

PURCHASE REQUEST

Department of Foreign Affairs
Agency

10-05123 R No. _____ Date: **12 OCT 2023**

Department : Office of Consular Affairs

Section : _____ SAI No. _____ Date : _____

| Stock No. | Unit | Item Description | Quantity | Total Cost |
|-----------|----------|--|--------------|-------------------|
| | licenses | Portable Document Format (PDF) Tool Licenses | 60 | 864,000.00 |
| | | <ul style="list-style-type: none"> • 1-year License • Pro Subscription • Multi-license (Available on Windows and Mac) • Reassignable licenses • Integratable with expertise applications • Multiple admins can be assigned • Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365. • The Licenses must be from a reputable and well-known brand. <p>Preferably in compliance with:</p> <ul style="list-style-type: none"> o ISO14289-1 o PAd ES Parts 2,3, and 4 | | |
| | | | Total | 864,000.00 |

Purpose : To manage portable document format files

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| Signature Printed Name : Designation : | Requested by: <div style="text-align: center;">  CHRISTIAN L. DE JESUS Acting Head of Office </div> |
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TERMS OF REFERENCE

A. Project Title : Portable Document Format (PDF) Tool Licenses for DFA-OCA

B. Description : This is to manage portable document format files

**C. Approved Budget:
for the Contract** : Php 864,000.00 inclusive of VAT

D. Project Duration:

1. The project delivery date is within thirty (30) calendar days from the date of receipt of "Notice to Proceed".
2. The project support and maintenance will commence on the delivery date.

E. Technical Specifications:

Portable Document Format (PDF) Tool

- 1-year License
- Pro Subscription
- Multi-license (Available on Windows and Mac)
- Reassignable licenses
- Integratable with expertise applications
- Multiple admins can be assigned
- Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365.

• **The Licenses must be from a reputable and well-known brand.**

Preferably in compliance with:

- o IS014289-1
- o PAd ES Parts 2,3, and 4

F. Terms and Conditions:

The Service Provider shall:

1. Supply the items in conformity with the specifications provided above;
2. Provider must be an authorized reseller/distributor of PDF Viewer/Editor Software;
3. Turnover the software and licenses to the End-user within thirty (30) calendar days upon receipt of Notice to Proceed (NTP);
4. Issue a certificate of subscription after complete turnover;
5. Issue a sales invoice based on the actual service rendered;
6. Deliver technical support via telephone, on-site assistance to resolve technical and other problems. Resolutions can be delivered in the form of telephone, email and/or

on-site resolution. It shall refer to a condition wherein the reported problem is resolved by the proponent to the satisfaction of the end-user;

7. Begin and finish delivery within thirty (30) working days upon receipt of the Notice to Proceed (NTP);
8. Paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD). Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP);
9. All Payments shall be inclusive of all applicable taxes and other lawful charges; and
10. Payments to be made by SEND BILL arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.