



Republic of the Philippines  
**BULACAN STATE UNIVERSITY**  
City of Malolos, Bulacan

## REQUEST FOR SUBMISSION OF PROPOSALS FOR THE BULSU PHOTOGRAPHY SERVICES

The **BULACAN STATE UNIVERSITY (BuISU)**, through its **Bids and Awards Committee (BAC)** for **Goods, Supplies, and Services**, invites all interested photographers to submit their proposals, subject to the terms and conditions stated in the Terms of Reference (TOR):

<b>NAME OF PROJECT</b>	BuISU Photography Services
<b>LOCATION</b>	Bulacan State University, Brgy. Guinhawa, Malolos City, Bulacan
<b>PRE-QUALIFICATION AND SUBMISSION OF DOCUMENTARY REQUIREMENTS</b>	April 22, 2019; 9:00 AM
<b>PICTURE TAKING START</b>	May 2, 2019
<b>LAST DAY OF PICTURE TAKING</b>	May 31, 2019

All interested photographers must submit the documentary requirements for pre-qualification on or before April 22, 2019; 9:00 am to the University Hostel 3<sup>rd</sup> Floor, BAC Conference Room, Bulacan State University, Malolos, Bulacan.

For further information, please refer to:  
Bulacan State University-BAC Secretariat  
Guinhawa, City of Malolos, Bulacan 3000  
Telefax. No. (044) 794-7755; (044)919-7800 local 1053 or 1054  
Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)  
Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)

  
**DR. KENO C. PIAD**  
BAC Chairperson, Goods, Supplies  
and Services

# TERMS OF REFERENCE

## BULSU PHOTOGRAPHY SERVICES

### DOCUMENTARY REQUIREMENTS FOR PRE-QUALIFICATION

- A. Company Description and History
- B. Principal Owners and Officers
- C. Supporting Documents:
  - a. Registration Certificate issued by SEC / DTI Business Name Registration
  - b. 2019 Mayor's permit
  - c. Valid Tax Clearance
  - d. List of previous clients within the last 2years

### PROJECT SPECIFICS:

1. The **PHOTOGRAPHER** shall supply, deliver and/or perform photography services to the Bulacan State University in accordance with the following specifications with and amount of Php 150.00 for this package:

Number of Copy per Student	Specifications (in Matte Photo Paper)
1	5"x7" colored: in academic gown
1	4"x6" colored: in Filipiniana
2	2"x2" colored: in academic gown (to be use in yearbook)
2	2"x2" black and white: in Filipiniana
1	Class Picture

The total quantity of the students to be serviced and to be delivered with the above-mentioned photos is **11, 625**. This provision is, however, without prejudice to the provisions of Paragraph 2(f).

### 2. TERMS and CONDITIONS

- a. The PHOTOGRAPHER shall allow students to have two poses where the latter shall choose from the two poses;
- b. The following schedule shall be followed by the PHOTOGRAPHER:

Number of Days	Campus
30	Main Campus, including Pulilan Extension and Hagonoy Campus
5	Sarmiento Campus
5	Bustos Campus
5	Meneses Campus

BULSU shall notify the PHOTOGRAPHER on the start day to proceed its services, thereafter, the above schedule shall be followed. The aforesaid schedule may be subject to change upon mutual covenants of the parties.

- c. In addition to the provisions of Paragraph 1 herein, the **PHOTOGRAPHER** shall also provide the following:

c.1 Provide in Main Campus eight (8) to ten (10) studio set-ups, and two (2) to three (3) studio set-ups for satellite campuses with choice of colored background;

c.2 Academic Gown with approved hood and Filipiniana attire for Male and Female students;

c.3 Free soft copy and printed photos (2 pcs: Wallet size colored picture per Faculty, and 1 pc: 8R Faculty Group Picture per College) of deans & faculty members of every college if they will avail a special package from the PHOTOGRAPHER.

c.4 The PHOTOGRAPHER will submit a CD copied of the picture per colleges and commencement ceremony.

- d. **DELIVERY.** ALL pictures, including the soft copy (in DVD), must be delivered one (1) month after the last picture taking schedule, which shall be on **May 31, 2019**.

It is further agreed that prior delivery, all pictures must be sorted and be enclosed in an envelope per student. Said pictures in an envelope should then further sorted per course, per college and per campus. The complete list of names of the students must also be attached in the delivered photos.

- e. **PAYMENT.** It is the PHOTOGRAPHER's responsibility to provide the student(s) for the forms to be fill-up before picture taking. The PHOTOGRAPHER will facilitate the collection of the payment directly from the students of BuSU by each College and in return, the PHOTOGRAPHER shall issue BIR approved official receipts for each payment being made by the Students.

The PHOTOGRAPHER will also pay for the electricity to be consumed during the photoshoot.

3. **TENURE OF CONTRACT.** Photography services for 2018-2019 Graduates

4. **WARRANTIES. PHOTOGRAPHER** guarantees his services to be free from defects. Any defective item(s)/product(s) that may be discovered by the BuSU within three (3) months after acceptance of the same shall be replaced by the supplier within (7) calendar days upon receipt of a written notice to that effect.

5. **PENALTIES.** A penalty of one percent (0.01) of the total value of the product(s)/good(s) purchased shall be deducted for each of delay in the delivery of the product(s)/good(s) ordered.

6. The **PHOTOGRAPHER** shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality, and specifications of the project/award. Failure to comply with the same shall be ground for cancellation of the award and of his Contract and for the forfeiture of the Performance Security.