

REQUEST FOR QUOTATION

P.R. No/Date Received: **201811-0360 / November 14, 2018**

RFQ No./Date: **201811-0247 / November 19, 2018**

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative and Legal Office c/o Mr. Jeson Q. de la Torre, 25th Floor of the above address or email to procurement@phcc.gov.ph or irsuing@phcc.gov.ph on or before **23 November 2018 / 4:00PM**.

Your participation to this project shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP 550,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid)
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC ___ days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-AO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone number.

Very truly yours,

(Original Signed)

ATTY. JOSEPH MELVIN B. BASAS

PBAC Chairperson

Item No.	QTY	UNIT	ITEM/DESCRIPTION	Brand	Unit Price: (PhP)	Total Price (PhP)
1	6	Lic	Software Subscription for graphic design, video editing, web development, photography and cloud services, 12 Months			
			a) Image editing and composition; b) Vector graphics and illustration; c) Page design, layout and publishing; d) Create, edit and sign PDF documents and forms;			
			e) Websites, app design and coding; f) Prototype websites & applications,			
			optimize web graphics; g) Video production and editing; h) Cinematic visual effects and motion graphics, i. Organize, edit, and produce digital photography;			
			j) Share just the file in the cloud			
2	2	Lic	Software Subscription for Page Designing, Layout and Publishing, 12 Months			
3	8	Lic	Software Subscription for Create, Edit and Sign PDF documents and forms, 12 Months			
			<i>Attachment:</i>			
			<i>Omnibus Sworn Statement</i>			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.					TOTAL:	

(*Bidders, please provide complete information below*)

Delivery Schedule:

Within thirty (15) Calendar

Days upon receipt of Purchase

Order

Signature : _____

Name/Designation : _____

Name of Company : _____

Address : _____

Telephone/Fax : _____

E-mail Address: _____

TIN : _____