



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)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Renewal of Licenses for the Subscription of Adobe Cloud-based Multimedia Editing Tool** for FY 2020 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than August 14, 2020, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at mcadiz@dbm.gov.ph.

A copy of your **2020 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** and **Latest Income Tax Return** shall also be required prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mcadiz@dbm.gov.ph.

 Recoverable Signature

X 

Joyce D. Labao

Signed by: Joyce D. Labao

JOYCE D. LABAO
OIC- Chief Administrative Officer,
Procurement Management Division

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

Ground Floor, Building 1, Administrative Service, Department of Budget and Management, General Solano Street, San Miguel Manila, Philippines 1005
(+632) 8657-3300 local 3115 | www.dbm.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Bidder's must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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

Renewal of Licenses for the Subscription of Adobe Cloud-based Multimedia Editing Tool			
TECHNICAL SPECIFICATIONS	Quantity	Bidder's Statement of Compliance	Unit Price
See attached Annex "A" for the Technical Specifications.	1 lot		

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

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

Renewal of Licenses for the Subscription of Adobe Cloud-based Multimedia Editing Tool	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
See attached Annex "A."	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Renewal of Licenses for the Subscription of Adobe Cloud-based Multimedia Editing Tool	
Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Twenty-Five Thousand Pesos (PhP925,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

Payment Details:

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name :</i> _____
<i>Branch:</i> _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Renewal of Licenses for the Subscription of Adobe Cloud-based Multimedia Editing Tool

II. OBJECTIVE

To continue the usage of Adobe Cloud-based Multimedia Editing Tool for Photography, Design & Layout, Video and Motion, Illustration, and Social Media.

III. DURATION OF THE CONTRACT

The contract for the Subscription of Adobe Cloud-based Multimedia Editing Tool shall be twelve (12) months from the issuance of Certificate of Acceptance.

IV. SPECIFICATIONS

4.1 The Adobe Cloud-based Multimedia Editing Tool must have the following features and functionality:

4.1.1 Desktop Application

- 4.1.1.1 Can edit and composite images, used 3D tools, edit video and perform advanced image analysis.
- 4.1.1.2 Can organize, edit and batch process all digital photos
- 4.1.1.3 Can create vector-based graphics and illustrations for print, web, video and mobile.
- 4.1.1.4 Can design professional layouts for print and digital publishing.
- 4.1.1.5 Can easily create high-quality, photorealistic 3D images.
- 4.1.1.6 Can create, protect, sign, collaborate on and print PDF documents and forms.
- 4.1.1.7 Can enable writers and designers to work simultaneously on the same document.
- 4.1.1.8 Can browse, organized and search your photos and design files in one central place.
- 4.1.1.9 Can edit video with high-performance, industry-leading editing tools.
- 4.1.1.10 Can create cinematic motion graphics and visual effects.
- 4.1.1.11 Can record, mix and restore audio for broadcast, video and film.
- 4.1.1.12 Can create, edit, and share online videos anywhere.
- 4.1.1.13 Can quickly output video files for virtually any screen.
- 4.1.1.14 Can streamline the import and logging of video from any video format.
- 4.1.1.15 Can visually design and develop modern, responsive websites.
- 4.1.1.16 Can design interactive animations with cutting-edge drawing tools for multiple platforms.
- 4.1.1.17 Can design, prototype, and share engaging user experiences for websites, mobile apps and etc.
- 4.1.1.18 Can create stunning branded social media graphics, web pages and animated video stories in minutes.
- 4.1.1.19 Can build exceptional applications for Android, IOS, Windows and MAC OS using a single development environment.

4.1.2 Mobile Application

- 4.1.2.1 Can capture inspiration around and transform it into production ready assets that you can bring into your creative process across desktop and mobile devices.
- 4.1.2.2 Can bring the power of digital imaging apps to mobile devices.
- 4.1.2.3 Can create layouts and draw expressively on mobile devices and preview mobile designs on 10s devices.

4.1.2.4 Can craft visual stones and animated videos on mobile.

4.1.3 Business Features

4.1.3.1 Manage and track all applications from the handy web-based Admin Console.

4.1.3.2 Centrally deploy apps and updates across organization.

4.1.3.3 Webinar that gives deployment process.

4.1.3.4 100 GB cloud storage for file sharing and collaboration

4.1.3.5 Exclusive access to Adobe Expert Services with two 1:1 sessions per year for creative users and advanced 24x7 tech support for IT.

4.1.4 Core Services

4.1.4.1 Can save, browse and share assets from libraries inside the apps.

4.1.4.2 Can store, manage and share files with colleagues and clients even without the memberships.

4.1.4.3 Can access vector graphics, icons, patterns and other design assets for use.

4.1.4.4 Can find the perfect font for the designs

4.1.4.5 Can showcase and discover creative work, and connect with the creative community

V. SCOPE OF WORK

5.1 The CONTRACTOR shall supply, deliver, install and re-activate the software licenses for thirteen (13) users of Adobe Creative Cloud within fifteen (15) calendar days from the receipt of Notice to Proceed (NTP).

A Certificate of Acceptance shall be issued by the Director of Information and Communications Technology Systems Service (ICTSS) once all the requirements are fully met by the CONTRACTOR.

VI. SERVICE LEVEL AGREEMENT

6.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
Supply, Delivery, Installation and Re-Activation	The CONTRACTOR shall supply, deliver, install and re-activate the software licenses for thirteen (13) users of Adobe Creative Cloud within fifteen (15) calendar days from the receipt of Notice to Proceed (NTP).	One percent (1%) of the total contract price shall be deducted for every day of delay.

6.2 The DBM shall have the right to blacklist the CONTRACTOR after twelve (12) instances of non-compliance to Section 4.4 at any given time during the contract period.

VII. WARRANTIES OF THE CONTRACTOR

7.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this TOR.

7.2 The CONTRACTOR warrants represent and undertake the reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to doing 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.

- 7.3 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.
- 7.4 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.
- 7.5 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.

VIII. CONFIDENTIALITY OF DATA

- 8.1 All project personnel of the CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 8.2 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 the prior written approval of the DBM.

IX. TERMS OF PAYMENT

- 9.1 The CONTRACTOR shall be paid a one-time payment for the Subscription of Adobe Cloud-based Multimedia Editing Tool upon completion of project implementation as specified in section 5 of the TOR and from the submission of the documentary requirements such as, but not limited to the following:
 - 9.1.1 Statement of Account/ Billing Invoice/ Sales Invoice.
 - 9.1.2 Certificate of Acceptance issued by the Director of Information and Communication Technology Systems Service (ICTSS)
 - 9.1.3 Non-Disclosure Agreement
- 9.2 No advance payment shall be made as provided for in Section 88 of PD 1445.

X. PRE-TERMINATION OF CONTRACT

- 10.1 The contract for the Renewal of Licenses 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 the case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination.
- 10.2 In the case of pre-termination, the CONTRACTOR shall be liable to additional liquidated damage equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.
- 10.3 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