



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

REQUEST FOR QUOTATION

Date : July 30, 2021
Service Quotation No.: 017-2021

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 thru 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
10	months	MailChimp Contacts: 20000 Sends: 200000 per month Audience: 5 Seat: 5, with Owner and Admin permissions Advanced audience insights Retargeting ads Custom Templates Behavioral Targeting automation series All Mailchimp email templates A/B Testing Campaigns (test different versions of a single campaign) 24/7 access to email and chat support	12,500.00	125,000.00
1	year	Freepik Thousands of free resources +2,721,00 Premium vectors +5,223,000 Premium Stock Photos +176,000 Premium PSD files No attribution required Unlimited downloads for more info Priority Support No ads	7,000.00	7,000.00
1	year	Envato Elements Envato Elements Team Account - commercial license Unlimited downloads of video/photo presets, templates, stock	33,000.00	33,000.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	year	<p>resources, music, other licensed assets Millions of creative digital assets 50M+ additional stock photos Courses and tutorials Simple commercial licensing Customize Adobe apps or get the entire collection for an easy-to-use license management console and instant asset syncing across devices</p> <p>Adobe Creative Cloud 100 GB cloud storage per user Sync, store, and share assets through Creative Cloud Libraries Collaborative Video Editing Access to Adobe Stock images and videos, Adobe fonts Centralized license management, ability to reassign licenses to user 24/7 technical support Expert design training</p> <p><i>(please see Terms of Reference for the complete details)</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number/Certificate 3. Omnibus Sworn Stateemnt (duly notarized within posting period) <p><i>(For Privatization Group Use)</i></p>	70,000.00	70,000.00
				235,000.00

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

Canvassed by:

Supplier :

By :

Tel. No.:

TIN No. :

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 Job Order (JO) 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 JO 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.



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1	year	Freepik Thousands of free resources +2,721,00 Premium vectors +5,223,000 Premium Stock Photos +176,000 Premium PSD files No attribution required Unlimited downloads for more info Priority Support No ads		
1	year	Envato Elements Envato Elements Team Account - commercial license Unlimited downloads of video/photo presets, templates, stock		

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	year	<p>resources, music, other licensed assets Millions of creative digital assets 50M+ additional stock photos Courses and tutorials Simple commercial licensing Customize Adobe apps or get the entire collection for an easy-to-use license management console and instant asset syncing across devices</p> <p>Adobe Creative Cloud 100 GB cloud storage per user Sync, store, and share assets through Creative Cloud Libraries Collaborative Video Editing Access to Adobe Stock images and videos, Adobe fonts Centralized license management, ability to reassign licenses to user 24/7 technical support Expert design training</p> <p><i>(please see Terms of Reference for the complete details)</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number/Certificate 3. Omnibus Sworn Statement (duly notarized within posting period) <p><i>(For Privatization Group Use)</i></p>		

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TERMS OF REFERENCE

Service provider for licenses and online subscriptions to tools and platforms used in the internal production and external dissemination of communication materials for the Kreditanstalt für Wiederaufbau – Communicating Economic, Fiscal, and Institutional Reforms (KfW-CEFIR) project

I. Background

The Department of Finance (DOF) will launch communication campaigns aimed at educating the public on the importance of financial responsibility and increasing the public's satisfaction and trust in the DOF and the Economic Development Cluster as key contributors to nation-building, especially in the country's fight against the COVID-19 pandemic. This will be done by communicating the efforts and initiatives in support of the Duterte administration's zero-to-ten-point socioeconomic agenda through various multimedia communication platforms. The campaigns include the flagship reforms, such as the Comprehensive Tax Reform Program (CTRP), Financial Institutions Strategic Transfer (FIST) Act, Government Financial Institutions Unified Initiatives to Distressed Enterprises for Economic Recovery (GUIDE) Act, the economic recovery program (ERP), and the Build, Build, Build (BBB) program.

The campaign priorities also include the Philippine government's contingent liabilities and reforming the pension system of our military and uniformed personnel (MUP) which will ensure the government's fiscal stability while guaranteeing the continuous provision of fair retirement benefits for the nation's primary defenders.

Following the recent appointment of the Secretary of Finance as the Chairperson-Designate of the Climate Change Commission (CCC), the DOF also supports the movement to ban single-use plastics nationwide as a way to advance sustainable solid waste practices and curb plastics pollution.

With the second year of the enactment of the Bangsamoro Organic Law (BOL), the DOF also supports the amplification of BARMM's significant milestones towards enduring peace and prosperity in the region.

With this, the DOF is seeking a service provider that will facilitate seamless access and provide technical support in utilizing the licenses and online subscriptions to tools and platforms used in the internal production and external dissemination of communication materials for the Kreditanstalt für Wiederaufbau – Communicating Economic, Fiscal, and Institutional Reforms (KfW-CEFIR) project.

II. Scope of services

Platform	Subscription details	Duration
1. MailChimp	<ul style="list-style-type: none"> • Contacts: 20,000 • Sends: 200,000 per month • Audience: 5 • Seat: 5, with Owner and Admin permissions • Advanced audience insights • Retargeting ads • Custom templates • Behavioral targeting automation series • All Mailchimp email templates • A/B Testing Campaigns (test different versions of a single campaign) • 24/7 access to email and chat support 	10 months
2. Freepik	<ul style="list-style-type: none"> • Thousands of free resources • +2,721,000 Premium vectors • +5,223,000 Premium stock photos • +176,000 Premium psd files • No attribution required • Unlimited downloads more info • Priority support • No ads 	12 months/ 1 year
3. Envato Elements	<ul style="list-style-type: none"> • Envato Elements Team Account – commercial license • Unlimited downloads of video/photo presets, templates, stock resources, music, other licensed assets • Millions of creative digital assets • 50M+ additional stock photos • Courses & tutorials • Simple commercial licensing 	12 months/ 1 year

4. Adobe Creative Cloud	<p>Customize Adobe apps or get the entire collection for an easy-to-use license management console and instant asset syncing across devices</p> <p>Key features:</p> <ul style="list-style-type: none"> • 100 GB cloud storage per user • sync, store, and share assets through Creative Cloud Libraries • collaborative video editing • access to Adobe Stock images and videos, Adobe Fonts • centralized license management, ability to reassign licenses to user • 24/7 technical support • expert design training 	12 monthss/ 1 year
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The supplier shall coordinate with the End-User and provide the required access, credentials, and end-to-end technical support.

III. Fund Source and Budget

The budget for this printing services contract is **TWO HUNDRED THIRTY-FIVE THOUSAND PESOS (PHP 235,000.00) ONLY**. The budget is based on existing market prices for the procurement of similar services and shall be charged against KfW-CEFIR fund.


IV. Mode of procurement

The procurement shall be undertaken through small value procurement pursuant to the DOF and government procurement guidelines.

V. Terms of Payment

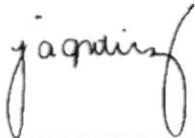
Full payment shall be given **upon complete delivery** of the access and credentials of the online licenses and subscriptions specified in Section II. Scope of Services of this terms of reference and submission of billing invoice, and shall be subject to DOF accounting, auditing requirements, and tax obligation/deduction. Proof of deliverables shall be submitted to the DOF in both soft and hard copies for payment processing and records purposes.

Prepared by:



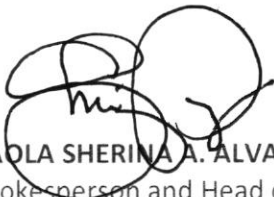
PATRICIA ADORA G. ALCALA
Economist III

Reviewed by:



JAMIE ANGELI A. GUTIERREZ
Project Manager II

Noted by:



PAOLA SHERINA A. ALVAREZ
Spokesperson and Head of Communications, Office of the Secretary
Assistant Secretary, Privatization Group