



**REQUEST FOR QUOTATION NO.: 2024-11-087**

Date: November 25, 2024

**Procurement Title** : 1 lot of Full Event Photo and Video Coverage with Photo Booth Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)

**Purchase Request No.** : 2024-11-227

**Approved Budget for the Contract** : Php 110,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **November 29, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

**I. General Terms and Condition:**

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate;**
  - **Notarized Omnibus Sworn Statement;**
  - **Copy of any Valid ID of the Authorized Representative; and**
  - **Company Profile and/or Portfolio/ previous clients with sample of photos and videos**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 PHILGEPS REGISTRATION NO.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 MOBILE NUMBER: \_\_\_\_\_

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
<p> <b>One Lot Full Event Photo and Video Coverage with Photo Booth Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)</b> </p> <p> <b>Date:</b> 13 December 2024 (Friday) <b>Time:</b> 5:00 PM – 10:00 PM (5 hrs.)         </p> <p> <b>Location:</b> Diplomatic Hall, Grand Marriott Ballroom, Pasay City         </p> <p> <b>Specifications for Photo and Video Coverage:</b> <ul style="list-style-type: none"> <li>▪ Video recording of the entire event proceedings</li> <li>▪ Raw Photos immediately after the event</li> <li>▪ Same Day Edit video (min. 5 mins.), Expected final turnover for same day edit video is 1 week after the event including edits</li> <li>▪ Full length video (min. 5 mins.). Expected final turnover for the full length video is 1 month after the event</li> <li>▪ With minimum of three (3) revisions for both SDE and full length video</li> <li>▪ Free external hard drive for raw &amp; enhanced/edited photos and videos</li> </ul> </p> <p>           Inclusive of crew meals, transportation, parking fees, toll fees, and other crew expenses (if any)         </p> <p> <b>Specifications for Photobooth Service:</b> <ul style="list-style-type: none"> <li>▪ Full 4R magnet photo</li> <li>▪ High quality print</li> <li>▪ 4 shots per session</li> <li>▪ Customized layout design</li> <li>▪ Unlimited shots</li> <li>▪ Unlimited prints</li> <li>▪ Soft copy of photos will be sent via Google Drive</li> </ul> </p>	<p>Php 110,000.00</p>	

**Additional requirements:**

- Supplier should submit a company profile and/or portfolio/previous clients with sample of photos and videos in the submission of documents
- Crew must not smoke on the venue, and/or during the event (including ingress and egress)
- Crew must wear business attire during the event (wearing of T-shirt, jeans, rubber shoes and slippers are not allowed)  
Quotation or bid offer provided should be inclusive of all applicable Taxes

After careful evaluation of the General Terms and Conditions, Specifications, and Event Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_

For Further information, please refer to:

**KEESHIA MAE L. ACEDERA**

Administrative Office IV/ Lead BAC Secretariat

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)

Telephone: 8552-4792 / 8552-4703 / 8552-4756