

PURCHASE REQUEST
BOHOL TOURISM OFFICE

Agency / Procuring Entity

Department:
Section :

PR. No. Date : August 17, 2020 ✓
SAI No. Date

STOCK NO	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	lot	<p>Provision of Live Telecast / Broadcasting Services for the coverage of the Opening and Closing Ceremonies of the Philippine Travel Exchange 2020 ✓</p> <p>Location: Bellevue Hotel, Panglao, Bohol</p> <p>Date: Techinal Dry Run - September 22, 2020 Opening Ceremonies: September 23, 2020 Closing Ceremonies: september 25, 2020</p> <p>SCOPE OF SERVICES:</p> <p>A. Live Telecast / Broadcast Services</p> <p>a. Provide and operate technical requirements for the coverage of the Opening and Closing ceremonies of the Philippine Travel Exchange in Panglao, Bohol</p> <p>Direct and design the camera setup fit for a broadcast and live feed</p> <p>c. Provide sufficient manpower to efficiently execute the live coverage of the event.</p> <p>d. Coordinate with the PHITEX platform provider for the connection of the live broadcast to the PHITEX participants.</p> <p>e. Work in close coordination with the Production Team for the shot and positioning requirements</p> <p>f. Work in close coordination with Hotel Venue and its IT team to ensure connectivity to the hotel TV system for the viewership of guests (Audio and Video)</p> <p>g. Provide the appropriate manpower for the quality execution of the live production, including but not limited to:</p> <p>i. Experienced cameraman / camera (5)</p> <p>ii. Camera Director</p> <p>iii. Audio Technician</p> <p>iv. Lighting Operator</p> <p>v. Experienced Broadcast operator (social media and other digital platforms)</p> <p>vi. Drone Pilot</p> <p>vii. Video Playback</p> <p>h. Ensure the Live Streamed audio materials are communicated with the approval of FilsCap for the authorized streaming of audio materials.</p> <p>i. Ensure a clean and discreet cabling system so as not to disrupt the operations of the hotel and all its guests</p>	1	250,000.00	250,000.00

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B. Technical Requirements

a. 5 camera setup HD Video Coverage

✓ 2 Overhead Shots

• Provision for connection of 2 cameras at the higher-level rooms of the venue

• Provision for connection of participants selfie shots for establishing clips

• Complete wiring and cabling connections and their accessories

✓ 2 On-Ground Stationary

• Provision for 2 stationary cams on ground level for the tight and wide shots of performers, speakers, VIPS and guests.

✓ 1 Creative Camera

• Provision for mobile camera with operator for creative shots of performers

• Must be on wireless connection system

✓ Live Drone Shots

• Live drone shots

** Ensure low light capabilities of cameras for the closing ceremonies**

b. Camera Accessories

✓ Stabilizers / Gimbals

✓ Tripods

✓ Complete Signal and Power Cables enough to reach proposed camera angles by the director

✓ Flash / LED Lights

✓ SDI-HD / HDMI Cables and Extenders

✓ Wireless HDMI for Creative shots

✓ SDI/HDMI/RJ45 Cable Converters

c. Production Equipment

✓ HD Video / Production Switchers

✓ Video Capture Cards for streaming platforms

✓ Streaming and Production Laptops

✓ Program and Preview Monitors

✓ Live Stream Audio Interface

✓ Live Stream Computer via Licensed Software: Wirecast or Vmix with operator

✓ Playback computer

✓ Graphics computer

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d. Audio Support

✓ Audio Mixer for the proper broadcast Tv Program Mix

✓ Ensure High Definition audio quality output to the live and digital audience

✓ Monitor Speakers

e. Lighting system

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C-200-158-D
 JR/P.R.# 158-D RECEIVED BY: *[Signature]* DATE: 9/2/20
PROVINCIAL PROCUREMENT MANAGEMENT UNIT
 PR # 2010-137-D NC # 137-D DC # _____ SC # _____ RSC # _____
 AMOUNT: ₱ 250,000.00 OK AS TO APP: _____

	<p>✓ Provide appropriate lighting support for the quality video output of the performances, speakers, VIPs and guests.</p> <p>f. Manpower Requirements, including but not limited to</p> <ul style="list-style-type: none"> ✓ Cameraman (5) ✓ Camera Director ✓ Live Broadcast Playback ✓ Live Broadcast Technician ✓ Audio Technician ✓ Lighting Operator ✓ Experienced Drone Pilot ✓ Production Assistants <p>C. OTHERS</p> <p>a. Accommodation</p> <p>b. Transfers</p> <p>c. Meals</p> <p>b. Cost of medical tests and other requirements for the execution of the tasks</p> <p>By lot ✓</p> <p>Place of Delivery: Bellevue Hotel, Panglao, Bohol Date of Delivery : September 22, 23, & 25, 2020 Mode of Procurement: Alternative Mode</p>		
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TOTAL in PhP **250,000.00**

Purpose: PHITEX hosting aims to bring back livelihoods, economic movements as to improve the economy of Bohol destabilized by the pandemic.

Requested by: <i>[Signature]</i> JOSEPHINE R. CABARRUS Head, Bohol Tourism Office	Cash availability: <i>[Signature]</i> EUSTAQUIO A. SOCORIN Provincial Treasurer	Approved: <i>[Signature]</i> ATTY. ARTHUR C. YAP Governor
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P. 91. 1000-1145
 9/5/20

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PROVINCIAL BUDGET OFFICE
 PROVINCE OF BOHOL

CONTROL NO. 1307 REC'D BY: *[Signature]* DATE: 9/14/20
 EARMARK NO. 1307 VALID UNTIL: 12/31/20
 EXPENSE CODE 46-TT/ AMOUNT 250,000.00
 FUND SOURCE TF-201 CONTROLLED BY DATE 9/14/20
PETER ROSS M. REYUTAL CPA
 - BMO

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