



REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT  
SECTION 53.9

DATE : JUNE 13, 2023  
PROJECT NO. : ITDD-23-SERVICES-0277F

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF ONLINE GRAPHIC DESIGN TOOL AND COLLABORATION SUBSCRIPTION**  
Approved Budget of the Contract : **P46,602.98**  
End-User / Implementing Office : **INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **JUNE 16, 2023, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC-Secretariat

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. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) 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 City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD 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.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<b>ONLINE GRAPHIC DESIGN TOOL AND COLLABORATION SUBSCRIPTION</b>				
1	<b>CANVA PRO</b> <b>Three (3) licenses for Individual</b> <ul style="list-style-type: none"><li>•100+ Million premium stock photos, videos, audio and graphics</li><li>•Unlimited features, folders and premium content</li><li>•610,000+ premium and free templates with new design daily</li><li>•Establish your brand's visual identity with logos, colors and fonts with up to 100 brand kits</li><li>•Create dedicated folders for specific projects</li><li>•Resize designs infinitely with Magic Resize</li><li>•Remove image backgrounds instantly with background remover</li><li>•Schedule social media content to 8 platforms</li><li>•Cloud Storage (1TB)</li><li>•24/7 customer support</li></ul> <b>CANVA TEAMS</b> <b>One (1) license for 2-5 persons</b> <ul style="list-style-type: none"><li>•100+ million premium stock photos, videos, audio and graphic</li><li>•Unlimited features, folders and premium content</li><li>•Brand controls to ensure your team's designs stay on brand</li><li>•Designed for team collaboration with approval workflow, activity logging, assign tasks and roles</li><li>•Create dedicated folders for specific projects or departments</li><li>•Turn your teams design, presentation and documents into branded templates</li><li>•Set which elements your team can edit, and stay on brand with template locking</li></ul>	license	5		

<ul style="list-style-type: none"><li>•Team reports and insights</li><li>•Cloud storage (1TB)</li><li>•SSO</li><li>•ISO 27001 Certification and Compliance</li><li>•24/7 customer support</li></ul> <p><b>CANVA TEAMS</b> <b>One (1) license for 10 persons</b></p> <ul style="list-style-type: none"><li>•100+ million premium stock photos, videos, audio and graphic</li><li>•Unlimited features, folders and premium content</li><li>•Brand controls to ensure your team's designs stay on brand</li><li>•Designed for team collaboration with approval workflow, activity logging, assign tasks and roles</li><li>•Create dedicated folders for specific projects or departments</li><li>•Turn your teams design, presentation and documents into branded templates</li><li>•Set which elements your team can edit, and stay on brand with template locking</li><li>•Team reports and insights</li><li>•Cloud storage (1TB)</li><li>•SSO</li><li>•ISO 27001 Certification and Compliance</li><li>•24/7 customer support</li></ul>				
<p><b>Project Duration and Delivery:</b> <b>Project Duration shall be for One (1) year period and can be accessed within fifteen (15) days upon issuance of Notice to Proceed (NTP)</b></p>				
TOTAL:				

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

Delivery Period : **Fifteen (15) Calendar Days**

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address