


<div><div></div><div>Republic of the Philippines BULACAN STATE UNIVERSITY City of Malolos, Bulacan</div></div> <div>REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES</div>					
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		
<div>INSTRUCTIONS TO SUPPLIERS:</div> <div>1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.</div> <div>2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable</div> <div>3. Indicate the warranty period in cases of equipment or whenever applicable.</div> <div>4. Forthwith submit the accomplished quotation duly signed by your representative.</div> <div>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</div> <div>6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.</div>					
ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	BulSU Graduation Photo Documentation and Video Recording June 19, 2023 : 9AM - COE 2PM - CBA & CAL Venue: KB Gym June 20, 2023 : 9AM - COED & CAFA 2PM - CICT & CSSP Venue: KB Gym June 21, 2023 : 9AM - SARMIENTO 2PM - BUSTOS Venue: KB Gym June 22, 2023 : 9AM - CS, CSER & CHTM 2PM - CICT, CCJE & CON Venue: BulSU Valencia Hall June 23, 2023 : 9AM- HAGONoy & GS; 2PM -MENESES Venue: BulSU Valencia Hall	1 package			
	INCLUSIONS:				
	Photo Coverage 2 - photographer for the event program 1 photographer for the the speaker and stage activities				
	Documenation Video with production livefeed 3 - videographer Communication set 1 communciation base station Video Mixer with technical director				
	Same Day Edit Video 1 - video editor (inclusive of editing equipment) 1 pax of gimbal cameraman (Creative shots) 1 pax of videographer (Emotions, façade, etc.)				
	Storybook Style Coffee table (5 day package) Size: 8X10; 25 pages AM graduation (2 copies) PM graduation (2 copies)				
	Deliverables: (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)				
	PAYMENT TERM AND CONDITION: First payment - 50% of the contract price Full payment will be issued upon completion of the deliverables				
	NOTE: Please attach brochure and indicate days of delivery				
<div>Accomplished by:</div> <div><div>Supplier's Representative (Print name and Signature)</div><div>Date Accomplished : _____</div></div> <div><div>By the authority of the University President.</div><div>DR. DOLLY P. MAROMA BAC Chairman</div><div>Canvassed by:</div><div>Name and Signature</div></div>					
<div>BulSU-OP-PU-03F3</div> <div>Revision: 1</div> <div>JAM 5-29-2023</div>					