



## TECHNICAL SPECIFICATIONS

### I. PROJECT

Request for Procurement of OPAA Office Equipment

### II. MINIMUM REQUIREMENTS

1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
2. Must provide a breakdown of prices and services included in the quotation.
3. Quotation to include E-VAT and other government taxes.
4. Amenable to government procedures or send-bill arrangement.

### III. SCOPE OF WORK/DELIVERABLES

1. Provide the Office Equipments for official use of the Office of Public Affairs and Advocacy (OPAA).

Date of delivery : **15 days upon acceptance of Purchase Order**  
Venue of delivery : Department of Tourism  
General Services Division  
G/F, New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati  
City  
Time : Office Hours

2. These equipment will be used to support the Department of Tourism's photo and video documentation, editorial, video production, social media management and support to operations of the Department.

EQUIPMENT	QUANTITY
1. Zoom Lens (17-40mm) (EF Mount)	2 PCS
2. Lens (RF-S18-150mm)	1 PC
3. Lens (RF-S18-45mm)	1 PC
4. Lens Extender x2 (EF Mount)	1 PC
5. Lens Adapter (RF to EF Mount)	3 PCS
6. Phone Gimbal	2 PCS
7. DSLR Gimbal	2 PCS





8. Drone Battery ( 2pcs Mavic air 2, 3pcs Mini 4)	5 PCS
9. Camera Battery (LP-E6NH)	4 PCS
10. Camera Battery Pack (LP-E17)	20 PCS
11. Camera Charger (2 LP-E6NH) ( 2 LP-E17)	4 PCS
12. Action Camera Accessories	1 PC
13. Camera Flash (Speedlite L-10)	4 PCS
14. Camera Cage (For eos R50)	1 PC
15. Heavy Duty Tripod (DSLR)	3 PCS
16. Light-weight Tripod (DSLR)	3 PCS
17. Video Transmitter Battery	2 PCS
18. Camera Mic (Wireless Mic)	2 PCS
19. Boom Mic (DSLR)	1 PC
20. Boom Stand	1 PC
21. Camera Hard Case	2 PCS
22. Camera Bag	2 PCS
23. Studio light (2800k - 6800k)(200W)	3 PCS
24. Softbox Parabolic Umbrella (Depends on the Studiolight)	3 PCS
25. Softbox Honeycomb (Depends on the Studiolight)	3 PCS
26. Studio Light Stand Stainless Steel	3 PCS

#### IV. PAYMENT PROCEDURE

Government procedure and is subject to appropriate government taxes.





**V. APPROVED BUDGET FOR THE CONTRACT**

Seven Hundred Fifty Thousand and 37/100 Pesos Only (PHP 750,000.37)

Total budget shall be charged against the approved 2024 WFP of OPAA

**VI. PROJECT BY THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA)**

For further information, please refer to the following project officer below at telephone

Numbers (2) 459-5200, loc. 316.


Project Officer - JHORICA JHANE P. HERNANDEZ - Information Officer I

NOTE: The winning bid shall be determined based on the best package suited to the market at the most advantageous financial cost, provided that the amount of bid does not exceed the above total budget.

**Prepared by:**

  
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**Noted By:**

  
**CZARINA ZARA-LOYOLA**  
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