



REQUEST FOR QUOTATION

RFQ No.: **2025-04-0039**

Date: April 07, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ

Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Procurement of Various ICT Software Subscription:		
1	lot	Data Visualization Tool	₱135,000.00	₱135,000.00
1	lot	Marketing, Automation and Email Platform	₱180,000.00	₱180,000.00
1	lot	Email Tracking Subscription	₱35,000.00	₱35,000.00
1	lot	Online Design Platform <i>(see attached terms of reference)</i>	₱35,000.00	₱35,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱385,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier : _____
By : _____
Tel. No.: _____
TIN : _____



REQUEST FOR QUOTATION

RFQ No.: **2025-04-0039**

Date : _____

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Procurement of Various ICT Software Subscription: Data Visualization Tool Marketing, Automation and Email Platform Email Tracking Subscription Online Design Platform <i>(see attached terms of reference)</i>		
1	lot			
1	lot			
1	lot			
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier : _____
By : _____
Tel. No.: _____
TIN : _____

TERMS OF REFERENCE
PROCUREMENT OF VARIOUS ICT SOFTWARE SUBSCRIPTION
RFQ No. 2025-03-0039 dated April 07, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

ICT Software Subscription	Qty	Total Cost (VAT inc.)
<p>1 DATA VISUALIZATION TOOL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: FIVE (5) USERS <input type="checkbox"/> Provision of five (5) Pro users <input type="checkbox"/> Unlimited number of projects <input type="checkbox"/> At least 5GB storage <input type="checkbox"/> Interactive flipbook feature <input type="checkbox"/> Click to action feature <input type="checkbox"/> Unlimited number of slides/forms per project <input type="checkbox"/> Premium assets and templates <ul style="list-style-type: none"> ● Charts and data widgets ● Animated illustrations and icons ● Photo, Video and Audio Library ● Text effects <input type="checkbox"/> No watermark on projects <input type="checkbox"/> File manager <ul style="list-style-type: none"> ● Create folders ● Share folders <input type="checkbox"/> Privacy settings and controls <input type="checkbox"/> Download format: PDF, PNG, JPG, PPTX, HTML5, VIDEO, GIF <input type="checkbox"/> Allows collaboration and sharing restrictions <input type="checkbox"/> Import and export to/from .pptx <input type="checkbox"/> Insert hyperlinks <input type="checkbox"/> Application integrations <input type="checkbox"/> Comments and annotation <input type="checkbox"/> Workflows and slide management <input type="checkbox"/> Live editing <input type="checkbox"/> Embed external content <input type="checkbox"/> Compliant with the applicable Data Privacy Laws <input type="checkbox"/> Multi-Factor Authentication <p>Current Subscription: VISME</p>	<p>1 lot</p>	<p>₱135,000.00</p>

2	<p>MARKETING, AUTOMATION AND EMAIL PLATFORM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: ONE (1) USER <input type="checkbox"/> Compatible with web browsers (Firefox, Google Chrome, Safari, Edge, Opera, Samsung) <input type="checkbox"/> Mobile Browser friendly <input type="checkbox"/> 24/7 Email & Chat Support <input type="checkbox"/> Multivariate & A/B Testing tooltip <input type="checkbox"/> Behavioral Targeting <input type="checkbox"/> Predictive Segmentation <input type="checkbox"/> Enhanced Automated Customer Journeys <input type="checkbox"/> Role-based access (Users, Admin, Author & Viewer) <input type="checkbox"/> Custom-Coded Templates <input type="checkbox"/> Generate reports (Insights with the engagement) <input type="checkbox"/> Email Scheduling <p>Current Subscription: MAILCHIMP</p>	1 lot	₱180,000.00
3	<p>EMAIL TRACKING SUBSCRIPTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: TWO (2) USERS <input type="checkbox"/> Unlimited tracking <input type="checkbox"/> Track clicks on links <input type="checkbox"/> Group emails individually tracked <input type="checkbox"/> Scheduled email tracking <input type="checkbox"/> No-Reply Alerts <input type="checkbox"/> Email Open Notifications <input type="checkbox"/> Document Open Notifications <input type="checkbox"/> Mail merge / Content Personalization <input type="checkbox"/> Open tracking <input type="checkbox"/> Share documents securely via email. <input type="checkbox"/> Campaign Reports <input type="checkbox"/> E-Signature Audit Trail <input type="checkbox"/> Email Delivery Certificate <input type="checkbox"/> Priority email support <p>Current Subscription: MAILTRACK.IO</p>	1 lot	₱35,000.00

4	<p>ONLINE DESIGN PLATFORM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: TEN (10) USERS <input type="checkbox"/> Unlimited Access to premium templates and 100+ million premium stock photos, videos, audio, graphics, and more <input type="checkbox"/> Establish your brand's visual identity with logos, colors, and fonts with up to 100 Brand Kits <input type="checkbox"/> Resize designs infinitely with Magic Resize <input type="checkbox"/> Remove image and video backgrounds in one click <input type="checkbox"/> Automatically match your video footage to your soundtrack with Beat Sync <input type="checkbox"/> More Artificial Intelligence (AI) powered design tools (Magic Eraser, Magic Write, Beat Sync, and more) <input type="checkbox"/> Can schedule social media content to 8 platforms <input type="checkbox"/> Can develop, design, publish, and print all visual content in one place. <input type="checkbox"/> Can seamlessly import and transform existing design files <input type="checkbox"/> Compliant with the applicable Data Privacy Laws <input type="checkbox"/> Security Restrictions <input type="checkbox"/> Multi-Factor Authentication <p>Current Subscription: CANVA</p>	1 lot	₱35,000.00
Total Project Amount			₱385,000.00

II. GENERAL REQUIREMENTS

The suppliers must demonstrate the capacity to fully comply with the minimum requirements for the delivery of services and subscriptions outlined below:

- Must respond to any queries or concerns of the end-user
- Must help escalate the end-user's issue/concern to the technical support
- Provide technical support 24/7 operations such as troubleshooting
- Notify in writing or email the DOF of scheduled downtime and maintenance so that there is no disruption of service
- Ensure compliance to Data Privacy
- Provide onsite services on software installation, if necessary

- Shall provide the following formal training sessions, either virtual or onsite, at the option of the DOF to be conducted preferably by local trainers:

- c. End User Training Sessions;**

- d. Administration Training Session;**

Note: Attendees must receive a Certificate of Completion

- Any issues found during testing or inspection shall be promptly addressed by the suppliers

III. SCHEDULE OF REQUIREMENTS

Contract Period	One (1) year from the start date of software subscription
Schedule of Requirements	Shall start within 15CD from the date of receipt of the PO

IV. PAYMENT TERMS

The DOF shall pay the service providers on an annual basis upon submission of proof of billing per defined deliverables subject to validation by the DOF project owner, subject to the issuance of a certificate of satisfactory service by the DOF.

V. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Contact Nos : _____

TERMS OF REFERENCE
PROCUREMENT OF VARIOUS ICT SOFTWARE SUBSCRIPTION
RFQ No. 2025-03-0039 dated April 07, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

	ICT Software Subscription	Qty	Total Cost (VAT inc.)
1	<p>DATA VISUALIZATION TOOL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: FIVE (5) USERS <input type="checkbox"/> Provision of five (5) Pro users <input type="checkbox"/> Unlimited number of projects <input type="checkbox"/> At least 5GB storage <input type="checkbox"/> Interactive flipbook feature <input type="checkbox"/> Click to action feature <input type="checkbox"/> Unlimited number of slides/forms per project <input type="checkbox"/> Premium assets and templates <ul style="list-style-type: none"> ● Charts and data widgets ● Animated illustrations and icons ● Photo, Video and Audio Library ● Text effects <input type="checkbox"/> No watermark on projects <input type="checkbox"/> File manager <ul style="list-style-type: none"> ● Create folders ● Share folders <input type="checkbox"/> Privacy settings and controls <input type="checkbox"/> Download format: PDF, PNG, JPG, PPTX, HTML5, VIDEO, GIF <input type="checkbox"/> Allows collaboration and sharing restrictions <input type="checkbox"/> Import and export to/from .pptx <input type="checkbox"/> Insert hyperlinks <input type="checkbox"/> Application integrations <input type="checkbox"/> Comments and annotation <input type="checkbox"/> Workflows and slide management <input type="checkbox"/> Live editing <input type="checkbox"/> Embed external content <input type="checkbox"/> Compliant with the applicable Data Privacy Laws <input type="checkbox"/> Multi-Factor Authentication <p>Current Subscription: VISME</p>	1 lot	

2	<p>MARKETING, AUTOMATION AND EMAIL PLATFORM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: ONE (1) USER <input type="checkbox"/> Compatible with web browsers (Firefox, Google Chrome, Safari, Edge, Opera, Samsung) <input type="checkbox"/> Mobile Browser friendly <input type="checkbox"/> 24/7 Email & Chat Support <input type="checkbox"/> Multivariate & A/B Testing tooltip <input type="checkbox"/> Behavioral Targeting <input type="checkbox"/> Predictive Segmentation <input type="checkbox"/> Enhanced Automated Customer Journeys <input type="checkbox"/> Role-based access (Users, Admin, Author & Viewer) <input type="checkbox"/> Custom-Coded Templates <input type="checkbox"/> Generate reports (Insights with the engagement) <input type="checkbox"/> Email Scheduling <p>Current Subscription: MAILCHIMP</p>	1 lot	
3	<p>EMAIL TRACKING SUBSCRIPTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: TWO (2) USERS <input type="checkbox"/> Unlimited tracking <input type="checkbox"/> Track clicks on links <input type="checkbox"/> Group emails individually tracked <input type="checkbox"/> Scheduled email tracking <input type="checkbox"/> No-Reply Alerts <input type="checkbox"/> Email Open Notifications <input type="checkbox"/> Document Open Notifications <input type="checkbox"/> Mail merge / Content Personalization <input type="checkbox"/> Open tracking <input type="checkbox"/> Share documents securely via email. <input type="checkbox"/> Campaign Reports <input type="checkbox"/> E-Signature Audit Trail <input type="checkbox"/> Email Delivery Certificate <input type="checkbox"/> Priority email support <p>Current Subscription: MAILTRACK.IO</p>	1 lot	

4	<p>ONLINE DESIGN PLATFORM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Licenses: TEN (10) USERS <input type="checkbox"/> Unlimited Access to premium templates and 100+ million premium stock photos, videos, audio, graphics, and more <input type="checkbox"/> Establish your brand's visual identity with logos, colors, and fonts with up to 100 Brand Kits <input type="checkbox"/> Resize designs infinitely with Magic Resize <input type="checkbox"/> Remove image and video backgrounds in one click <input type="checkbox"/> Automatically match your video footage to your soundtrack with Beat Sync <input type="checkbox"/> More Artificial Intelligence (AI) powered design tools (Magic Eraser, Magic Write, Beat Sync, and more) <input type="checkbox"/> Can schedule social media content to 8 platforms <input type="checkbox"/> Can develop, design, publish, and print all visual content in one place. <input type="checkbox"/> Can seamlessly import and transform existing design files <input type="checkbox"/> Compliant with the applicable Data Privacy Laws <input type="checkbox"/> Security Restrictions <input type="checkbox"/> Multi-Factor Authentication <p>Current Subscription: CANVA</p>	1 lot	
Total Project Amount			

II. GENERAL REQUIREMENTS

The suppliers must demonstrate the capacity to fully comply with the minimum requirements for the delivery of services and subscriptions outlined below:

- Must respond to any queries or concerns of the end-user
- Must help escalate the end-user's issue/concern to the technical support
- Provide technical support 24/7 operations such as troubleshooting
- Notify in writing or email the DOF of scheduled downtime and maintenance so that there is no disruption of service
- Ensure compliance to Data Privacy
- Provide onsite services on software installation, if necessary

- Shall provide the following formal training sessions, either virtual or onsite, at the option of the DOF to be conducted preferably by local trainers:

- c. End User Training Sessions;**

- d. Administration Training Session;**

Note: Attendees must receive a Certificate of Completion

- Any issues found during testing or inspection shall be promptly addressed by the suppliers

III. SCHEDULE OF REQUIREMENTS

Contract Period	One (1) year from the start date of software subscription
Schedule of Requirements	Shall start within 15CD from the date of receipt of the PO

IV. PAYMENT TERMS

The DOF shall pay the service providers on an annual basis upon submission of proof of billing per defined deliverables subject to validation by the DOF project owner, subject to the issuance of a certificate of satisfactory service by the DOF.

V. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Contact Nos : _____