



Republic of the Philippines
DEPARTMENT OF FINANCE
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-02-0015**

Date : February 26, 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	ICT SOFTWARE SUBSCRIPTION - PDF PRODUCTIVITY	₱600,000.00	₱600,000.00
1	lot	ICT SOFTWARE SUBSCRIPTION - PHOTO VIDEO EDITOR <i>(see attached terms of reference)</i>	₱320,000.00	₱320,000.00
		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> 3. Latest Income/Business Tax Return Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 4. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱920,000.00

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 :



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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE
PROCUREMENT OF VARIOUS ICT SOFTWARE SUBSCRIPTION
RFQ No. 2025-02-0015 dated February 26, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total Cost (VAT inc.)
1	Renewal of PDF Productivity Software Subscription for One (1) Year ADOBE ACROBAT PRO FOR TEAMS VIP no. B235D281B222DE15243A Expiration Date: April 17, 2025	Renewal of Annual Subscription for Thirty-One (31) Licenses	₱600,000.00
2	Renewal of Photo Video Editor Software Subscription for One (1) Year ADOBE CREATIVE CLOUD ALL APPS WITH AI ASSISTANT FOR TEAMS VIP no. B235D281B222DE15243A Expiration Date: April 17, 2025	Renewal of Annual Subscription for Four (4) Licenses	₱320,000.00
Total Project Amount			₱920,000.00

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:

- The service providers must be able to provide software vendor/reseller accreditation, obtained/secured for the current year from the software company;
- 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;
- Provide an annual billing statement of account as a basis for payment;
- Ensure compliance to Data Privacy;
- If DOF chooses to add an additional license/subscription during the contract period, each license/subscription will be charged on a prorated basis or less than the full year's charge;
- 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:
 - a. End User Training Sessions;**
 - b. 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 AND TERMS

Contract Period	One (1) year from the start date of subscription
Schedule of Requirements	Shall start on April 17, 2025 but not later than April 30, 2025
Acceptance Testing	Within seven (7) days from the start of the subscription <i>(Shall have no service interruption during the agreed test period)</i>

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 : _____

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