



21 May 2026

**Subject: Request for Quotation (RFQ) for Photography and Videography Services for the Philippine National Day Reception 2026**

The Embassy of the Republic of the Philippines in Islamabad invites qualified and experienced suppliers/service providers to submit their best quotation for professional photography and videography services for the Embassy's celebration of the 128<sup>th</sup> Anniversary of the Proclamation of Philippine Independence.

**I. EVENT DETAILS**

- Event: Philippine National Day Reception 2026
- Date: 11 June 2026 (Thursday)
- Time: Approximately 1630H to 2030H (with possible extension, if necessary)
- Venue: Marriott Hotel Islamabad
- Expected Attendance: Approximately 300 guests

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) for the procurement of photography and videography services is:

**PKR 100,000.00**

Quotations exceeding the ABC may be subject to disqualification or further evaluation in accordance with applicable procurement considerations of the Embassy.

**III. REQUIRED SERVICES**

The selected service provider shall provide comprehensive event photography and videography coverage, including but not limited to the following:

**A. Photography Services**

- Coverage of the entire event, including:
  - Arrival of guests and VIPs
  - Reception and networking
  - Cultural and ceremonial segments
  - Speeches and formal program
  - Group photographs
  - Event highlights and candid moments
    - At least one (1) professional photographer
    - High-resolution edited photographs
    - Provision of digital copies/soft copy files of all final photos
    - Please specify:
  - Photo format(s) to be provided (JPEG, RAW, PNG, etc.)
  - Estimated number of edited photos
  - Turnaround time for submission of outputs
  - Availability of digital photo album or online gallery access

**B. Videography Services**

- Full video coverage of the event
- At least one (1) professional videographer
- Coverage must include:
  - Full recording of speeches and formal remarks
  - Event highlights and major moments
  - Audience interactions and ambiance shots
  - Cultural performances
    - Preparation of:
  - Full event video documentation

- Event highlights video (short edited version)
  - Provision of soft copy/digital files of all video outputs
- Ability to connect/hook up video equipment to the Marriott Hotel SMD screens for live feed projection during the event is REQUIRED.

#### IV. TECHNICAL INFORMATION REQUIRED FROM SUPPLIER

Interested suppliers are requested to indicate the following in their quotation/proposal:

- Number of photographers and videographers to be deployed
- Number of cameras to be used
- Type/model of camera equipment and lenses
- Backup equipment availability
- Duration of coverage included in the quotation
- Editing inclusions and deliverables
- Estimated delivery timeline of outputs
- Previous experience covering diplomatic, corporate, or high-level events (if any)

#### V. DELIVERABLES

The selected supplier shall provide the following:

- High-resolution edited photographs
- Soft copy/digital archive of all photos and videos
- Edited event highlights video
- Full recording of speeches/program segments
- Digital photo album or online file access (if available)
- All outputs stored in USB drive, external drive, downloadable cloud link, or other agreed digital format

#### VI. PAYMENT TERMS

- Payment shall be made via check upon satisfactory completion of services and submission of all required deliverables.
- The supplier must issue a valid official receipt/invoice addressed to:
  - Embassy of the Republic of the Philippines, Islamabad
- Government taxes and other applicable charges must be clearly indicated in the quotation.

#### VII. SUBMISSION OF QUOTATION

Interested suppliers may submit their signed quotation/proposal, including company profile, contact details, and NTN (if applicable), to:

**Rain R. Mendoza**  
Third Secretary and Vice Consul  
Embassy of the Republic of the Philippines  
Islamabad, Pakistan

Email: [rain.mendoza@dfa.gov.ph](mailto:rain.mendoza@dfa.gov.ph)  
Cc: [economics.ph@gmail.com](mailto:economics.ph@gmail.com)

**Subject Line: RFQ – Photography and Videography Services (11 June 2026)**

Deadline for Submission: **28 May 2026**

For inquiries or clarifications, kindly coordinate through the email addresses above.

The Embassy looks forward to receiving your competitive quotation and appreciates your interest in partnering with us for this important diplomatic event.

Very truly yours,

(signed)

**Rain R. Mendoza**

*Third Secretary and Vice Consul*

*On behalf of the Embassy of the Republic of the Philippines  
in Islamabad, Pakistan*