



**REQUEST FOR PRICE QUOTATION/ PROPOSAL**

<b>Project:</b> Corporate Event Photo and Video Packages for ECC's 50th Anniversary on March 19, 2025	<b>RPQ No.:</b> 25-01-013
<b>Mode of Procurement:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Date:</b> January 09, 2025
<b>Approved Budget for the Contract:</b> 75,000.00	<b>PR No.:</b> 25-01-015

Sir/Madam:

The Employee's Compensation Commission invites you to submit your **LOWEST PRICE OFFER (Inclusive of all taxes)**, on the project/ items described below and subject to the Terms of Reference / Specifications provided in this RPQ. Price Quotation may be submitted through the following modes:

For RPQ with ABC of ₱50,000.00 and below <input type="checkbox"/>	<ol style="list-style-type: none"> <li>Signed printed Quotation (open canvass/ envelope) via manual submission/handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City</li> <li>Online or electronic submission of signed soft copy via email to <a href="mailto:supply@ecc.gov.ph">supply@ecc.gov.ph</a></li> </ol>
For RPQ with ABC above ₱50,000.00 <input checked="" type="checkbox"/>	<ol style="list-style-type: none"> <li>Signed printed quotation in a <b>sealed envelope</b> via personal submission/ handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City</li> </ol>

Submit your proposals with the required eligibility documents not later than **Feb. 3, 2025**. Bids / quotes in excess of the ABC shall be automatically rejected. The ECC reserves the right to reject any or all bids/ quotations. **5:00 P.M.**

Very truly yours,

*[Signature]*  
**ATTY. EVELYN R. RAMOS**  
Chairperson, ECC-BAC

No	Qty	Unit	Item/Description	ABC	Unit Cost	Total Cost
	1	Lot	Corporate Event Photo and Video Packages for ECC's 50th Anniversary  1. Event Overview: Event Name: ECC's 50th Anniversary Event Date: March 19, 2025 Event Duration: Full day  2. Photo and Video Package: a. Photography: - Event highlights (arrival, speeches, group photos, candid moments) b. Video Coverage: Same-Day Edit: Highlight video (7-10 minutes) for immediate viewing and social media.  3. Specific Deliverables: a. Photography: - High-resolution images, both in digital format and prints. b. Video: - Full-length edited video of the event (unedited raw footage can also be requested).  4. Equipment and Technology Equipment & Services: - Professional cameras, lighting, and audio equipment. - Drone (if available): For aerial footage, if desired. - Backup Equipment: Ensure redundancy in case of equipment failure.  5. Other: All edited and raw footage, will be provided on a flash drive.	75,000.00		
Total Cost (in words)					Total (in figures)	

**Terms of Delivery: Upon receipt of PO/NTP**      **Terms of Payment: Government Terms**

- We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.
- Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.
- We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature Over Printed Name of Authorized Representative	Contact No/Email Add
Name of Company	Date Signed
Business Address	EMPLOYEES COMPENSATION COMMISSION ADMIN. DIV. - SUPPLY SECTION
Required Eligibility Documents	PHILGEPS Certificate/Number; Mayor's/DTI Business Permit 2023; Omnibus Sworn Statement; SPA/ Sec. Cert;

