



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: **Videography and Photography Services for the 2024 UP Baguio Baccalaureate and Commencement Exercises of UP Baguio on 24 July 2024**

Purchase Request No.: **22069**

Approved Budget for the Contract: **₱150,000.00**

Date: **13 March 2024**

RFQ No.: **4041**

MOP: **NP-Small Value Procurement**

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
- Bidder should attach a copy of the latest Business Permit#, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPS registration only. **Quotations exceeding the ABC shall be rejected.**  
In Addition:
  - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- Warranty\*\*, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance of the Procuring Entity.
- Submit your quotation, *preferably sealed*, at the Supply and Property Management Office, UP Baguio **OR** send to this email address ONLY - [spm@up.edu.ph](mailto:spm@up.edu.ph) and cc: [bac@up.edu.ph](mailto:bac@up.edu.ph) with the subject heading **RFQ No. 4041** NOT LATER THAN **5:00 PM** on **20 March 2024**.
- Price validity shall be for a period of 90 calendar days.
- IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- Failure to follow these instructions will disqualify your entire quotation.

**Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.**

Canvassed by:

Ma. Christine P. Berganio

*[Signature]*  
**RUEL C. LESTINO**  
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (ex. pc, lot, kd)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
	<b>Videography and Photography Services for the 2024 UP Baguio Baccalaureate and Commencement Exercises of UP Baguio on 24 July 2024</b>									
1	UP Baguio Baccalaureate and Commencement Exercises 2024 Technical and Production Scope of work July 24, 2024, 7:00am-12nn , 1pm-6pm at Baguio Convention Center, -Audio & video services; -Live streaming; and -Video & photo documentation  Provide audio and video services July 23, 2023 – Tuesday (set up of equipment, ingress and sound check) July 24, 2023 – Wednesday 8:30AM-12:00NN & 2:00PM-6:00PM 1. Audio service: Provisions for microphones, connection to main sound system of Baguio Convetion Center and live streaming service				lot	1	₱ 150,000.00	₱ 150,000.00		

<p>2. Video service: 4 UHD (or higher) video cameras connected to a video switcher for live streaming</p> <ul style="list-style-type: none"> <li>• 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 24, 2023)</li> <li>• 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)</li> <li>• Photo documentation services: 3 experienced photographers for large events.</li> <li>• Final copy to be delivered/ released within 1 month with a maximum of 3 edits.</li> </ul>												
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**Contract Award:** Per line item  
**Delivery Period:** 23-24 July 2024

*#A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit. However, a copy of your Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.*

*\*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item without checking the compliance column otherwise provide a counter-offer*

**\*\*WARRANTY INCLUDED**  
 \*\*\* Nothing Follows \*\*\*

**TOTAL: P 150,000.00**

**TOTAL QUOTED AMOUNT IN WORDS:**

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

Name or the Company: _____	Tel. No. : _____
Address: _____	Fax No. : _____
Name of Representative: _____	Email Address: _____
Position: _____	_____
Signature: _____	Date: _____