



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
College of Science**

Date: June 23, 2022
RFQ No.: 2607 PR No. : 16589
MOP: NP - Small Value Procurement

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery and submit your Quotation duly signed by your representative **not later than 8:00 am, June 29, 2022** in the return envelope attached herewith.

Note:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 60 calendar day/s.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00)**.
6. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to hdlumague@up.edu.ph cc: spm@up.edu.ph.
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

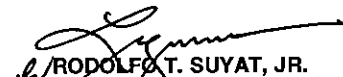
Others:

Professional/ Consultancy Services for Video Editor/ Graphic Artist

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Professional/Consultancy Services (Video editor/graphic artist)	lot	1			₱ 500,000.00	₱ 500,000.00		
	Scope of Work:								
	PROCURING ENTITY (UP BAGUIO)								
	- Prepare the script/lesson and materials for the pre-laboratory activity/experiment.								
	- Pre-laboratory activity/experiment videos will be presented by selected instructors/professors.								
	- Submit corresponding visual aids of the experiment videos (if any) using PowerPoint Presentation after the video shooting.								
	- Coordinate with the selected instructors/professors for video shooting. Identify appropriate venue that is well-ventilated and away from noise to avoid disruption during video shooting and to ensure a quality audio capture.								
	- Review edited videos after submission. Absence of feedback within 10 days means that the videos are approved as final.								
	SERVICE PROVIDER								

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				YES	NO					
	- Develop 60-72 pre-laboratory/ experiment videos, around 5-15 minutes each, using suitable shooting equipment and applying any other manipulation necessary during editing, which may include but not limited to motion graphics and animation.									
	- Perform appropriate video shooting with clear audio recording.									
	- Edit the raw footage using professional software.									
	- Initial edited video will be submitted via Google Drive for comments and inputs from the Procuring Entity.									
	- Improve and submit the final copies in Hard Drive.									
	- The video format output will be MP4, Full HD (1080p).									
	- Regularly coordinate with the focal person/project coordinator from UP Baguio.									
	EQUIPMENT TO BE USED FOR THE VIDEO LESSONS									
	CAMERA BODY									
	Pocket Cinema Camera 4K									
	LENSES									
	70-200mm f/2.8 IS II									
	16-35mm f/2.8 v2									
	24-70mm f/4L IS USM									
	AUDIO RECORDERS									
	Portable Audio Recorder									
	Wireless Omnidirectional Dual Channel Microphone									
	At least two (2) Pro Dual Transmitter Wireless Microphone System									
	Shotgun Microphone w/ Microphone Boom Pole									
	Lapel Microphones									
	LIGHTS:									
	LED Light with Lantern Softbox									
	At least two (2) 20x70 cm Softboxes with E27 105W Bulbs (White, White warm & warm)									
	LED light panels									
	STABILIZERS:									
	At least two (2) 3 section tripod with swivel mount									
	Carbon fiber tripod with mount									
	3-Axis Camera Handheld Gimbal									
	OTHERS									
	Teleprompter									
	Green Screen Backdrop (if necessary)									
	Drone									
	<i>Timeline: 60 days completion upon awarding of contract with weekly updates of script per subject until the completion of all scripts by mid-July 2022</i>									
	Suppliers to indicate the following details to their bid:									
	<i>Price Validity:</i>									
	<i>Delivery Term:</i>									
TOTAL:							₱ 500,000.00			
TOTAL QUOTED AMOUNT IN WORDS:										

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				YES	NO				


RODOLFO T. SUYAT, JR.
 ADMINISTRATIVE OFFICER III

After having carefully read and accepted your General Conditions, I/We quote you on the Items at prices noted above.

Name of the Company: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____