

REQUEST FOR QUOTATION / PROPOSAL

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

P.R. No./Date Received: 2020-02-0045 / 4 February 2020

RFQ/P No. / Date: 2020-02-0039 / 6 February 2020

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/Terms of Reference Sheet** 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 Certificate / Number
- Signed Terms of Reference / Technical Specifications Sheet (if any)
- Professional License/Curriculum Vitae (**for Consulting Services only**)
- Income / Business Tax Return
- Notarized Omnibus Sworn Statement - **Annex "A" (to be submitted prior to Notice of Award issuance)**

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or msdizon@phcc.gov.ph on or before **12 February 2020 / 9:00 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 of toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / this RFQ with Technical Specifications**
10. Award shall be made by lot.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	lot	₱644,000.00	Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services			
			Quantity:			
			8 Adobe Creative Cloud full package			
			2 Adobe InDesign			
			12 Acrobat Pro DC			
			Technical Specifications:			
			Provide a 12 month 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			
			*****nothing follows*****			
Delivery Instructions:			<i>within 14 calendar days upon confirmation of award</i>			

(Please provide **complete** information below)

We undertake, if our Quotation/Proposal is accepted, to supply/deliver the goods or perform the contract in accordance with the Technical Specifications/Terms of Reference and/or Delivery Instructions.

We agree to abide by this quotation/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 : _____