inclusive of VAT, services, delivery, and other charges.</b></p> <p>Event Title: 2025 OSG PRAISE Awarding Ceremony Event Date: February 20, 2026 Estimated No. of Attendees: 600-700 persons Delivery Address: PICC, CCP Complex Bldg., Roxas Boulevard, Brgy. 76, Pasay City, Philippines</p> <p>Theme: <u>Parangal at Pagkilala sa mga Natatanging Lingkod</u></p> <p><b>MINIMUM TECHNICAL SPECIFICATIONS/INCLUSIONS:</b></p> <p><b>AUDIO SYSTEM</b> <b>INCLUSION:</b></p> <p>Digital Mixer 1 unit Line Array Speaker 4 units Delay Speakers 2 units Subwoofer 2 units Monitor Speaker 2 units Wireless Microphones 5 units Comsets 5 units Wired Microphones 3 units Speaker Stands 6 units Microphone Stand 2 units Laptop for audio playback 2 units DJ Controller 1 unit</p> <p><b>LIGHTING SYSTEM</b> <b>INCLUDING:</b></p> <p>PAR LED lights 12 units PAR LED lights (RGBW) 12 units Moving heads spotlight 6 units Digital beam controller 1 unit DMX controller 1 unit Haze machines 1 unit Column Truss 2 units Sounds and Lights operator 8 operators 120 KVA Generator Set 1 unit</p> <p><b>PHOTOGRAPHY AND VIDEOGRAPHY SERVICES</b> <b>INCLUSION:</b></p> <p>Four (4) Photographers Same day edit video Four (4) Cinematographers One (1) SDE Editor Three (3) Lights man/gaffer Live Video Feed for LED Wall 4K Camera Holly land Video Transmitter One (1) 32gb customized USB Flash-drive</p> <p><b>Scope of Work/Other Requirements:</b></p> <p>1. Mobilization, delivery, installation and demobilization of the required equipment.</p> <p>2. Supplier must ensure that all the equipment to be used is compatible with the facilities of the event venue to be leased the OSG, if applicable.</p> <p>3. Rental of equipment should be for the entire duration of the excluding the ingress and egress on the number of hours of program, should be properly coordinated with the authorized representative of the PRAISE Committee for approval.</p>	1	lot			

	<p>4. Supplier must coordinate with the event venue to be leased regarding the power requirements and/or connection the equipment/LED Wall. All necessary cables and connections be provided by the supplier.</p> <p>5. The service provided must be able to produce the following</p> <ul style="list-style-type: none"> <li>a. Live Video Feed</li> <li>b. Printed photos in 5R matte photo paper of photos taken the photo wall and during the program.</li> <li>c. Company Album</li> <li>d. Same-Day Edit (SDE) Video (music, video, type), 5-7 minutes</li> <li>e. Unlimited raw photos</li> <li>f. Enhanced/edited photos</li> <li>g. Softcopies of the following must be saved in a flash and/or hard drive: <ul style="list-style-type: none"> <li>* Same day edit video</li> <li>* Full event video (edited);</li> <li>* Raw/Unedited videos;</li> <li>* Raw/Unedited photos, and</li> <li>* Edited photos ready for printing</li> <li>* The same-day edit video shall be played at the end of the program.</li> </ul> </li> <li>h. The edited full event video and photos, as well as the drive and/or hard drive of raw/unedited videos and must be turned over the OSG within 30 days from February 20, 2026</li> <li>i. 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 30 days after the event.</li> </ul> <p>6. Additional 15% corkage fee is imposed by PICC on outside supplier. The Estimated Amount 250,000 includes the 15% corkage fee imposed by PICC.</p> <p>Note: Crew meals will be shouldered by supplier. The supplier will be allowed to deviate from the specifications provided that said deviations will be equal or greater than those stipulated. They must submit the pictures/photographs of previous work for evaluation of authorized representative. Also, supplier must provide option for rescheduling or modification due to unforeseen suspension of work.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>				
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Delivery Period:  
Warranty:  
Price Validity:

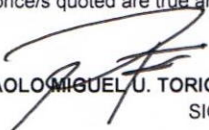
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**Note:**

- 1. Please quote within \_\_\_ days from the date of RFQ.
- e.  Tax Clearance Certificate;
- 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.

  
PAOLO MIGUEL U. TORIO / FATHA K. KARIM / RUEL BERMUDEZ  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**

Telephone: 8836-3314  
Telefax: 8813-1174

**Please send your quotation to:**

OSG-HA-QF-039  
Rev.00 (05 July 2018)