



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-06-0074**

Date : June 13, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ

Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
4	account/s	Procurement of Various ICT Software Subscription:		
6	account/s	Transcription Software Subscription	P20,000.00	P80,000.00
6	account/s	Creative Cloud Software	P82,500.00	P495,000.00
6	account/s	Graphic Resources Software Subscription	P8,000.00	P48,000.00
6	account/s	Digital Creative Asset Marketplace Software	P16,200.00	P97,200.00
1	account/s	Stock Photography & Media Marketplace Software Subscription	P82,000.00	P82,000.00
6	account/s	Video Editing Software Subscription	P7,500.00	P45,000.00
6	account/s	Graphic Design Platform Software Subscription (see attached terms of reference)	P3,500.00	P21,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number **For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated. 3. Latest Income/Business Tax Return Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 4. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT (VAT Inclusive)				P868,200.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
4 6 6 6 1 6 6	account/s account/s account/s account/s account/s account/s account/s	Procurement of Various ICT Software Subscription: Transcription Software Subscription Creative Cloud Software Graphic Resources Software Subscription Digital Creative Asset Marketplace Software Stock Photography & Media Marketplace Software Subscription Video Editing Software Subscription Graphic Design Platform Software Subscription (see attached terms of reference)		
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4 6 6 6 1 6 6	account/s account/s account/s account/s account/s account/s account/s	Procurement of Various ICT Software Subscription: Transcription Software Subscription Creative Cloud Software Graphic Resources Software Subscription Digital Creative Asset Marketplace Software Stock Photography & Media Marketplace Software Subscription Video Editing Software Subscription Graphic Design Platform Software Subscription (see attached terms of reference)		
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Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE
PROCUREMENT OF VARIOUS ICT SOFTWARE SUBSCRIPTION
RFQ No. 2025-06-0074 dated June 13, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

ICT Software Subscription	Qty	Unit Cost (VAT Inc.)	Total Cost (VAT Inc.)
1. TRANSCRIPTION SOFTWARE <i>Annual Subscription License</i> <ul style="list-style-type: none"> <input type="checkbox"/> OtterPilot: Number of Concurrent Meetings <input type="checkbox"/> Integrated live notes and captioning for Zoom <input type="checkbox"/> Max monthly transcription (no rollover) of 6,000 minutes per user <input type="checkbox"/> Max transcription per conversation of 4 hours per user <input type="checkbox"/> Unlimited number of pre-recorded audio or video imports for transcription <input type="checkbox"/> Exportable audio, text, and captions to mp3, txt, pdf, docx, srt; bulk export <input type="checkbox"/> Prioritized email support <p><i>Preferred Software:</i> <u><i>Otter Business for Teams</i></u></p>	4 account/s	₱20,000.00	₱80,000.00
2. CREATIVE CLOUD SOFTWARE <i>Annual Subscription License</i> <ul style="list-style-type: none"> <input type="checkbox"/> Application Features: Acrobat Pro, Photoshop, Photoshop Express, Illustrator, InDesign, Premiere pro, After Effects, XD, Animate, Lightroom, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Adobe Fonts, Media Encoder, Aero, Scan, Fill & Sign, Acrobat Reader <input type="checkbox"/> At least 100GB of Cloud Storage per user <input type="checkbox"/> Web-based admin console for assigning/reassigning of licenses. <input type="checkbox"/> Adobe Creative All Apps for Teams 	6 account/s	₱82,500.00	₱495,000.00

<input type="checkbox"/> Should work on the following OS: Windows® 11 (64-bit editions); Windows® 10 (64-bit editions); MAC OS Preferred Software: <u>Adobe Creative Cloud All Apps for Teams</u>			
3. GRAPHIC RESOURCES SOFTWARE Annual Subscription License <input type="checkbox"/> Unlimited daily downloads <input type="checkbox"/> Unlimited daily AI image generation <input type="checkbox"/> Unlimited daily AI sketch to image <input type="checkbox"/> Unlimited daily AI image upscales <input type="checkbox"/> Unlimited online editor <input type="checkbox"/> 202 million premium vectors, photos, AI images, icons, videos, PSDs <input type="checkbox"/> Ad-free browsing <input type="checkbox"/> No attribution required <input type="checkbox"/> Priority support Preferred Software: <u>Freepik Premium Teams Plan</u>	6 account/s	₱8,000.00	₱48,000.00
4. DIGITAL CREATIVE ASSET MARKETPLACE SOFTWARE Annual Subscription License <input type="checkbox"/> Unlimited access to Envato Elements library of graphic templates, video templates, stock photos, Royalty-free music tracks, web templates, and more Preferred Software: <u>Envato Elements Premium for Teams</u>	6 account/s	₱16,200.00	₱97,200.00
5. STOCK PHOTOGRAPHY AND MEDIA MARKETPLACE SOFTWARE Annual Subscription License <input type="checkbox"/> 50 downloads per month, standard license <input type="checkbox"/> Premium image editing tools <input type="checkbox"/> AI generator Preferred Software: <u>Shutterstock Flex 50</u>	1 account/s	₱82,000.00	₱82,000.00

6. VIDEO EDITING SOFTWARE <i>Annual Subscription License</i> <ul style="list-style-type: none"> <input type="checkbox"/> Web-based admin console for assigning/reassigning of licenses. <input type="checkbox"/> Should work on the following OS: Windows® 11 (64-bit editions); Windows® 10 (64-bit editions); MAC OS <input type="checkbox"/> Minimum of 2GB of available disk space is required for the installation of CapCut Pro <p>Preferred Software: <u>CapCut Pro</u></p>	6 account/s	₱7,500.00	₱45,000.00
7. Graphic Design Platform Software <i>Annual Subscription License</i> <ul style="list-style-type: none"> <input type="checkbox"/> Unlimited premium templates <input type="checkbox"/> 100M+ photos, videos, graphics, audio <input type="checkbox"/> 1,000 Brand Kits <input type="checkbox"/> 20+ AI tools <input type="checkbox"/> 1TB cloud storage <input type="checkbox"/> Edit, comment and collaborate in real time feature <input type="checkbox"/> Online customer support <input type="checkbox"/> ISO 27001 certification and SOC2 type I compliance <input type="checkbox"/> AI Admin controls <p>Preferred Software: <u>Canva for Teams</u></p>	6 account/s	₱3,500.00	₱21,000.00
Total Amount (VAT Inclusive)			₱868,200.00

II. GENERAL REQUIREMENTS

The service provider must demonstrate the capacity to fully comply with the minimum requirements for the delivery of services and subscriptions outlined below:

- ☐ Must be an authorized Reseller for at least 3 years
- ☐ The Service Provider should be a holder of a valid business license from relevant government agencies
- ☐ Advanced-level 24/7 tech support with a dedicated phone line, plus email, chat, and forums
- ☐ Online Tutorials for end users.
- ☐ Ensure compliance with data privacy

III. SCHEDULE OF REQUIREMENTS

The delivery schedule stipulates hereafter a delivery date, which is the date of delivery to the project site:

Contract Period	One (1) year from the start date of software subscription
Schedule of Requirements	Shall start within 30CD from the date of receipt of the PO

IV. PAYMENT TERMS

The DOF shall pay the service providers on an annual (one-time) basis upon submission of proof of billing per defined deliverables subject to validation by the DOF project owner, subject to the issuance of a certificate of acceptance.

V. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Contact Nos : _____

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2. CREATIVE CLOUD SOFTWARE <i>Annual Subscription License</i> <ul style="list-style-type: none"> <input type="checkbox"/> Application Features: Acrobat Pro, Photoshop, Photoshop Express, Illustrator, InDesign, Premiere pro, After Effects, XD, Animate, Lightroom, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Adobe Express, Adobe Firefly, Adobe Fonts, Media Encoder, Aero, Scan, Fill & Sign, Acrobat Reader <input type="checkbox"/> At least 100GB of Cloud Storage per user <input type="checkbox"/> Web-based admin console for assigning/reassigning of licenses. <input type="checkbox"/> Adobe Creative All Apps for Teams 	6 account/s		

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5. STOCK PHOTOGRAPHY AND MEDIA MARKETPLACE SOFTWARE Annual Subscription License <input type="checkbox"/> 50 downloads per month, standard license <input type="checkbox"/> Premium image editing tools <input type="checkbox"/> AI generator Preferred Software: <u>Shutterstock Flex 50</u>	1 account/s		

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Signature over Printed Name of the Representative

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Date Signed : _____
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