

September 27, 2024

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for Photo Booth Services for the 10th Balik Scientist Program (BSP) Annual Convention with a total approved budget for the contract (ABC) in the amount of Sixty Thousand Pesos (P 60,000.00).**

Event Details:

- Event Name: 10th Balik Scientist Program (BSP) Annual Convention
- Date: October 28, 2024
- Time: 05:00 PM – 09:00 PM
- Venue: PICC, Pasay City

Detailed deliverables:

1. 360° Video Outputs: Slow-motion videos with customizable animation, effects, and soundtrack.
2. GIF/Boomerang Outputs: 360° GIFs and boomerangs with event-specific animations and effects.
3. Photo Printouts: High-quality 5R / 5x7 Photo Magnet Prints with free frames (optional)
4. Event Branding: Custom-designed backdrops, video overlays, and photo prints with the event's theme and logos.
5. Share Station: Setup for instant social media uploads and email sharing, with mobile internet included.
6. Digital Sharing: Photos and videos uploaded within 24 hours for online download.
7. Event USB: Complete collection of photos, videos, and GIFs provided after the event.

Requirements:

360° Photobooth Setup

- Fully operational 360° photo booth with a rotating camera platform, capable of capturing slow-motion, GIF, and boomerang-style videos.
 - Platform should accommodate 2-4 guests per session
 - High-quality equipment, including professional DSLR cameras (Canon), pro lenses, and lighting systems for optimal sharpness and resolution. Webcams or point-and-shoot cameras are not acceptable
 - Customizable event-themed backdrop, integrated with DOST and BSP logos
 - Unlimited stop time throughout the 4-hour package duration, allowing the service to pause and resume without consuming package time, ensuring full coverage of important program moments
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Video & Photo Output Specifications

- **360° Video Output:** Shareable slow-motion videos, fully customizable with event-specific animation, effects, and up to 3 soundtrack options of the client's choice.
- **360° GIF/Boomerang Output:** Shareable GIFs or boomerangs, with customizable animations and effects.
- **Photo Printouts:**
 - 5R / 5x7 Photo Magnet Prints for each participating guest
 - High-quality prints using the fastest available commercial photo printers to minimize wait times, with printouts guaranteed to be fade-proof, smudge-proof, and water-resistant
 - Optional print sizes: 4R, 3R, 6R, and 8R, available upon request
 - Free photo frames or standees for each guest printout (optional)
- **Photo Design Customization:** Fully customizable photo layout and design, with two options for the client to choose from. Designs are unique and not reused from previous events.
- **Additional Photo Station:** A separate station for traditional photo booth services, with instant photo prints available.

Digital Access and Sharing

- Instant video sharing via a dedicated **Share Station**, allowing participants to upload their videos directly to social media or send them via email.
- All photos and videos will be uploaded online within 24 hours, allowing participants to download both individual shots and printouts.
- Event USB containing all videos, GIFs, and photos, provided immediately after the event.

Customization & Additional Features

- Fully customizable design options for all print and video outputs, tailored to the event theme: *Global Talents, Local Innovations: A Decade of Balik Scientist Contributions*.
- **Photo Album Guest Book:** A clean, elegant guest book for collecting printed photos and messages from participants.
- Aesthetic and functional booth design, ensuring the setup is elegant, motif-safe, and in harmony with the event space.
- Props provided are clean, hygienic, and event-appropriate

Operating Time & Personnel

- The photobooth service should be operational for 4 hours, with the flexibility to stop and resume without consuming the package time.
- Set up at least 2 hours before the event begins and dismantling after the event.

- Trained and professional staff, well-groomed and polite, will assist guests throughout the event.
- The supplier guarantees that there will be no long queues, and no guest will be asked to return later for their photos.

Qualified bidders should submit their quotations to the address below **on or before October 4, 2024 (Friday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
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