



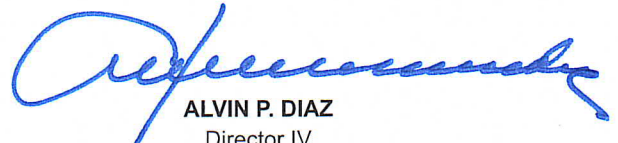
REQUEST FOR QUOTATION

RFQ No.: **2024-07-0093**

Date: July 12, 2024

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 ONLINE SUBSCRIPTIONS <i>SEE ATTACHED TERMS OF REFERENCE</i>	₱280,019.49	₱280,019.49
		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				₱280,019.49

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 : _____



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TECHNICAL SPECIFICATIONS
PROCUREMENT OF VARIOUS ONLINE SUBSCRIPTIONS
Request for Quotation No. 2024-07-0093 dated July 12, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total ABC (VAT inclusive)
1	Procurement of Various Online Subscriptions	1 lot	₱280,019.49

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

Item Description	Quantity (No. of Licenses)	Total Cost
1. ENVATO Elements for Teams <input type="checkbox"/> Unlimited access to Envato Elements library of graphic templates, video templates, stock photos, Royalty-free music tracks, web templates, and more	4 members (Annual Subscription)	₱37,918.89
2. OTTER Business for Teams <input type="checkbox"/> OtterPilot: Number of Concurrent Meetings <input type="checkbox"/> Integrated live notes and captioning for Zoom <input type="checkbox"/> Max monthly transcription (no rollover) of 6,000 minutes per user <input type="checkbox"/> Max transcription per conversation of 4 hours per user <input type="checkbox"/> Unlimited number of pre-recorded audio/video imports for transcription <input type="checkbox"/> Exportable audio, text, & captions to mp3, txt, pdf, docx, srt; bulk export <input type="checkbox"/> Prioritized email support	4 seats (Annual Subscription)	₱87,340.64
3. SHUTTERSTOCK Flex 50 Subscription <input type="checkbox"/> 50 downloads per month, standard license <input type="checkbox"/> Premium image editing tools <input type="checkbox"/> AI generator	1 account (Annual Subscription)	₱99,335.70
4. CANVA for Teams <input type="checkbox"/> Unlimited premium templates <input type="checkbox"/> 100M+ photos, videos, graphics, audio <input type="checkbox"/> 1,000 Brand Kits <input type="checkbox"/> 20+ AI tools <input type="checkbox"/> 1TB cloud storage <input type="checkbox"/> Edit, comment and collaborate in real time feature <input type="checkbox"/> Online customer support <input type="checkbox"/> ISO 27001 certification and SOC2 type I compliance <input type="checkbox"/> AI Admin controls	5 accounts (Annual Subscription)	₱27,500.00

<p>5. FREEPIK Premium Teams Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unlimited daily downloads <input type="checkbox"/> Unlimited daily AI image generation <input type="checkbox"/> Unlimited daily AI sketch to image <input type="checkbox"/> Unlimited daily AI image upscales <input type="checkbox"/> Unlimited online editor <input type="checkbox"/> 202 million premium vectors, photos, AI images, icons, videos, PSDs <input type="checkbox"/> Ad-free browsing <input type="checkbox"/> No attribution required <input type="checkbox"/> Priority support 	<p>4 licenses (Annual Subscription)</p>	<p>₱27,924.26</p>
<p>TOTAL AMOUNT</p>		<p>₱280,019.49</p>

C. SCHEDULE OF REQUIREMENTS

The schedule stipulates hereafter a delivery date, which is the delivery date to the project site:

No.	Description	Delivery Schedule
1	Procurement of Various Online Subscriptions	30CD upon receipt of the PO

D. 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.: _____

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