



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

**\*\*Mandatory to fill in\*\***

COMPANY NAME:	Quotation No. 23-05-266
CONTACT No.	Purchase Request No. I-2023-05-0076
Address:	Purpose: for BulSU Graduation Video Recording and Photo Documentation
TIN No.	ABC: 637,500.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days
EMAIL ADDRESS:	upon receipt of Purchase Order

**INSTRUCTIONS TO SUPPLIERS:**

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.
2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable
3. Indicate the warranty period in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation duly signed by your representative.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:  
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; d) PhilGEPS Membership Certificate; e) Omnibus Sworn Statement and f) Income/ Business Tax Return
6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	<p><b>BulSU Graduation Photo Documentation and Video Recording</b>  June 19, 2023 : 9AM - COE  2PM - CBA &amp; CAL  Venue: KB Gym  June 20, 2023 : 9AM - COED &amp; CAFA  2PM - CICT &amp; CSSP  Venue: KB Gym  June 21, 2023 : 9AM - SARMIENTO  2PM - BUSTOS  Venue: KB Gym  June 22, 2023 : 9AM - CS, CSER &amp; CHTM  2PM - CICT, CCJE &amp; CON  Venue: BulSU Valencia Hall  June 23, 2023 : 9AM- HAGONNOY &amp; GS;  2PM -MENESES  Venue: BulSU Valencia Hall</p>	1 package			
	<b>INCLUSIONS:</b>				
	<p><b>Photo Coverage</b>  2 - photographer for the event program  1 photographer for the the speaker and stage activities</p>				
	<p><b>Documenation Video with production livefeed</b>  3 - videographer  Communication set  1 communciation base station  Video Mixer with technical director</p>				
	<p><b>Same Day Edit Video</b>  1 - video editor (inclusive of editing equipment)  1 pax of gimbal cameraman (Creative shots)  1 pax of videographer (Emotions, façade, etc.)</p>				
	<p><b>Storybook Style Coffee table (5 day package)</b>  Size: 8X10; 25 pages  AM graduation (2 copies)  PM graduation (2 copies)</p>				
	<p><b>Deliverables:</b>  (a) Immediately after each graduation ceremony:  -Same Day Edit (SDE) video to be played at the last part of the event and a copy of the SDE video recording x 10 graduation ceremonies)  (b) One month after the last day of graduation  -Copy of raw HD images and Edited version (one file folder per graduation ceremony saved in External HDD)  - HD Quality raw video of the event (one file folder per graduation ceremony saved in External HDD)  -20 pcs of Storybook style Coffe table (Photo album)</p>				
	<p><b>PAYMENT TERM AND CONDITION:</b>  <b>First payment - 50% of the contract price</b>  <b>Full payment will be issued upon completion of the deliverables</b></p>				
	<b>NOTE: Please attach brochure and indicate days of delivery</b>				

Accomplished by:

By the authority of the University President.

\_\_\_\_\_  
Supplier's Representative  
(Print name and Signature)

\_\_\_\_\_  
DR. DOLLY P. MAROMA  
BAC Chairman

Date Accomplished : \_\_\_\_\_

Canvassed by:

\_\_\_\_\_  
Name and Signature