



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



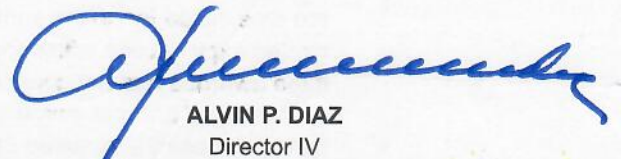
REQUEST FOR QUOTATION

RFQ No.: **2024-06-0071**

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
4	licenses	PROCUREMENT OF ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS SOFTWARE (ANNUAL SUBSCRIPTION) SEE ATTACHED TERMS OF REFERENCE	₱76,410.71	₱305,642.84
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱305,642.84

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 30 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

ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS SOFTWARE LICENSE

Request For Quotation (RFQ) No. 2024-06-0071 dated June 03, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity (No. of licenses)	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1	Adobe Creative Cloud All Apps for Teams (Annual Subscription)	4 licenses	₱76,410.71	₱305,642.84

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

- Provision of four (4) annual subscription
- Adobe Application inclusion:
Acrobat Pro, Photoshop, Photoshop Express, Illustrator, InDesign, Premier Pro, After Effects, XD, Animate, Lightroom, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Adobe Fonts, Media Encoder, Aero,m Scan, Fill & Sign and Acrobat Reader
- At least 100GB of Cloud Storage per user
- Web-based admin console for assigning/reassigning of licenses
- Adobe Creative All Apps for Teams
- Should work on: Windows® 10 and Windows® 11 (64-bit editions); MAC OS

C. SPECIAL CONDITIONS

- Must be an authorized Reseller for at least three (3) years
- Advanced-level 24/7 tech support with a dedicated phone line, email, chat, & forums
- Online tutorials for the end users
- Ensure compliance with data privacy

D. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery to the project site:

No.	Description	No. of Licenses	Delivery Schedule
1	Adobe Creative Cloud All Apps for Teams (Annual Subscription)	4 Licenses	30 CD upon receipt of the PO

E. 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/Phone No.: _____

TERMS OF REFERENCE

ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS SOFTWARE LICENSE

Request For Quotation (RFQ) No. 2024-06-0071 dated June 03, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity (No. of licenses)	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1	Adobe Creative Cloud All Apps for Teams (Annual Subscription)	4 licenses		

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

- Provision of four (4) annual subscription
- Adobe Application inclusion:
Acrobat Pro, Photoshop, Photoshop Express, Illustrator, InDesign, Premier Pro, After Effects, XD, Animate, Lightroom, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Adobe Fonts, Media Encoder, Aero,m Scan, Fill & Sign and Acrobat Reader
- At least 100GB of Cloud Storage per user
- Web-based admin console for assigning/reassigning of licenses
- Adobe Creative All Apps for Teams
- Should work on: Windows® 10 and Windows® 11 (64-bit editions); MAC OS

C. SPECIAL CONDITIONS

- Must be an authorized Reseller for at least three (3) years
- Advanced-level 24/7 tech support with a dedicated phone line, email, chat, & forums
- Online tutorials for the end users
- Ensure compliance with data privacy

D. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery to the project site:

No.	Description	No. of Licenses	Delivery Schedule
1	Adobe Creative Cloud All Apps for Teams (Annual Subscription)	4 Licenses	30 CD upon receipt of the PO

E. 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/Phone No.: _____