



REQUEST FOR QUOTATION

RFQ No.: **2024-10-0134**

Date : October 04, 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
4	licenses	<p>PROCUREMENT OF ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS SUBSCRIPTION LICENSE WITH AI ASSISTANT IN ACROBAT</p> <p><i>**See attached Terms of Reference (TOR)**</i></p>	₱38,250.00	₱153,000.00
		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit</p> <p>2. PhilGEPS Registration Number</p> <p><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></p> <p>Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order:</p> <p>3. Duly notarized Omnibus Sworn Statement</p>		
TOTAL AMOUNT				₱153,000.00

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 ___ 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 preceding 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 ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS SUBSCRIPTION LICENSE WITH AI ASSISTANCE IN ACROBAT

Request For Quotation (RFQ) No. 2024-10-0134 dated October 04, 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 WITH AI ASSISTANCE IN ACROBAT	4 licenses	38,250.00	153,000.00

B. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

- Subscription Period: Five (5) months (December 2024 to April 2025)
- Existing VIP No. : B235D281B2220E15243A (Anniversary Date: April 16, 2025)
- 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, Scan, Fill & Sign and Acrobat Reader, AI Assistance for Acrobat*
- At least 100GB of Cloud Storage per user
- Web-based admin console for assigning/reassigning of licenses
- Should work on: Windows® 10 up to Higher Version of Windows OS; 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 is the actual date of delivery to the project site:

No	Description	Qty	Delivery Schedule
1	ADOBE CREATIVE CLOUD ALL APPS FOR TEAMS WITH AI ASSISTANCE IN ACROBAT	4 Licenses	1st week of December 2024

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.: _____

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