Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier:	**UNIONFILMSPH MULTIMEDIA SERVICES**		
Address:	Mangilag Sur, Candelaria, Quezon		
TIN:	318-553-736-000		
Account No.:	0026-6001-1030	Branch:	UnionBank - Morada Ave., Lipa City
Telephone:	09158713153/09771513604	Email:	unionfilmsph@gmail.com

P.O. # 025-12-170
Date: December 17, 2025
Mode of Procurement:
Small Value Procurement

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**
134 Amorsolo St., Legaspi Village, Makati City

Delivery Term: W/in thirty (30) days upon receipt of P.O.
Payment Term: w/in 30 days upon issuance of inspection & acceptance report (Bank to Bank)

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	**SUPPLY OF LABOR AND MATERIALS FOR STAGE AND PHOTO WALL DESIGN; PROCUREMENT OF PROFESSIONAL PHOTOGRAPHY, SAME-DAY EDIT VIDEO, AND PHOTOBOOTH SERVICES FOR THE OSG 2025 YEAR-END ASSESSMENT ACTIVITY, INCLUSIVE OF TAXES, SERVICES, DELIVERY, AND OTHER CHARGES.** Event Title: 2025 OSG Year-End Assessment Activity (YEAA) Event Date: December 19, 2025 Estimated No. of Attendees: 80-120 persons **Delivery Address:** Training Room, 7th Floor, Convergys One Building 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City **Minimum Technical Specification/Inclusions** Theme: Denim and Diamonds Location: Training Room, 7th Floor, Convergys One Stage Design: Training Room, 7th Floor, Convergys One Photo Wall Design: Lobby, 7th Floor, Convergys One **Scope of Work/Other Requirements** 1. Mobilization, delivery, installation, and demobilization of the required materials/equipment. 2. Supplier must ensure that all materials to be used are appropriate for the venue and coherent with the event theme. 3. Supplier must set up the stage wall design and photo wall design at least four (4) hours before the program. A standby personnel capable of repairs of materials must be present during the entire program. 4. Use of materials must be available for the whole day or for the entire program duration. 5. Supplier must coordinate with the event venue regarding requirements and/or installation or connection of materials/equipment. **PHOTO AND SAME-DAY EDIT SERVICES** **Delivery and Installation** Required equipment and onsite staff must be ready by 8:00 a.m. on December 19, 2025 at the venue specified by the agency. **Coverage** The supplier shall cover the activity from 9:00 a.m. to 3:00 p.m., including the arrival of OSG employees, registration, and the program proper. **Onsite Staff** a. At least two (2) professional videographers b. At least one (1) onsite editor c. At least two (2) gaffers d. At least one (1) assistant staff/runner/lightman/playback operator **Equipment** * At least two (2) DSLR cameras (with lenses, flash, tripods, and other professional equipment for high-resolution photo coverage) * At least one (1) full HD (1080) video camera (with tripod, gliders, and other professional video equipment) * At least one (1) laptop for video editing * Professional lighting equipment * H5 audio recorder (including cables and wireless microphones) * Gimbas * Same-Day Edit (SDE) Video (music-video type), 5-7 minutes * Unlimited raw photos	1	Php 159,000.00	Php 159,000.00

		* Enhanced/edited photos Soft copies, saved in a flash drive and/or hard drive, must include: a. Same-day edit video b. Raw/unedited videos c. Raw/unedited photos d. Edited photos ready for printing ***The same-day edit video shall be played at the end of the program.*** All soft copy outputs must be turned over to OSG within 30 days from December 19, 2025, and must also be made available for download via Google Drive, OneDrive, or any similar file-transfer service. **TWO (2) PHOTOBOOTHS** **Locations** Unit 1: Convergys One Building (Event Area) Unit 2: OSG Main Office **Delivery and Installation** Required equipment and onsite staff must be ready by 10:00 a.m. December 19, 2025 **Coverage** The supplier shall cover the activity for three (3) hours in both locations **Onsite Staff** * At least one (1) onsite staff per location **Equipment** * Professional DSLR camera (with lenses, flash, lighting, and other photo equipment) * Organized booth setup including backdrop and props * Printer for magnet-type photos **Outputs** * Unlimited magnet-type photos * Soft copies of all unedited photos, available for download or sent via Google Drive, OneDrive, or similar services within three (3) days after the event **Additional Notes:** * The supplier must provide the exact camera unit(s) to be used and submit sample work for evaluation by the authorized representative * The supplier must provide options for modification, rescheduling, or cancellation due to agency or national government announcements.			
Total Amount in Words:	**One Hundred Fifty Nine Thousand Pesos Only**			**Php**	**159,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: MONTEVIRGEN, PAUL RAMCADEN D.
(Signature over printed name)
12/19/25
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10210I-2025-12-044

Amount: ₱ 159,000.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

PAOLO MIGUEL U. TORIO
Process Server