

## TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

### OPCD's PROCUREMENT OF SOFTWARE SUBSCRIPTION FOR PHOTO AND VIDEO EDITING

<b>I.</b>	<p><b>Background:</b></p> <p>In line with the Department's goal to upgrade current tools (hardware and software) for the Home Office and Foreign Service Posts, a capacity and capability upgrade for OPCD's manpower and technological assets is envisioned.</p>	
<b>II.</b>	<p><b>Scope of Work:</b></p> <p>The software subscription will enable the DFA to produce high-quality multimedia and information products such as digital visual collaterals, videos, photographs, audio, and text releases that are up to par with industry standards. It will likewise ensure efficient, faster data processing, timely delivery of information to all target users and more effective use of personnel resource.</p>	
<b>III.</b>	<b>Technical Specifications</b>	<b>Statement of Compliance</b>
	<p>1. Must have a creative cloud for teams and includes well-known applications for design, photography, video, web, and other digital document experiences</p>	
	<p>2. The software must be a graphic design platform, used for designing presentations, social media graphics, and more.</p> <p>It must have team functionalities; Includes unlimited folders for designs and unlimited storage for photos and assets; Has the capability to upload images; Provides access to millions of photos and numerous free illustrations and templates; Upload custom fonts for brand/branding; Set color palettes for brand; Allows saving of templates; Organize photos folders; Easily find personal/created designs with search; Allows resizing of designs into custom dimensions; Download designs with transparent background; Export designs as animated GIFs, Priority support</p>	
	<p>3. A multi-track video editor used in mobile journalism, filmmaking, and video productions. With custom media library filled with royalty-free videos, animated backgrounds, loops, sound-effects, and additional music options.</p>	
	<p>4. Must have a music slideshow, collage and movie maker capabilities which allows users to create videos in minutes.</p>	
<b>IV.</b>	<p><b>Warranty</b></p> <p>1. The software subscription must have a minimum one (1) year unlimited service.</p>	

	<p>2. The delivery of the Software under this Agreement are not in violation of any other agreement that the provider has with another party.</p> <p>3. For a period of one year after the delivery date, the Software shall operate according to the specifications. If the Software malfunctions or in any way does not operate according to the specifications within that time, then the provider shall take any reasonably necessary steps to fix the issue and ensure the Software operates according to the specifications.</p>	
	<b>Supplier's Qualification</b>	
V.	The provider must have at least one year experience in software retail and distribution. Submit a company profile, highlighting related projects and scope of work.	
	<b>Delivery Period</b>	
VI.	The Provider shall deliver the software within the approved number of days from the receipt of the Notice to Proceed.	
	<b>Confidentiality Clause</b>	
VII.	The provider agrees to keep such negotiations and performance of its obligations hereunder strictly confidential and not to disclose any information to any third party or entity without the prior written permission of the subscriber. In no event, shall Provider or any of its employees use Subscriber as a reference in marketing Provider's services to any third party or entity without Subscriber's prior written permission	
	<b>Terms of Payment</b>	
VIII.	<p>Payments shall be made within thirty (30) working days upon receipt of required documents and audited by OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
	<b>APPROVED BUDGET FOR THIS CONTRACT (PhP)</b>	<b>130,000.00</b>

NOTE:

Provider must state compliance to each of the provision in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. Quotations should be submitted on or before the set deadline for submission.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]