



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

REQUEST FOR QUOTATION

Date: 10 October 2023

Sir/Madam:

The Department of Foreign Affairs intends to procure services for the **Software Subscription for Video and Photo Editing** and would like to request a quotation from your company.

We would be grateful if you could submit a signed quotation and indicate your acceptance of the attached technical specifications for the procurement. The Department accepts open quotations submitted directly through the email address given below. Quotations should not exceed the Total Approved Budget for Contract (ABC) of **Three Hundred Fifty Five Pesos Only (Php 355,000.00)**.

The deadline for submission of quotation is on or before **Monday, October 13 2023, 12nn.**

Should you require further clarification, please contact the **Administrative Unit of the Office of Public and Cultural Diplomacy** through telephone no. **8834-4483** or email at **opcd@dfa.gov.ph**.

Very truly yours,
For the Secretary of Foreign Affairs:

A handwritten signature in blue ink, appearing to read 'Arvin R. De Leon'.

ARVIN R. DE LEON
Assistant Secretary

**TECHNICAL
SPECIFICATIONS/TERMS OF
REFERENCE**

**OPCD's PROCUREMENT FOR RENEWAL OF SOFTWARE
SUBSCRIPTION FOR PHOTO/ VIDEO EDITING AND GRAPHIC
PRODUCTION**

I.	<p>Background:</p> <p>In line with the Department's goal to procure current tools (hardware and software) for the Home Office and Foreign Service Posts, and in line with the current number of photo/video and graphic team members of OPCD, an applicable software licenses for OPCD are deemed necessary.</p> <p>The current Adobe licenses being used by OPCD will expire in September 2023, thus the need to procure the same brand is necessary for the continuation of its projects and work plans which are dedicated to formulate, design and implement public diplomacy and cultural programs. OPCD personnel are more adept at managing Adobe programs than any other software licenses and so replacing the software will limit the standard outcome of their works. Furthermore, the existing Adobe accounts were also being utilized as storage and depository of the OPCD's files.</p>	
II	<p>Scope of Work:</p> <p>The Adobe software subscriptions will complement the current software subscriptions and 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 resources.</p>	
III.	<p>Number of Licenses:</p> <p>seven (7) licenses valid for one (1) year..</p>	
IV.	Technical Specifications:	Statement of Compliance
	<p>Four (4) licenses: (Adobe Photoshop)</p> <ol style="list-style-type: none"> 1. These software subscriptions must provide for four separate licenses for teams and must have an online cloud for teams that provide for online connection and collaboration. 2. The software must allow users to create and edit images interactively on the computer screen and save them in one of many raster graphics file formats (also known as bitmap images) such as JPEG, PNG, and GIF. 	

	<p>Three (3) licenses: (Adobe Creative Cloud for teams/Creative Suite for Govt.)</p> <ol style="list-style-type: none"> 1. Must have a creative cloud for teams and includes well-known applications for design, photography, video, web, and other digital document experiences. 2. The software must be a graphic design platform, used for designing presentations, social media graphics, and more. 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 3. A multi-track video editor used in mobile journalism, filmmaking, and video productions. With a custom media library filled with royalty-free videos, animated backgrounds, loops, sound-effects, and additional music options. 4. Must have a music slideshow, collage and movie maker capabilities which allows users to create videos in minutes. 	
V.	<p>Warranty</p> <ol style="list-style-type: none"> 1. The software subscription must have a minimum one (1) year unlimited service. 2. The delivery of the software under this Agreement is not in violation of any other agreement that the provider has with another party. 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. 	
VI	<p>Delivery Period</p> <p>The provider shall deliver the software within the approved number of days from the receipt of the Notice to Proceed</p>	
VII.	<p>Confidentiality Clause</p> <p>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 prior written advise.</p>	

VIII.	<p>Terms of Payment</p> <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). All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
IX.	<p>APPROVED BUDGET FOR THIS CONTRACT (PhP)</p> <p>Four (4) licenses for Adobe Photoshop</p> <p>Three (3) licenses for Adobe Creative Cloud for Teams/ Creative Suite for Government</p> <p>TOTAL</p>	<p>_____</p> <p>P355,000.00</p>

NOTE:

The provider must state compliance to each of the provisions 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}