



**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 University Registrar**

PROCUREMENT PROJECT: Videography services for UP Baguio Baccalaureate and Commencement Exercises 2023 on 18 July 2023  
Purchase Request no.: 19485  
Approved Budget of the Contract: Php 150,000.00

Date: 8 May 2023  
RFQ No.: 3022  
MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
- Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number**  
Additional Documentary Requirements for **ABCs above Php 50,000.00:**  
2a. For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.  
2b. For **Sole Proprietorship:** A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
- 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.
- 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 **mpberganio@up.edu.ph cc: spmo.upbagulo@up.edu.ph, bac.upbagulo@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 15 May 2023.**
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
- Failure to follow these instructions will disqualify your entire quotation.

**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. The information indicated below shall be the basis for the evaluation and calculation of your quotation.**

*MARY ANNE R. RIVERA*  
**MARY ANNE R. RIVERA**  
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
				YES	NO					
	<b>PROCUREMENT PROJECT: Videography services for UP Baguio Baccalaureate and Commencement Exercises 2023 on 18 July 2023</b>									
1	UP Baguio Baccalaureate and Commencement Exercises 2023 Technical and Production Scope of work July 18, 2023 8:30am-12nn , 2pm-6pm at BCC, Cordillera Convention Hall. > Audio & video services > Live streaming > Video & photo documentation	lot	1			₱ 150,000.00	₱ 150,000.00			
	Provide audio and video services July 17, 2023 – Monday (set up of equipment) July 18, 2023 – Tuesday 8:30AM-12:00NN & 2:00PM-6:00PM 1. Audio service: Provisions for microphones, connection to main sound system of Baguio Country Club - Cordillera Convention hall and live streaming service 2. Video service: 4 UHD (or higher) video cameras connected to a video switcher for live streaming • Live streaming service for 8 hours to YouTube and Facebook pages of UP Baguio during the Baccalaureate from 8:30AM-12:00NN and Commencement Exercises from 2:00PM-6:00PM (July 18, 2023) • Video documentation services for documentary and highlights video for upload to YouTube and Facebook pages of UP Baguio. (Videos to be the property of UP Baguio) • Photo documentation services: 3 experienced photographers for large events.									
<b>TOTAL:</b>							<b>₱ 150,000.00</b>			
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

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

Name of the Company: \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_