

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department: Overseas Voting Secretariat (OVS)

PR No.:

08-00321

Section: _____



SAI No.:

04 AUG 2021

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Perpetual License of Portable Document Format (PDF) Editor - Create PDFs from any file. - Edit and modify right inside the PDF. - Collect e-signatures and almost-instant feedback. - Merge PDFs.	3		
		Perpetual License of Desktop Operating System - Accessible and efficient use of computer applications - Built in security for files, safe browsing and stop unauthorized access - Memory management and allocation of files - Can do multitasking - Error detection and handling - Manages connection with peripherals such as mouse, keyboard and printers	11		
		Perpetual License of Office Suite Software - Has a word processing, spreadsheet, and program presentation. - Software and license support. - Licensed for home and commercial use.	11		
		License Package of Antivirus - Stop viruses, spyware, ransomware, and other malware - Block unsafe links, downloads, and email attachments - Scan for PC performance problems - Get real-time security updates - Enhanced firewall - Avoid fake websites	3		

TOTAL: 300,000.00

Purpose: For purposes of licensing the softwares used in the DFA-OVS' PCs.

	Requested by:	Approved by:
Printed Name:	 GWIN P. BALAGUER	 ZOILO A. VELASCO
Designation	Acting Property Officer	Vice-Chairperson, OVS

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

DFA-Overseas Voting Secretariat Procurement of Software Licenses

I.	<p>Background: In connection with the current situation, DFA-OVS gradually digitized the document processing and intends to upgrade the current softwares installed for an easier and more secure processing.</p>	
II.	<p>Scope of Work: The software licenses will enable the DFA-OVS to easily and securely modify PDF files, word documents, spreadsheet, and presentations. It will also provide a secure browsing experience.</p>	
III.	Technical Specifications	Statement of Compliance
1.	<p>3 Licenses of Portable Document Format (PDF) Editor</p> <ul style="list-style-type: none"> - Create PDFs from any file. - Edit and modify right inside the PDF. - Collect e-signatures and almost-instant feedback. - Merge PDFs. 	
2.	<p>11 Licenses of Desktop Operating System</p> <ul style="list-style-type: none"> - Accessible and efficient use of computer applications - Built in security for files, safe browsing and stop unauthorized access - Memory management and allocation of files - Can do multitasking - Error detection and handling - Manages connection with peripherals such as mouse, keyboard and printers 	
3.	<p>11 Licenses of Office Suite Software</p> <ul style="list-style-type: none"> - Has a word processing, spreadsheet, and program presentation. - Software and license support. - Licensed for home and commercial use. 	
4.	<p>3 Package of Antivirus</p> <ul style="list-style-type: none"> - Stop viruses, spyware, ransomware, and other malware - Block unsafe links, downloads, and email attachments - Scan for PC performance problems - Get real-time security updates - Enhanced firewall - Avoid fake websites 	
IV.	<p>Warranty</p> <p>Perpetual License for PDF editor, desktop operating system, and Office Suite Software. 5 devices for 5 years for antivirus.</p>	

V.	Delivery Period	
	Within 7-10 days	
VI.	Confidentiality Clause	
	The provider shall agree to not disclose any information to any third party without prior permission to the subscriber.	
VII.	Terms of Payment	
	<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>	
	APPROVED BUDGET FOR THE CONTRACT (PHP)	300,000.00

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

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

[Position]

[Date]