

TECHNICAL SPECIFICATIONS

OFFICE : Office of Cultural Diplomacy
PROJECT : ICT Software Subscription

| I | BACKGROUND | | | | | | | |
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| | <p>In line with the Department’s goal to procure current tools (hardware and software) the Home Office and Foreign Service Posts, and in line with the current number of photo/video and graphic team members of OCD, an applicable software licenses for OCD are deemed necessary for the implementation of the Office’s cultural diplomacy programs.</p> | | | | | | | |
| II | OBJECTIVES | | | | | | | |
| | <p>The procurement of the software is necessary for the continuation of its projects and work plans which are dedicated to formulate, design, and implement cultural diplomacy programs. The software subscription should be compatible with the existing fleet/files that the Office has been using before.</p> | | | | | | | |
| III | BUDGET | | | | | | | |
| | <p>The Approved Budget for the Contract (ABC) PHP 250,000.00 is chargeable to OUMAIER-CDU’s FY 2024 MOOE for ICT Software Subscription</p> | | | | | | | |
| IV | SCOPE OF WORK | | | | | | | |
| | <p>The Supplier shall provide the following:</p> <ol style="list-style-type: none"> 1. Procure and Provide the listed ICT Software for Subscription; 2. Guarantee that the products are new and have warranty (should be available); 3. Should assist in setting up the software subscription; 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. | | | | | | | |
| V. | TECHNICAL SPECIFICATIONS | Statement of Compliance | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 70%;">Description</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td></td> <td>Photo and Video Editing Software License Subscription</td> <td></td> </tr> </tbody> </table> | Unit | Description | Quantity | | Photo and Video Editing Software License Subscription | | |
| Unit | Description | Quantity | | | | | | |
| | Photo and Video Editing Software License Subscription | | | | | | | |

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|---------|--|---|--|
| License | <p>Adobe Creative Cloud for teams All Apps- 1 year Subscription</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: 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</p> | 1 | |
| License | <p>ADOBE CC All Apps - Pro for teams (with Adobe Stocks Photo library) - 1 year Subscription</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: Acrobat Pro Photoshop Illustrator InDesign</p> | 1 | |

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|------------|--|---|---|
| | 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 | | |
| | License/ Subscription | Canva for Teams - 1 year Subscription 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 | 1 |
| | xxx nothing follows xxx | | |
| VI. | WARRANTY <ol style="list-style-type: none"> 1. The software subscription must have 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 the 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 | | |

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| | specifications. | |
| VII. | <p>DELIVERY</p> <ol style="list-style-type: none"> 1. The provider shall deliver the software within the approved number of days from the receipt of the Notice to Proceed. 2. All deliveries shall be made with 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 <p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 4. 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. 5. The payment shall be inclusive of all applicable taxes and other lawful charges. 6. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD). | |
| VIII. | <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 the Provider or any of its employees use Subscriber as reference in marketing Provider's services to any third party or entity without prior written advise.</p> | |
| IX. | <p>Documentary Requirements</p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Service Quotation 2. Copy of Valid PhilGEPS Registration 3. Copy of BIR Registration 4. Copy of 2022 Income Tax Return (ITR) 5. Copy of Personal Profile | |

Contact Persons/Details: **Ms. Charliemagne A. Asuncion / Mr. Alexis Jerahmeel E. Tecson / (02) 8834-4028/ ocd@dfa.gov.ph**

NOTE:

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]

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

[Position]

Date: _____