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

PURCHASE ORDER

Supplier:	**UNIONFILMSPH MULTIMEDIA SERVICES**			**P.O. #**	**026-05-063**
Address:	Mangilag Sur, Candelaria, Quezon			**Date:**	May 28, 2026
TIN:	318-553-736-000			**Mode of Procurement**:	
Account No.:	0026-6001-1030	Bank:	Unionbank - Lipa Branch		Small Value Procurement
Telephone:	0915-8713153	Email:	unionfilmsph@gmail.com		

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

Place of Delivery:	**OFFICE OF THE SOLICITOR GENERAL**	**Delivery Term:** May 29, 2026 at specific time.
Date of Delivery:		**Payment Term:** Within 30 days upon receipt of invoice & Certificate of Completion & Acceptance

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	Lot	**PROCUREMENT OF PROFESSIONAL PHOTOGRAPHY & VIDEO COVERAGE FOR THE 2026 OSG SPORTSFEST** *Event Title: "Pistang OSG; Lakas ng lahing Pilipino, Diwa ng Bayanihan"* *Event Venue: GSIS Gymnasium, Pasay City* *Event Date: May 29, 2026* *Estimated No. of Attendees: 600-700 pax* ***Delivery & Setup:*** * Equipment and onsite staff must be ready at the venue by 7:00am of May 29, 2026. ***Coverage:*** * Coverage shall span from 7:00am to 5:00pm, including the arrival of employees and guest, registration and the program proper. ***Transportation and Meals:*** * Transportation expenses for the equipment and crew shall be included in the quoted price. * Crew meals shall be provided by the supplier. ***Inclusions:*** Two (2) Photographers Two (2) Videographers Two (2) Production Assistants/Gaffer One (1) Photo Editor One (1) Video Editor ***Scope of Work/Other Requirements:*** 1. Mobilization, delivery, installation and demobilization of the required equipment. 2. Supplier must ensure that all the equipment to be used is compatible with the facilities of the event venue leased by OSG, if applicable. 3. The rental of equipment shall cover the entire duration of the event program, exclusive of the time allocated for ingress and egress. The egress. The number of hours required shall be properly coordinated with, and subject to the approval of the authorized representative of the Sportsfest Committee. 4. The Supplier shall coordinate with the management of the event venue regarding the power requirements and necessary electrical connections for the equipment, including the LED wall. The Supplier shall provide all necessary cables, connectors, and related accessories required for the proper installation and operation of the equipment. 5. The service provided must be able to produce the following: a. Live video feed b. 5 to 7 minutes Same-Day Edit (SDE) Video (music, video type) c. Unlimited raw photos d. Enhanced/edited photos e. Soft copies of the following must be saved in a flash and/or hard drive: * Same day edit video * Full event video (edited) * Raw/unedited videos * Raw/unedited photos, and * Edited photos ready for printing * The same day edit video shall be played at the end of the program 6. The edited full event video and photos, as well as the drive and/or hard drive of raw/unedited videos must be turned over to OSG within 30 days from May 29, 2026. 7. Soft copies 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 application/service within 30 days after the event.	1	Php 45,000.00	Php 45,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
2	lot	**PROCUREMENT OF PHOTOBOOTH FOR THE 2026 OSG SPORTSFEST** **Delivery and Installation** The required equipment and onsite staff must be ready by 10:00AM on May 29, 2026. **Coverage** The supplier shall cover the activity for three (3) hours, with unlimited stop time. **Transportation and Meals:** * Transportation expenses for the equipment and crew are included in the quoted price. * Crew meals shall be provided by the supplier. **Onsite Staff** The onsite staff shall at least consist of two (2) photobooth operators **Equipment** 1. Use of professional DSLR camera (inclusive of lenses, flash, lighting and other professional equipment for high-resolution photos). 2. Organized booth set-up including backdrop and props 3. Printer for magnet-type photos. **Outputs** 1. Unlimited magnet-type photos. 2. Soft copies of all unedited photos must be made available for download or sent to the client via Google Drive, OneDrive, or any similar photo-transfer application/service within three (3) days after the event. **Scope of Service / Other Requirements** 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. The Supplier shall coordination with the management of the event venue regarding the power requirements and necessary electrical connectios for the equipment. The Supplier shall provide all necessary cables, connectors, and related accessories required for the proper installation and operation of the equipment. 3. Any additional charges arising from the extension of program hours or the extended use of the photobooth shall be properly coordinated with, and subject to the approval of the authorized representative of the Sportsfest Committee. **Note:** The Supplier must provide options for rescheduling or modification of services in the event of unforeseen suspension of work or similar circumstances. *The following documents shall be deemed to form & construed as part of this agreement:* Request for quotation *Other documents as may be required by laws*	1	Php 12,000.00	12,000.00
Total Amount in Words:		**Fifty Seven Thousand Pesos Only**			**Php 57,000.00**

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: MONTEHERGER, PAUL RAM CHOSEN D.
(Signature over printed name)
May 29 2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10101-2026-06-267
Amount: ₱57,000.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

PAOLO MIGUEL U. TORIO
Process Server