Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: May 18, 2026
Quotation #: PS 026-05-033
ABC: ₱70,000.00

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	**RENTAL OF LIGHTS & SOUND SYSTEM WITH LED WALL FOR THE 2026 OSG SPORTSFEST** Event Title: "Pistang OSG: Lakas ng Lahing Pilipino, Diwa ng Bayanihan" Event Venue: GSIS, 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 7:00 AM on May 29, 2026 **Coverage** • Coverage shall run from 7:00 AM to 5:00 PM, including the arrival of employees and guests, registration, and the program. **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. **LED WALL (9 X 12 FT)** • at least One (1) video mixer • at least One (1) video switcher • at least One (1) laptop • at least One (1) LED wall riser • at least One (1) lot of power cables, connectors, and other necessary equipment **LIGHT SYSTEM** • at least Twelve (12) RGB PAR LED 54 lights (RGB/Amber) • at least Two (2) moving heads • at least One (1) light console • at least One (1) smoke machine • at least Two (2) light stands • at least One (1) follow spot **SOUND SYSTEM** • at least Six (6) powered speakers (DIVA 15) • at least One (1) 12-channel digital audio mixer • at least Four (4) speaker stands • at least Five (5) UHF wireless microphones • at least Two (2) microphone stands • at least One (1) laptop for audio playback and control • at least One (1) DJ controller • at least One (1) lot of DI boxes, audio cables, and extension wires	1	lot		

	Scope of Work / Other Requirements 1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. The supplier must ensure that all 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 allotted for ingress and egress. The required number of hours 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. **Note:** The Supplier may propose deviations from the provided specifications, provided that such deviations are of equal or better quality than those specified. The Supplier shall submit photographs or samples of previous works for evaluation by the authorized representative. Further, the Supplier must provide options for rescheduling or modification of services in the event of unforeseen suspension of work or similar circumstances. **(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 / RHODORA T. CARDEL / ASHLIE T. ABLES
SIGNATURE OF CANVASSERS

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

osgprocurement@osg.gov.ph