



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Subscription of Adobe Cloud-based Multimedia Editing Tool", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Subscription of Adobe Cloud-based Multimedia Editing Tool"
- Approved Budget for the Contract** : "Eight Hundred Twenty Five Thousand Five Hundred Pesos" (Php 825,500.00)
- Specifications** : See the attached Annex "A" for specifications
- Location** : Department of Budget and Management, General Solano Street, San Miguel Manila
- Delivery Term** : Twelve (12) months subscription from the issuance of Notice to Proceed (NTP)

Interested suppliers are required to submit their valid and current Mayor's Permit, 2018 Income/Business Tax Return for ABC's above P 500,000, PhilGEPS Registration Number, Omnibus Sworn Statement for ABC's above P 50,000, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **July 18, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. no. 657-3300 local 3115, fax no. 735-4979 and email mdavid@dbm.gov.ph.

Very truly yours,

THEA MARIE CORINNE F. PALARCA *ab*
Director IV, Administrative Service *MAD*

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Subscription of Adobe Cloud-based Multimedia Editing Tool	<i>Please see Technical Specifications and Schedule of Requirements.</i>	1 lot		
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.


Very truly yours,


Name/Signature of Representative_____
Name of Company_____
Contact No.

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check in the bidder's "Statement of Compliance."

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	Subscription of Adobe Cloud-based Multimedia Editing Tool	
I.	<p>➤ <u>OBJECTIVE</u></p> <p>The project aims to achieve the following:</p> <ul style="list-style-type: none"> ▪ Provide license for applications and services from Adobe Systems that gives the users access to a collection of software used for graphic design, video editing, web development, photography, along with a set of mobile applications and also some optional cloud services.; and ▪ Ensure availability and continuity of operations. 	
II.	<p>➤ <u>DURATION OF THE CONTRACT</u></p> <ul style="list-style-type: none"> ▪ Twelve (12) months Subscription 	
III.	<p>➤ <u>SPECIFICATIONS</u></p> <ul style="list-style-type: none"> ▪ Twelve (12) months Subscription of Adobe Cloud Based Multimedia Editing Tool. ➤ <u>Desktop Apps</u> <ul style="list-style-type: none"> ▪ Can edit and composite images, use 3D tools, edit video and perform advanced image analysis. ▪ Can organize, edit and batch process all your digital photos with a desktop-focused app. ▪ Can create vector-based graphics and illustrations for print, web, video and mobile. ▪ Can design professional layouts for print and digital publishing. ▪ Can easily create high-quality, photorealistic 3D images. ▪ Can create, protect, sign, collaborate on and print PDF documents and forms. ▪ Can enable writers and designers to work simultaneously on the same document. ▪ Can browse, organize and search your photos and design files in one central place. ▪ Can edit video with high-performance, industry-leading editing tools. ▪ Can create cinematic motion graphics and visual effects. ▪ Can record, mix and restore audio for broadcast, video and film. ▪ Can create, edit, and share online videos anywhere. ▪ Can quickly output video files for virtually any screen. ▪ Can streamline the import and logging of video from any video format. ▪ Can visually design and develop modern, responsive websites. ▪ Can design interactive animations with cutting-edge drawing tools for multiple platforms. ▪ Can design, prototype, and share engaging user experiences for 	

	<p>websites, mobile apps, and more.</p> <ul style="list-style-type: none"> ▪ Can create stunning branded social media graphics, web pages, and animated video stories—in minutes. ▪ Can build exceptional applications for Android, iOS, Windows and Mac OS using a single development environment. ▪ Can profile Flash games on web and devices. <p>➤ <u>Mobile apps</u></p> <ul style="list-style-type: none"> ▪ Can capture inspiration around you and transform it into production ready assets that you can bring into your creative process across desktop and mobile devices. ▪ Can bring the power of digital imaging apps to mobile devices. ▪ Can create layouts and draw expressively on mobile devices and preview mobile designs on 10S devices. ▪ Can craft visual stones and animated videos on mobile. <p>➤ <u>Core Services</u></p> <ul style="list-style-type: none"> ▪ Can save, browse and share assets from libraries inside the apps. ▪ Can store, manage and share files with colleagues and clients even without the memberships. ▪ Can access vector graphics, icons, patterns and other design assets for use. <p>➤ <u>Other tools and services</u></p> <ul style="list-style-type: none"> ▪ Can find the perfect font for the designs. ▪ Can showcase and discover creative work, and connect with the creative community. ▪ Can create ActionScript games. <p>➤ <u>Business features</u></p> <ul style="list-style-type: none"> ▪ Manage and track all applications from the handy web-based Admin Console. ▪ Centrally deploy apps and updates across your organization. ▪ Get advanced 24x7 tech support to help deployments run smoothly and keep creative team moving forward. ▪ Get up and running fast with an on boarding webinar that walks you through the deployment process. ▪ Get 100GB of cloud storage for file sharing and collaboration. ▪ Gain exclusive access to Adobe Expert Services with two 1:1 sessions per year for creative users, plus advanced 24x7 tech support for IT (All Apps plan only). 	
IV.	<p>➤ <u>SCOPE OF WORK</u></p> <ul style="list-style-type: none"> ▪ The CONTRACTOR shall deliver, install, and activate the software licenses and configure in thirteen (13) user of Adobe Creative Cloud within fifteen (15) calendar days from issuance of Notice to Proceed (NTP): ▪ A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS). 	

<p>V.</p>	<p>➤ <u>SERVICE LEVEL AGREEMENT</u></p> <ul style="list-style-type: none"> ▪ DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance. <table border="1" data-bbox="309 338 1216 734"> <thead> <tr> <th data-bbox="309 338 611 376">Component</th> <th data-bbox="611 338 912 376">Description</th> <th data-bbox="912 338 1216 376">Liquidated Damages</th> </tr> </thead> <tbody> <tr> <td data-bbox="309 376 611 734">Delivery, Installation Configuration and Activation</td> <td data-bbox="611 376 912 734">The CONTRACTOR shall deliver, install and activate the software licenses for thirteen (13) units of laptop within ten (10) calendar days from issuance of Notice to Proceed (NTP) (IV. Scope of Work).</td> <td data-bbox="912 376 1216 734">One-tenth (1/10) of one percent (1%) of the total contract price shall be deducted for every day of delay.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ The DBM shall have the right to blacklist the CONTRACTOR after twelve (12) instances of non-compliance to Section V. at any given time during the contract period. 	Component	Description	Liquidated Damages	Delivery, Installation Configuration and Activation	The CONTRACTOR shall deliver, install and activate the software licenses for thirteen (13) units of laptop within ten (10) calendar days from issuance of Notice to Proceed (NTP) (IV. Scope of Work).	One-tenth (1/10) of one percent (1%) of the total contract price shall be deducted for every day of delay.	
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<p>VI.</p>	<p>➤ <u>WARRANTIES OF THE CONTRACTOR</u></p> <ul style="list-style-type: none"> ▪ The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this TOR. ▪ The CONTRACTOR warrants, represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ DBM employees to work in any category whatsoever. ▪ The CONTRACTOR in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of Regulatory Authorities and Commissions. The CONTRACTOR undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the use or operation of the installation. ▪ The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices. ▪ The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs. ▪ The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be specifically released from any and all liabilities arising therefrom. ▪ The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein. 							

VII.	<p>➤ <u>CONFIDENTIALITY OF DATA</u></p> <ul style="list-style-type: none"> ▪ All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA). ▪ The DBM Enterprise Network System, its component, parts and all products, product samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing (all of which, individually and collectively, referred to as "Proprietary Information") are confidential and proprietary to DBM. ▪ The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM. 	
VIII.	<p>➤ <u>TERMS OF PAYMENT</u></p> <ul style="list-style-type: none"> ▪ The CONTRACTOR shall be paid one-time payment for the Subscription of Adobe Cloud Based Multimedia Editing Tool upon completion of project implementation as specified in Section IV. of the TOR and from the submission of the documentary requirements such as, but not limited to the following: <ul style="list-style-type: none"> – Statement of Account/ Billing Invoice/ Sales Invoice; and – Certificate of Acceptance issued by the Director of Information and Communication Technology Systems Service (ICTSS). ▪ No advance payment shall be made as provided for in Section 88 of PD 1445. 	
IX.	<p>➤ <u>PRE-TERMINATION OF CONTRACT</u></p> <ul style="list-style-type: none"> ▪ The contract for the Subscription of Adobe Cloud Based Multimedia Editing Tool may be pre-terminated by the DBM for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination. ▪ In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security. ▪ The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination. 	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
	Subscription of Adobe Cloud-based Multimedia Editing Tool	1 lot	Twelve (12) months subscription from the issuance of Notice to Proceed (NTP)
I.	OBJECTIVE		
II.	DURATION OF THE CONTRACT		
III.	SPECIFICATIONS		
IV.	SCOPE OF WORK		
V.	SERVICE LEVEL AGREEMENT		
VI.	WARRANTIES OF THE CONTRACTOR		
VII.	CONFIDENTIALITY OF DATA		
VIII	TERMS OF PAYMENT		
IX.	PRE-TERMINATION OF CONTRACT		

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]*s authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. ___, *[date issued]*, *[place issued]*

IBP No. ___, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of ____