



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea, is inviting companies to submit quotations for its procurement of audio-video equipment set for official use by the Embassy, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas," as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed in **Annex A**. In addition to the quotation, interested suppliers should also submit a brochure or website page containing the technical specifications of the proposed audio-video equipment set. Incomplete submissions (*quotation without brochure/website page or vice versa*) shall be ineligible.

The last day to submit quotations is Sunday, 14 December 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines
Seoul, Republic of South Korea

08 December 2024

PROCUREMENT OF AUDIO-VIDEO EQUIPMENT SET FOR OFFICIAL USE BY THE EMBASSY

Terms of Reference

The Embassy intends to procure audio-video equipment from a reputable company for official use by the Embassy.

I. Background

The Embassy manages official social media accounts on Facebook, Twitter, and Instagram, which have a broad reach audience of not only Filipinos based in ROK and foreigners. The Embassy is also active in creating content not only to inform clients regarding updates on its services but also its efforts in the fields of security, trade, agriculture, and other sectors, as well as press releases on events that are beneficial to the country. Furthermore, even with the lifting of social distancing measures against COVID-19, requests for video messages of Embassy officials for events are expected as the chosen speaker may still be able to deliver their keynote speech remotely.

Raw images and videos were often captured using the personal mobile phones of Embassy personnel present at that time. Slight flaws or problems were later discovered due to inaudible audio in the video due to ambient noise, automatic exposure, and focus adjustment, which was sometimes unreliable, and so on. Due to these, the Embassy would have to use the available photos and videos since re-shooting is not an option most of the time.

To avoid using images and videos of poor quality, the Embassy intends to procure a professional audio-video equipment set that can be easily transported to different locations and used by Embassy personnel present at the event.

II. Scope of Work

The Company shall supply and deliver an audio-video equipment set based on the technical specifications provided by the Embassy.

III. Technical Specifications

Camera (with video recording function)	
• Inclusions: rechargeable battery, AC adapter, at least 128GB SD memory card, shoulder strap, USB A to USB C cable (USB 2.0), lens cap, 18-135mm lens, bag	
Imaging	
Sensor Resolution	At least 26 Megapixel
Image Sensory	23.3 x 15.5mm (APS-C)
Image Stabilization	Sensor-Shift, 5-Axis

Capture Type	Stills & Video
Exposure Control	
Shutter Type	Electronic shutter, mechanical focal plane shutter
Shutter Speed	Mechanical Shutter: 1/40000 to 30 seconds Electronic Shutter: 1/8000 to 30 seconds
ISO Sensitivity	Photo: 100 to 32,000 (extended: 50 to 102,400) Video: 100 to 32,000
Exposures Mode	Aperture Priority, Auto, Manual, Program, Shutter Priority
Still Images Capture	
Image Sizes	3:2 26 MP (6192 x 4128) 13 MP (4384 x 2920) 6.4 MP (3104 x 2064)
Image File Format	HEIF, JPEG, Raw
Video Capture	
Internal Recording Modes	XAVC HS 4:2:2 10-Bit XAVC HS 4:2:0 10-Bit XAVC S 4:2:2 10-Bit XAVC S 4:2:0 8-Bit XAVC S-1 4:2:2 10-Bit
External Recording Modes	4:2:2 10-Bit via HDMI
Media/Memory Card Slot	Single Slot: SD/SDHC/SDXC (UHS-II)
Video Input/Output	1 x Micro-HDMI Output
Audio Input/Output	1 x 1/8" / 3.5 mm TRS Stereo Headphone Output 1 x 1/8" / 3.5mm TRS Stereo Microphone Input
Power Input/Output	1 x USB-C Input
Other Input/Output	1 x USB-C Data Output (Shared with Power Input)
Wireless	2.4 / 5 GHz Wi-Fi 5 (802.11ac), Bluetooth 4.2
Battery Type	1 x Rechargeable Lithium-ion (approximately 550 still shots)

IV. *Warranty*

The Company shall warrant the camera and its accessories against failure to defects in materials or workmanship for at least one (1) year. It will, therefore, repair the in-warranty camera and its accessories at no cost.

V. *Deliverables*

The Company shall supply and deliver the following to the Embassy:

- a. Camera, meeting the minimum specifications listed in Section III, and accessories
- b. 18-135mm lens
- c. Bag, which can contain the camera, lens kit, and accessories

VI. Approved Budget for the Contract

The approved budget for the contract is **Four Million Nine Hundred Thousand Korean Won** (KRW 4,900,000) only, inclusive of VAT, and other applicable fees.

VII. Submissions

In addition to the quotation, the interested Company should also submit a brochure or website page containing the technical specifications of the proposed camera set.

VIII. Terms of Payment

Payment will be made through bank transfer within seven (7) working days of the camera set's complete delivery.