Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: December 3, 2025
Quotation #: PS 025-12-132
ABC: ₱170,000.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	**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 Specifications/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 or modifications 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/lightsman/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) • Gimbals	1	lot		

	Outputs • Same-Day Edit (SDE) Video (music-video type), 5–7 minutes • Unlimited raw photos • 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. **(Price Vat-Included)**				

Delivery Period: _____

Warranty: _____

Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

MEYNARD B. BAPTISTA/SONNY S. BERMUDEZ/ASHLIE T. ABLES/PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph