



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : JULY 18, 2024

PROJECT NO. : PAISD-24-SERVICES-0269D

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUBSCRIPTION TO VARIOUS SOFTWARE**
Approved Budget of
the Contract : **Php 137,712.50**
End-User /
Implementing Office : **PUBLIC AFFAIRS AND INFORMATION SERVICES 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 **JULY 23, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


ROWENA T. MACATAO
Vice-Chairperson, BAC- Goods and Services

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
1	Subscription to creative cloud – business account, Five (5) licenses Includes exclusive business features: Admin console for managing licenses Advanced 24/7 tech support Two 1:1 expert sessions per user every year Unlimited job posts using Adobe talent Slack and Microsoft teams app integration Plus cloud services: 1TB of cloud storage, portfolio, fonts and access to the latest features and updates as soon as they're released	SUBSCRIPTION	1		
2	Subscription to web hosting control panel software, One (1) license Server and site management platform web hosting control panel software Metal plan – for use in a dedicated server and cloud-based environment - One hundred (100) accounts Automation 24/7 global support Create websites and domains in a few clicks Launch and manage email networks Manage and store web files Create accounts for customers Monitor and protect your server Transfer and backup data in a few clicks	PACKAGE	1		
3	Subscription to creative assets platform, One (1) license Unlimited downloads of 18+ million creative assets. From graphic, web and video templates, audio, photos and more - create with unlimited downloads at one low cost Specified: Extension for Adobe Premiere Pro Extension for Adobe After Effects Extension for Adobe Photoshop Extension for Da Vinci Resolve	SUBSCRIPTION	1		
	*Guaranteed subscription coverage: until December 31, 2024 *Activation within 15 calendar days upon issuance of Notice to Proceed				
TOTAL					

Amount in Words:

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

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address