



## HRAS - PROCUREMENT

**REQUEST FOR QUOTATION**  
**Sealed Bidding**PR No.: BDTP - 47925Date: 04/25/2022R.F.Q. No.: 202204-11260Delivery May 2, 2022

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Provision of Services Hiring of Contractor for the provision of artistic work services as Videographer and Photographer for the Grand Launch of the Go Lokal at Ayala Malls Manila Bay  SCOPE/DELIVERABLES:  The Contractor will be paid in full upon his/her submission of the following accomplishments:  1. Photo and Video coverage of the Grand Launch event proper from : - Opening Prayer and National Anthem - Speeches/ Messages from the speakers - Ribbon Cutting & Group Photos - Press Interview - Guided Tour of the Go Lokal x Common Room.		

Remarks All items should be treated as one lot. ABC is Php 50,000.

Prepared by:

*Ileen P. Vista*  
 ILEEN P. VISTA  
 ADMIN OFFICER IV

Very truly yours,

*Mary Ann D. Yulas*  
 MARY ANN D. YULAS  
 SUPERVISING ADMIN.  
 OFFICER *8x*

**DTI SHOPPING COMMITTEE**

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted \_\_\_\_\_

Signature over Printed Name \_\_\_\_\_

POSITION: \_\_\_\_\_

COMPANY: \_\_\_\_\_



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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains technical requirements for video coverage and equipment.

Remarks All items should be treated as one lot. ABC is Php 50,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Recorders, Electronic Gimbal, Drone. Licensed Music. Raw and edited photos and videos.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Remarks All items should be treated as one lot. ABC is Php 50,000.

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## TERMS OF REFERENCE

PROJECT TITLE	: Hiring of Contractor for the provision of artistic work services as Videographer and Photographer for the Grand Launch of the Go Lokal at Ayala Malls Manila Bay
PROPONENT	: Bureau of Domestic Trade Promotion (BDTP)
DURATION OF THE PROJECT	: May 2, 2022
PROJECT COST	: Php 50,000.00 (inclusive of VAT)

### RATIONALE:

Go Lokal will hold a Grand Launch of the first-ever Go Lokal inline store located at the 4th Floor of Ayala Malls Manila Bay on May 2, 2022 (Monday).

Go Lokal's first inline store was set up in partnership with Ayala Malls Manila Bay and Popjunklove Enterprises (CommonRoom PH), a collaborative shop that houses over 200+ local crafters and brands.

The Go Lokal inline store at Ayala Malls Manila Bay had its soft opening in January 2022 which allowed Go Lokal to better showcase and prominently position its products to reach a wider market. This initiative has provided continuous sales opportunities to our local MSMEs and has helped them recover from the economic impact brought about by the COVID-19 pandemic. To date, there are 18 Go Lokal MSMEs onboarded in the Go Lokal at Ayala Malls Manila Bay with sales of more than Php 95,000.00 reported in its first month of operations.

In order to document the Grand Launch of Go Lokal in Ayala Malls Manila Bay, the BDTP intends to hire the services of a contractor who will provide Photo and Video Services covering the Go Lokal store and the whole duration of the launch.

### SCOPE/DELIVERABLES:

The Contractor will be paid in full upon his/her submission of the following accomplishments:

1. Photo and Video coverage of the Grand Launch event proper from :
  - Opening Prayer and National Anthem
  - Speeches/ Messages from the speakers
  - Ribbon Cutting & Group Photos
  - Press Interview
  - Guided Tour of the Go Lokal x Common Room.

2. Walkthrough video coverage of the Tour of the guests at the Go Lokal x Common Room Store.
3. Submission of soft copy in external drive not later than May 13, 2022 or date of project completion.

**TECHNICAL REQUIREMENTS**

- Manpower
  - 2 Videographers
  - 1 Photographer
  - Production Assistants
  - Production Manager
- Equipment
  - HD Cameras, Tripods, Lighting Set, Audio Recorders, Electronic Gimbal, Drone.
- Licensed Music
- Raw and edited photos and videos

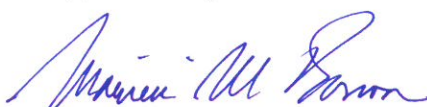
**TIMETABLE: May 2, 2022**

Activity	Date
1. Photography and videography, specifically the program proper covering the VIP guests' speeches, Ribbon Cutting, Guided Tour of the Go Lokal Store and Press Conference.	May 2, 2022
2. Editing of photos and videos during event proper	May 9, 2022
3. Submission of soft copy in external drive not later than the date of project completion.	May 13, 2022

Prepared by:

  
**KATE C. ARRIETA**  
**Project Officer, Go Lokal**

Approved by:

  
**MARIEVIC M. BONOAN**  
**Director, BDTP**