

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

## PURCHASE ORDER

Supplier:	<b>ARLAN FLORES VIDEOGRAPHY</b>	PO. No.	NF 2002-0040
Address:	Vinzons St., Old Albay, Legazpi City	Date :	February 28, 2020
Gentlemen:		Mode of Procurement:	SVP

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

Place of Delivery:	Legazpi City	Payment Term:	Charge
Date of Delivery:	March 6, 2020	Delivery Term:	

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>PRODUCTION OF 5-MINUTE SAME DAY EDIT VIDEO, FULL-VIDEO COVERAGE WITH LIVE FEED AND PHOTO DOCUMENTATION FOR THE 69TH DSWD ANNIVERSARY ON MARCH 6, 2020 IN LEGAZPI CITY</b></p> <p><b>Same-Day Edit Video, Full Video Coverage with Live Feed and Photo Documentation</b></p> <p><u>Produce the following:</u></p> <ol style="list-style-type: none"> <li>One (1) 5-minute same-day edit video covering the 69th DSWD Anniversary (release in MP4 format)</li> <li>Full video coverage of 69th DSWD Anniversary with live feed (release in MP4 format)</li> <li>Photo documentation: unlimited photos</li> <li>Store all deliverables in one (1) flashdrive including raw videos and photos</li> </ol> <p>Complete HD-based shooting equipment: HD SLR cameras, tripods, monopods, HD drone camera, glide gear camera stabilizer and camera crane</p> <p>Related office equipment: computer, laptops, scanner and printer</p> <p>Days of coverage: One day; Location shoot: Legazpi City</p> <p>Complete staff: Videographers, Photographers</p> <p>Professional video and audio editing software</p> <p>Complete audio recording equipment: lapel microphones, shotgun microphones and wireless receivers</p> <p><b><i>The same day edit video will be presented before the program ends</i></b></p>	1	50,000.00	50,000.00

Total Amount  
in Words:

FIFTY THOUSAND / PESOS ONLY\*\*\*

50,000.00

Very truly yours,

Conforme:

**ARNEL B. GARCIA, CESO II**  
Regional Director

**ARLAN FLORES VIDEOGRAPHY**  
Signature over Printed Name of Supplier

Date

Funds Available:

**LLOYD DRAZEN B. BAS**  
Accountant III

ORS No.:

20-03-00674

Amount:

50,000