



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 834-4028

Date: 14 May 2024

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline of Submission of quotation is on 17 May 2024 at 12:00 noon.

QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST (VAT INCLUSIVE)
1	License	Adobe Creative Cloud for teams All Apps- 1 year Subscription (for compatibility of existing fleet/files) Admin Console for managing licenses 24/7 tech support Two 1:1 expert sessions per user per year 1 TB of cloud storage Must Include the following Apps: Acrobat Pro Photoshop Illustrator InDesign Premiere Pro After Effects Lightroom		

		XD Animate Lightroom Classic Dreamweaver Audition InCopy Character Animator Capture Fresco Bridge Adobe Express Adobe Firefly Photoshop Express Media Encoder Aero Scan Fill & Sign Acrobat Reader		
1	License	<p>ADOBE CC All Apps - Pro for teams (with Adobe Stocks Photo library) - 1 year Subscription (for compatibility of existing fleet/files)</p> <p>Admin Console for managing licenses 24/7 tech support Two 1:1 expert sessions per user per year 1 TB of cloud storage</p> <p>Must Include the following Apps:</p> Acrobat Pro Photoshop Illustrator InDesign Premiere Pro After Effects Lightroom XD Animate Lightroom Classic Dreamweaver Audition InCopy Character Animator Capture Fresco Bridge Adobe Express Adobe Firefly		

		Photoshop Express Media Encoder Aero Scan Fill & Sign Acrobat Reader		
1	License/Subscription	Canva for Teams - 1 year Subscription (for compatibility of existing fleet/files) 1-5 users for 1 year subscription Unlimited premium templates 100M+ selection of photos, videos, graphics, audio Resize Design option Remove background 20+ AI tools 1TB of Cloud Storage Team collaboration/editing		
		(Please see attached Purchase Request		
		xxx Nothing Follows xxx		
			ABC	PHP 250,000.00

Terms and Conditions:	Pls check to comply
1. Procure and Provide the listed ICT Software for Subscription	
2. Guarantee that the products are new and have warranty;	
3. Should assist in setting up the products/equipment; and	
4. Guarantee the delivery and installation of the softwares are in good condition to the Department of Foreign Affairs - Office of Cultural Diplomacy (temporary office space: Double Dragon) on or before its due date and ensure its proper condition.	
Delivery	
1. All items shall be delivered within thirty (30) calendar days upon receipt of Notice to Proceed.	
2. All deliveries shall be made with one (1) day prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm.	
3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD	
Terms of Payment:	
1. The mode of payment shall be made through LDDAP-ADA within 30 days upon submission of the Second Party of the sales invoice and complete supporting documents and audited by the OFMS-FRMD.	
2. The payment shall be inclusive of all applicable taxes and other lawful charges.	
3. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD).	

CONFORME/SIGNATURE:	
CONTACT PERSON:	
COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

(ORIGINAL SIGNED)

ARIEL A. GONZALES
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Office of Cultural Diplomacy
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