



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE SECRETARY

30 July 2025

Sir/ Madam,

The Department of Foreign Affairs – Office of the Secretary intends to procure a one-year subscription of Portable Document Format (PDF) Tool Licenses.

In this regard, please submit a signed quotation and indicate your acceptance of the attached terms of reference/ technical specifications for the procurement of PDF tool licenses. The Department accepts open quotations for submission through the email given below.

Quotations should not exceed the Approved Budget of the Contract of **THREE HUNDRED SIXTY THOUSAND PESOS** (PhP 360,000.00). Please submit your quotation on or before 4 August 2025 at 12:00 NN.

Should you require further clarifications, please do not hesitate to get in touch at 8834-4000 local 4113 or annalee.lamigo@dfa.gov.ph.

Thank you.

Very Truly Yours,


REICHELLE V. CORPUZ
Administrative Officer

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of the Secretary (OSEC)

PROJECT : PROCUREMENT OF PDF TOOL LICENSES FOR THE
OFFICIAL USE OF THE OFFICE OF THE SECRETARY (OSEC)

ABC : PHP 360,000.00

The Office of the Secretary (OSEC) intends to procure PDF tool licenses, as per specifications/ terms indicated below:

Qty	Particular	Statement of Compliance
15 licenses	Portable Document Format (PDF) Tool Licenses - Pro <ul style="list-style-type: none">• Create and read PDF files• Edit text and images• Rearrange and delete images• Encrypt and decrypt PDF files• Convert PDFs and export to Word, Excel and PowerPoint• Sign documents electronically• Turn scanned documents into searchable and editable PDFs; and• Compare 2 versions of a PDF to review the difference • 1-year license subscription• Available on multiple platforms• License must be from a reputable and well-known brand and must be compatible with this Office's existing files	

Documentation:

1. Bidders/Service Providers must be able to submit the following documents:
 - 1.1. Proof of **valid** PhilGEPS registration;

- 1.2 Copy of **current/ valid** Mayor's Permit or Certificate of Platinum Membership (if PhilGEPS platinum member)
- 1.3 Copy of BIR Certificate of Registration;
- 1.4 Latest Internal Tax Revenue (ITR) payment
2. The Quotation/s should indicate the **total price (inclusive of the applicable taxes and fees)** and shall not exceed the Approved Budget for the Contract (ABC) at **PHP 360,000.00**;
3. Payment should be "**Send Bill**" arrangement;

Contact persons/ detail: **Ms. Anna Lee C. Lamigo**/ (02) 8834-4000 local 4113

Email: annalee.lamigo@dfa.gov.ph

Note:

1. Item number 1 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be tagged as **FAILED**.
2. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.

Conforme:

Signature over Printed Name: _____

Position: _____

Company Name: _____

Date: _____