



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____

Date: September 19, 2024
Quotation #: PS 024-09-193
ABC: _____

Attention: _____

Sir/Madam:
Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	Procurement of ICT Subscription:					
	VARIOUS ICT SUBSCRIPTION					
	Minimum Specifications and Inclusions:					
	FEATURE					
	- Centralized administration tools deploy apps and manage products and users from a handy web-based Admin Console.					
	- Unlimited job posts					
	- Integration with popular app such as Works with Slacks, Microsoft Teams and other productivity app					
	- Can share creative assets across apps and devices					
	- At least 1 TB of cloud storage per user					
	- Includes Access to App:					
1	IMAGE EDITING SOFTWARE	1				
2	DESKTOP PUBLISHING AND LAYOUT DESIGN	1				
3	CREATING, EDITING AND MANAGING PDF DOCUMENTS	35				
	- User can access their creative work and tools from anywhere with an internet connection.					
	- Regular updates: Subscribers always have access to the latest features, security updates, and improvements.					
	- Offers cloud storage, making it easy to sync and back up your files					
	- Cross-Device Compatibility: Work seamlessly on desktop and mobile devices, with files and settings syncing across platforms.					
	- Collaboration: Collaborate with team members and clients on creative projects in real-time, regardless of their location.					
	OPERATING SYSTEM					
	- Multiple Platforms (Window, MacOS, etc.)					
	LICENSE SUBSCRIPTION					
	- One-year license subscription					
	SOFTWARE REQUIREMENTS					
	- One (1) license for an annual subscription for Image Editing Software					
	- One (1) license for an annual subscription for Desktop Publishing and Layout design					
	- Thirty Five (35) licenses for an annual subscription for Creating, Editing and Managing PDF Documents.					
	INSTALLATION					
	- Must include installation, configuration and setup					
	- Must include product training and demonstration on deployment, configuration, administration, maintenance and basic troubleshooting					
	- Installation of software upgrades and new release versions.					
	SUPPORT SERVICE REQUIREMENT					
	- The Bidder must provide the following:					
	a. Unlimited corrective maintenance within warranty period.					
	b. Eight (8) hours by Five (5) days (Monday to Friday, 8:00am to 5:00pm) technical support and must meet the following response and resolution timeL					
	i. Within one (1) hour for phone or email support					
	ii. Next business day on-site support					
	CERTIFICATION					
	- The Bidder must be an authorized reseller of the brand being offered. Must provide Authorization Certificate from Manufacturer or vendor.					

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
4	<p>ONLINE GRAPHIC DESIGN PLATFORM (WEB-BASED) / DIAGRAMMING AND VECTOR GRAPHICS APPLICATION</p> <p>FEATURE</p> <ul style="list-style-type: none"> - Unlimited access to premium templates and 100+ million premium stock photos, videos, audio, graphics and more - Scale your collection easily with centralized assets and guidelines. - Maintain brand consistency at scale with admin Control, Templates and design approval workflows. - Collaborate with real-time comments and assign tasks. - Turn your team's designs, presentations, and documents into templates. - Team reports and insights - Establish your brand's visual identity with logos, colors, and fonts with up to 100 - Resize designs infinitely - Remove image and video backgrounds in one click. - Automatically match your video footage to your soundtrack with integrated tools - More AI-powered design tools - Schedule social media content for 8 platforms <p>Cloud Storage at least 1 TB</p> <p>OPERATING SYSTEM</p> <ul style="list-style-type: none"> - Multiple Platforms (Window, MacOS, etc.) <p>LICENSE SUBSCRIPTION</p> <ul style="list-style-type: none"> - One-year license subscription <p>SOFTWARE REQUIREMENTS</p> <ul style="list-style-type: none"> - One (1) licenses for an annual subscription. <p>INSTALLATION</p> <ul style="list-style-type: none"> - Must include installation, configuration and setup - Must include product training and demonstration on deployment, configuration, administration, maintenance and basic troubleshooting - Installation of software upgrades and new release versions. <p>SUPPORT SERVICE REQUIREMENT</p> <ul style="list-style-type: none"> - The Bidder must provide the following: <ul style="list-style-type: none"> a. Unlimited corrective maintenance within warranty period. b. Eight (8) hours by Five (5) days (Monday to Friday, 8:00am to 5:00pm) technical support and must meet the following response and resolution time: <ul style="list-style-type: none"> i. Within one (1) hour for phone or email support ii. Next business day on-site support <p>CERTIFICATION</p> <ul style="list-style-type: none"> - The Bidder must be an authorized reseller of the brand being offered. Must provide Authorization Certificate from Manufacturer or vendor. - ISO 27001 Certification and compliance <p><i>Note: Kindly provide Statement of Compliance and Warranty Certificate as part of the technical requirements. The supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.</i></p> <p style="text-align: center;">(Price Vat-Included)</p>	1				

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ____ days from the date of RFQ.
 2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
- a. Mayor's / Business Permit;
- b. PhilGEPS Registration Number: _____ Membership: Platinum Red
- c. Income / Business Tax Return (for above P500K);
- d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required.);
- e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANCELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com