

REQUEST FOR PROPOSAL

Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services

P.R. No./Date Received: **2024-EPA-0007 / 10 October 2023**

RFQ/P No. / Date: **2024-EPA-005 / 25 October 2023**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual
- PhilGEPS Registration Number
- Omnibus Sworn Statement (To be issued prior to issuance of Award)
- Signed Technical Specifications
- Signed Request for Proposal

This pro-forma quotation may be submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurementunit@phcc.gov.ph or (assigned PBAC Sec email arrebana@phcc.gov.ph) on or before **07 November 2023, 10:00 AM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Technical Specifications**.
- 10 Please note that the award of the procurement is on a **per lot basis**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
1	license	5	₱ 74,738.00	₱ 880,000.00	Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services		
	license	2	₱ 31,395.00				
	license	22	₱ 20,160.00				
					<i>(Please see attached Technical Specifications)</i>		
Total Lot ABC				₱ 880,000.00	TOTAL Amount (Per Lot):		
Delivery Instructions:					<i>(Please see attached Technical Specifications)</i>		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____



Technical Specifications

Adobe CC

Provide a 12-month (March 2024 to February 2025) subscription license for the following:

- Image editing and compositing
- Vector graphics and illustration
- Page design, layout, and publishing
- Create, edit, and sign PDF documents and forms
- Video production and editing
- Cinematic visual effects and motion graphics
- Organize, edit, and produce digital photography
- Share just the files you want in the cloud

VENDOR must be an authorized partner and must provide the right support

Prepared by:



Chrislyn Joy P. Sioson
Information Systems Analyst II

Reviewed by:



Allan Roy D. Mordeno
Information Technology Officer III

CONFORME:

Name and Signature of Authorized Representative

Designation

Name of Company

Date



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System
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