



## REQUEST FOR QUOTATION

Date : October 11, 2022  
Purchase Quotation No.: 289-2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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
3	license	<b>Service provider for annual licenses and subscriptions to online tools and platforms used in the internal production of communications materials supporting the Finance Secretary's economic briefings and related engagements</b> <b>Freepik (Graphic Resources)</b> <u>Annual Premium User Plan</u> * Unlimited downloads * No attribution required * Priority support * No ads Duration: 12 months (1 year)	8,080.86	24,242.58
3	license	<b>Envato (Video, Audio and Animation Resources)</b> <u>Teams</u> * Millions of creative assets * Unlimited downloads * Simple commercial licensing Duration: 12 months (1 year)	11,396.28	34,188.84
4	license	<b>Otter (Transcription AI)</b> <u>Otter Business Annual Plan</u> * Team features: shared custom vocabulary and speakers, assign action items to teammates * Otter Assistant joins meetings when you are triple-booked * Admin features: usage analytics, centralized billing, prioritized support * 6,000 monthly transcription minutes; 4 hours per conversation Duration: 12 months (1 year)	18,351.57	73,406.28

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
4	license	<b>Adobe Creative Cloud (production and editing tools for audio-visual materials)</b> * 1TB of cloud storage, Adobe Portfolio, Adobe Fonts and access to the latest features and updates as soon as they're released * Get all 20+ creative desktops and mobile apps including Photoshop, Illustrator, InDesign, Premiere Pro and Acrobat Duration: 12 months (1 year)	69,464.28	277,857.12
1	license	<b>Shutterstock (Stock photos and videos)</b> <u>All-in-one Subscription - 50 credits per month - Annual (billed upfront)</u> * Standard Image License * Worry-free licensing and legal protection * Audience resonance insights * Social sign on with Google or Facebook * Access to a library of 400 million images * Dedicated customer support * Creative Flow applications * Monthly replenishment of downloads * Industry-based creative insights * AI powered search Duration: 12 months (1 year)	90,305.18	90,305.18
<b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number				
<b>Additional required document (to be submitted by the winning bidder before issuance of Purchase Order):</b> 3. Duly notarized Omnibus Sworn Statement (OSS)				
<i>(For IMS Use)</i>				
				<b>500,000.00</b>

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 \_\_\_\_\_ calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to \_\_\_\_\_.

Canvassed by:

\_\_\_\_\_

Supplier :

By :

Tel. No.:

TIN No. :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## 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 preceding 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.