


Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
 COLLEGE OF TECHNOLOGY
Request for Quotation

Company Name : _____ PR No. 2020-11-2276
 Address: _____ Date: 11/27/2020

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith

REYNALDO D. GARCIA
 CAO/BAC Chair  27 Nov. 2020

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days upon receipt of Purchase Order.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [x] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	lot	1. This Contract shall take effect on 13 December 2020 until 15 December 2020 ; 2. The job description, scope of work and responsibilities of the Videographer are provided herein, viz : a. To film videos on set or on location depending on when events are scheduled to take place by the USEP Event Management Committee and College of Technology (CT); b. To ensure that necessary equipment for a shot is present and available and in good working condition during shooting schedule and livestreaming; c. To provide assistance on set and post production activities; d. To plan the shoot with the Technical Team and Production Directors; e. To direct other camera operators so that the needed footage is acquired; f. In close coordination with the Technical Team and Productions, he shall be responsible for shooting and assembling recorded raw material into a suitable, finished product for documentation, and must follow the following video output specifications: · Aspect Ration 16:9 · 1080p; 60fps · Mp4 Video format g. Produce two copies of recorded live stream stored in CD. h. Provide livestreaming services with necessary equipment and setup/ingress on 13 December 2020 and actual shoot on 14-15 December 2020.	1		

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

Canvassed By:

Authorized Canvasser	Printed Name/ Signature
	Tel. No. / Cellphone No.
	TIN of Establishment
	Date