



UNIVERSITY OF THE PHILIPPINES

BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR

VAT Reg. TIN: 000-864-006-00007

REQUEST FOR QUOTATION
Office of the Vice Chancellor for Academic Affairs

Date: July 28, 2022

RFQ No.: 2648 PR No.: 17126

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, August 2, 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 30 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, Income/ Business Tax Return (for ABCs above Php 500,000.00), Omnibus Sworn Statement (for ABCs above Php 50,000.00).
6. Submit your quotation at BIDS AND AWARD COMMITTEE (BAC) OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to bac.upbaguio@up.edu.ph, cc: spmo.upbaguio@up.edu.ph.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Pre-recorded and Live-streamed Videos and Still Photographs for the AUN-QA

Table with 8 columns: ITEM NO, GENERAL DESCRIPTION, UOM, QTY, Compliance with technical specifications (check), UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Row 1: Pre-recorded and Live-streamed Videos and Still Photographs for the AUN-QA, lot, 1, P 990,000.00, P 990,000.00.

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:

Unit	Item Description	Quantity	Unit Cost	Total Cost
lot	<p>Pre-recorded and Live-streamed Videos and Still Photographs for the AUN-QA Program Assessment</p> <p>*Project Duration: 30 days *Prospective suppliers must be readily available during preparation period and actual schedule of activities and events.</p> <p>1. Still Photographs:</p> <p>1.2 Professional headshots for 100 personnel with 10 group shots (portrait photographs of the following personnel in <i>Sablav</i> for the Academic Staff and formal attire for the Support Staff) done in three (3) days:</p> <ol style="list-style-type: none"> 1. Executive Staff Members - Chancellor and Two (2) Vice Chancellors 2. Quality Assurance Committee - Eight (8) Members 3. Quality Assurance Staff - Two (2) Members 4. BSME Academic Staff - Twelve (12) 5. BSME Support Staff - Four (4) 6. BS Mathematics Academic Staff - Twenty-eight (28) 7. BS Mathematics Support Staff - Eight (8) 8. Zoom Management and Technical Team - Thirty-six (36) <p>1.3 Post edit (photo enhancements, retouching, blemish removal) of the 110 full-color portrait photographs with final output at 300dpi resolution JPEG files</p> <p>1.4 Submission of 110 official photographs and raw image files properly labeled and stored in a 2TB USB 3.0 Solid State Drive (together with pre-recorded videos).</p> <p>2. Pre-recorded Videos:</p> <p>2.1 Professional talking head shots and facility tour for five (5) days according to the script/SAR and shot list provided by UP Baguio:</p> <p style="margin-left: 20px;">A. 10-minute Introductory Video</p> <p style="margin-left: 20px;">B. 20-minute University-level Offices Video:</p> <ol style="list-style-type: none"> 1. Office of the Vice Chancellor for Academic Affairs (OVCAA) 2. Office of the University Registrar (OUR) 3. Office of the Public Affairs (OPA) 4. Alumni Relations Office (ARO) 5. Health Services Office (HSO) 6. Office of Guidance and Counseling (OGC) 7. Office of Anti-Sexual Harrassment (OASH) 8. Kasarian Gender Studies Program 	1	990,000.00	990,000. 00

9. School Canteen
10. System and Network Office (SNO)
11. Human Kinetics Program (HKP)
12. *Himmasyo* (HKP Gymnasium)
13. Basketball Court
14. University Library
15. Learning Resource Center (LRC)
16. *Teatro Amianan* (Theater)
17. UP Baguio Residence Hall (UPBreHa)
18. Office of the Director for Student Affairs (ODSA)
19. Office of Scholarship and Financial Assistance (OSFA)
20. Museo Kordilyera (MK)
21. Oblation Grounds

C. 20-minute BS Management Economic Video

1. CSS Classrooms
2. CSS Audio-Visual Room
3. CSS Computer Laboratory
4. IM Alumni and Student Center
5. IM Case Discussion Room 1
6. IM Case Discussion Room 2
7. IM Faculty Room
8. IM Student Lounge
9. Isabelo de los Reyes Classroom 301
10. Isabelo de los Reyes Classroom 302
11. Isabelo de los Reyes Classroom 303
12. Graduate Resource Center
13. IM Conference Room

D. 20-minute BS Mathematics Video:

1. IB 104
2. IB 204
3. Classroom KA 402
4. Computer Science Laboratory 1
5. Computer Science Laboratory 2
6. Computer Laboratory (KA 301)
7. Science Research Center (SRC)
8. DMCS Faculty Rooms
9. Graduate Conference Room
10. Research Room
11. CS Audio-Visual Room

- 2.2 Ensure proper storage and organization of videos (constant backup of video files every location into 2 storage drives)
- 2.3 Post processing (video editing, color grading) with 3 revisions of the four (4) videos final output
- 2.4 Submission of four (4) 1080p HD videos stored in a 2TB USB 3.0 Solid State Drive (together with headshot photos)

3. Live-streamed Videos:

- 3.1 Professional talking head shots and live facility tour according to the script/SAR and shot list

provided by UP Baguio with 13 Sets of Live Stream videos:

- **Trial Set-up and Dry-run with UP System QA (3 days):**
 - 7 sets on Day 1 for the university-level facility tour
 - 6 sets on Day 2 for BSME (2 sets) and BS Mathematics (4 sets)
 - 13 sets on Day 3 for complete run from university to program levels
- **Readiness Test with AUN-QA Assessors and Secretariat (1 day):**
 - 13 sets for complete run from university to program levels
- **Program Assessment Proper (2 days):**
 - 7 sets on Day 1 for the university-level facility tour and;
 - 6 Sets on Day 3 for BSME (2 sets) and BS Mathematics (4 sets).

3.2 Indoor Video Setup for five (5) days for the **interview sessions** following technical specifications per set (3 sets):

1. Command Post: Chancellor's Board Room
2. BSME: Graduate Resource Center
3. BS Mathematics: KA 301

3.3 On-Field Video Setup with open broadcast software (OBS) following technical specifications per set with transmissions

Payment Schedule: After delivery of the following outputs:

1. Still Photographs:

- Post edit (photo enhancements, retouching, blemish removal) of 100 personnel's portraits with 10 group shots
- 110 (extra) raw image files
- Stored in a 2TB USB 3.0 SSD

2. Four (4) Pre-recorded Videos:

- Post production, video editing and color grading
- One (1) 10-min. (approx.) introduction video and three (3) 20-min. (approx.) university and program level pre-recorded 1080p HD videos showcasing the facilities
- Stored in a 2TB USB 3.0 SSD

	<p>3. Live-streamed Videos of Facility Tours and Interview Sessions:</p> <ul style="list-style-type: none"> ● Three (3) fixed station video production for interview session during the trial setup/dry-run, official readiness test and assessment proper ● Thirteen (13) sets video production for facility tours during the trial setup/dry-run, official readiness test and assessment proper 			
<p>Purpose: This project will produce pre-recorded and live-streamed videos and still photographs as part of the required documentations for the AUN-QA Assessment of the BS Mathematics and BS Management Economics programs. It showcases the primary resources of UP Baguio – its academic and support staff, and facilities and infrastructure used in the delivery of these programs.</p>				