



REQUEST FOR QUOTATION

RFQ No.: **2024-10-0138**

Date : October 16, 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
6	accounts	<p align="center">PROCUREMENT OF CAPTCUT PRO LICENSE SUBSCRIPTION FOR ONE (1) YEAR <i>see attached required terms of reference</i></p>	₱10,000.00	₱60,000.00
		<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				₱60,000.00

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 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 CAPTCUT PRO ANNUAL LICENSE SUBSCRIPTION
 Request For Quotation (RFQ) No. 2024-10-0138 dated October 16, 2024

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1	CAPTCUT PRO Annual License Subscription	6 accounts	10,000.00	60,000.00
Total Amount				60,000.00

B. TECHNICAL SPECIFICATIONS

- Web-based admin console for assigning/reassigning of licenses
- Should work on Windows® 11 (64-bit editions); Windows® 10 (64-bit editions); MAC OS
- Minimum of 2GB of available disk space is required for the installation of CaptCut Pro

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 and forums
- Online tutorials for the end-users
- Ensure compliance with the data privacy

D. SCHEDULE OF REQUIREMENTS

No.	Description	Delivery Schedule
1	CAPTCUT PRO Annual License Subscription	15CD 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.: _____

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