



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI-FM 03-17
 REV 3 / 10 October 2023

Supplier:	RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOP	PO No.:	24-07-165
Address:	#62 Mapagkawangawa St., Teachers Village, Quezon City 1101	PO Date:	July 11, 2024
TIN:	267-822-966-000	Mode of Procurement:	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Provided for under description
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	_____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	2024 ASTI Con Video and Photo Documentation 1. Background / Objectives. 1.1. Provision of video and photo documentation for the 2024 ASTI Con. 1.2. Specifications indicated herein are minimum requirements, unless otherwise stated. 1.3. Offers of equivalent or better specifications are acceptable. 2. Functional / Technical Specifications. 2.1. Event Details. 2.1.1. Event: 2024 ASTI Con. 2.1.2. Venue: Within Quezon City. 2.1.3. Duration: 18-19 July 2024. 2.1.3.1. Default duration of requirements unless otherwise specified. 2.1.4. Ingress / Egress. 2.1.4.1. Ingress: 12:01 AM 18 July 2024. 2.1.4.1.1. All equipment installed and ready for technical rehearsals by 6:00 AM 18 July 2022. 2.1.4.2. Egress: 19 July 2024. 2.1.4.2.1. All equipment dismantled and egressed on or before 11:00 PM. 2.1.5. Event Hours. 2.1.5.1. 18 July 2024: 8AM-11PM. 2.1.5.2. 19 July 2024: 8AM-11PM. 2.2. General. 2.2.1. Multi-camera video production and documentation of events / sessions in main ballrooms. 2.2.2. Roving still photo and video documentation of events in ballrooms, function rooms, and exhibits. 2.2.3. All video cameras and still photography cameras must be set or synchronized to the same date and time at the beginning of each event day,	1	P390,000.00	P390,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
 Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
 +632 8426-9755

as file names will be generated from internal creation date and time metadata.

2.2.4. On-site video editing services of event video coverage footage.

2.2.5. Provision of related production and other equipment.

2.3. Video Production and Documentation.

2.3.1. Multi-Camera Video Production and Documentation.

2.3.1.1. Equipment requirements are specified for coverage of two (2) ballrooms.

2.3.1.2. Three-camera static setup for each of the morning (AM) and afternoon (PM) sessions.

2.3.1.3. Minimum three-camera setup for the evening program.

2.3.1.4. Video Camera, Fluid Head, Tripod, Communication Headsets, Camera Platform, and other related accessories: 3 x 2 sets, total of 6 sets.

2.3.1.4.1. Video camera connectivity: Preferably SDI, HDMI is acceptable.

2.3.1.4.2. Video camera footage should be synchronized to each other as well as to program audio, preferably via timecode.

2.3.2. Video Production Equipment.

2.3.2.1. Production Video Switchers: 2 sets.

2.3.2.1.1. Inputs per Set.

2.3.2.1.1.1. Video cameras x 3.

2.3.2.1.1.2. Presentation computer/laptop from external provider/supplier.

2.3.2.1.1.3. Optional presentation computer/laptop from DOST-ASTI.

2.3.2.1.1.4. Master program audio.

2.3.2.1.2. Outputs per Set.

2.3.2.1.2.1. Video Program Out to venue LED screen.

2.3.2.1.2.2. Video Program Out to Confidence / Teleprompter Monitors.

2.3.2.2. Presentation computer/laptop: 2 sets.

2.3.2.3. Confidence / Teleprompter Monitors: 2 sets 55-inch LED TV with Stand.

2.3.2.4. Video Recording System: 2 sets.

2.3.2.4.1. Record input sources going to production video switchers.

2.3.2.4.2. Record video and audio Program Out coming from production video switchers.

2.3.2.4.3. Preferably multi-channel video recording system.

2.3.2.4.4. Video recordings will be used in on-site video editing.

2.3.3. Roving Video Documentation.

2.3.3.1. Video camera mounted on glider/gimbal: 2 sets.

2.4. Photo Documentation.

2.4.1. Capture key events per event program schedule.

2.4.2. High resolution DSLR or Mirrorless camera.

2.4.3. Digital photos shot in RAW format.

2.4.4. Supplementary Behind-the-Scenes (BTS) video.

2.4.5. Still photo coverage according to DOST-ASTI provided shot list.

2.5. On-Site Video Editing.

2.5.1. DOST-ASTI producers / writers will supervise video editors.

2.5.2. Ballroom Session Edit.

2.5.2.1. Edit material from ballroom sessions.

2.5.2.2. Videos edited and rendered approx. 2-4 hours after end of each AM and PM session, respectively, which will then be published / posted on DOST-ASTI's media platforms.

2.5.2.3. Edit Versions.

2.5.2.3.1. Full AM / PM session.

2.5.2.3.2. Individual speakers and session program segments, e.g. panel discussion, Q&A, ceremonial signing, etc.

2.5.2.3.3. Session highlights (approx. 3-5 mins).

2.5.2.3.4. Reels / Shorts.

2.5.3. Same Day Edit (SDE) Highlights Video.

2.5.3.1. Edit material from roving videographers and photographers.

2.5.3.2. Event highlight videos to be shown during evening program.

2.5.3.3. Edit Versions.

2.5.3.3.1. Day 1 SDE: Shown during Day 1 evening program.

2.5.3.3.2. Day 1 and Day 2 SDE: Shown during Day 2 evening program.

2.5.3.3.3. Reels / Shorts.

2.5.3.4. Inclusive of at least one (1) music soundtrack.

2.5.4. Inclusive of any other licensed non-royalty material such as, but not limited to, music and other Intellectual Property needed for the production.

2.6. Delivery of Photo, Video and Production Materials.

2.6.1. Video.

2.6.1.1. Isolated (ISO) recording of each video camera (static and roving).

2.6.1.2. Video and audio Program Out recording of each AM/PM track/session.

2.6.1.3. Video Format.

2.6.1.3.1. Format: 1080p Full HD.

2.6.1.3.2. Aspect Ratio: 16:9.

2.6.1.3.3. Vertical aspect ratio for videos published on social media platforms, as applicable.

2.6.2. Photo.

2.6.2.1. Full resolution DNG and PNG files.

2.6.3. Video Edit Project Production Files.

2.6.3.1. Video edit project production files submitted in DaVinci Resolve format to conform with DOST-ASTI's internal production processes, and to enable DOST-ASTI to perform future edits of event's video projects.

2.6.3.1.1. Project archive.

2.6.3.1.2. Project timelines / sequences.

2.6.4. Third-Party Intellectual Property Materials and Licenses.

2.6.4.1. Copy of Third-Party materials and items used in the production, and their corresponding licenses, see Intellectual Property.

2.6.5. One (1) set copy of photo, video, and related production files delivered in portable SSD(s).

2.6.5.1. Submission on or before seven (7)

calendar days after the event.

2.6.5.2. Acceptance of photo, video and production materials subject to:

2.6.5.2.1. Verification of files.

2.6.5.2.2. Adherence to DOST-ASTI prescribed file organization and filename convention, as well as metadata encoding.

2.7. Personnel.

2.7.1. Technical Director(s) (TD).

2.7.1.1. Should be always present during whole duration of event.

2.7.1.2. To assist with program flow and presentation.

2.7.2. Technical personnel to man and operate all equipment.

2.7.3. Video Camera Operators: 3 x 2 sets, total of 6.

2.7.4. Roving Videographers: 2.

2.7.5. Roving Photographers: 2.

2.7.6. Video Editors.

2.7.6.1. Video Editors will use DaVinci Resolve Non-Linear Editing (NLE) software in order to conform with DOST-ASTI's internal production processes.

2.7.6.2. Ballroom session video material: 2 video editors.

2.7.6.3. Roving video/photo material / SDE: 1 video editor.

2.8. Photo Booth.

2.8.1. High resolution DSLR or Mirrorless camera.

2.8.2. Event branded photo template.

2.8.3. Hard copy 4R printout.

2.8.4. Unlimited shots and prints.

2.8.5. Satin photo paper.

2.8.6. Lighting equipment.

2.8.7. Selection of props.

2.8.8. Booth attendants.

2.8.9. Photo Booth backdrop: approx. 1.5 m - 2m width.

2.8.10. Duration / Schedule.

2.8.10.1. 8 hours per day from 2:00 PM.

2.8.10.2. Photo Booth may close earlier upon advise of DOST-ASTI should the day's event/program finish early and guests have left.

2.9. Other Requirements.

2.9.1. External Provider and/or Technical Director must attend coordination meetings as set by DOST-ASTI.

2.9.2. External Provider is solely responsible for equipment safety, electrical safety, mechanical safety, and any related insurance requirements.

2.9.3. External Provider must comply with all venue rules and guidelines.

2.9.4. External Provider cost includes delivery and pick-up of equipment with crew to the venue.

2.9.5. External Provider personnel must be present to assist and operate the equipment during the duration of each day's event program.

2.9.6. External Provider personnel must wear their company uniform and ID always during event proper.

2.9.7. External Provider must provide for ALL LODGING AND ACCOMMODATIONS OF ITS PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.9.8. External Provider must provide for ALL MEALS, SNACKS, AND DRINKS OF ITS

PERSONNEL during ingress, event program proper, and egress whenever applicable.

2.9.9. External Provider must comply with restrictions regarding food and drinks inside event venue.

2.9.10. External Provider personnel will turn over A/V equipment controls and assist program/event personnel when so directed by DOST-ASTI.

2.9.11. In case certain items will not be required supplier agrees to replace or substitute these with items of similar value, or deduct cost from final billing/invoice.

3. Intellectual Property.

3.1. All captured and produced material, and their inherent Intellectual Property (IP) rights, shall become the sole property of DOST-ASTI.

3.2. Any third-party IP such as, but not limited to, music, fonts, sound effects (SFX), visual effects (VFX), and the like, used by the external provider/supplier in producing the required event materials and deliverables shall:

3.2.1. Not infringe on any external or third-party rights.

3.2.2. Be properly licensed royalty-free by the external provider/supplier, and a copy of said license included as a deliverable to DOST-ASTI.

3.2.3. Be included in the overall cost of the production project.

3.2.4. Adhere to applicable statutes and laws governing IP.

3.3. The external provider/supplier expressly agrees to indemnify DOST-ASTI from any third-party IP infringement claim resulting from the external provider/supplier non-adherence to provisions herein regarding IP.

4. Change Order or Amendment.

Any change order or amendment shall be made in writing, either electronically or non-electronically, subject to existing and applicable provisions.

5. Delay or Failure in Service Delivery.

In case of delay or failure by the External Provider to deliver or fulfill any requirements as specified in the contract, and due to the time sensitive nature of the required service, the External Provider expressly agrees that DOST-ASTI, and at DOST-ASTI's sole discretion, may proceed to take such remedial actions as it deems necessary, which may include, but not limited to, direct engagement of third-party external provider(s) to fulfill the required service in-part or in-whole, at the contracted External Provider's risk and expense, and where such expense ensuing from the remedial action taken may exceed the Awarded Contract Price, and without prejudice to any other rights which the DOST-ASTI may have against the External Provider under the contract and under applicable law.

6. Delivery and Payment.

6.1. Upon issuance of Notice to Proceed (NTP) delivery is as specified under:

6.1.1. Event Details.

6.1.2. Delivery of Photo, Video and Production Materials.

6.1.2.1. Should the delivery date deadline fall on a non-working day, such as a weekend, non-


	working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day. 6.2. Bid price shall be inclusive of taxes, delivery charges, and all other related fees. 6.3. Payment Terms: Prescribed government terms. (Please see attached quotation.)		
		TOTAL:	P390,000.00
(Total Amount in Words)		Three Hundred Ninety Thousand Pesos Only	

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

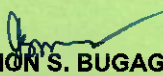
Conforme:

Very Truly Yours,

 (Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. De Leon
 Director, DOST-ASTI

 (Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011013029-07-000572</u>
Funds Available:	<u>Php 390,000.00</u>	ORS / BURS Date:	<u>JULY 12, 2024</u>
		Amount:	<u>₱ 390,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



11 July 2024

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Mr. MARK CRISTHIAN VILLARIN
 Project Manager
RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOP
 #62 Mapagkawangawa St.
 Teachers Village
 Quezon City 1101

Dear Mr. Villarín,

This Notice to Proceed is hereby issued for the following contract details:


	Contract Name	: Supply and Delivery of One (1) Lot 2024 ASTI Con Video and Photo Documentation
	Purchase Request No.	: GAA-24-06-19474
	Purchase / Work Order No.	: 24-07-165
	Total Contract Price	: Php 390,000.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: Three Hundred Ninety Thousand Pesos

Upon issuance of this Notice, your company, **RED ROOT ARTISTS AND ARTISANS MULTI-PURPOSE COOP** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D.
 Director

 Digitally signed
 by Benjamin R. Lara

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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