



## REQUEST FOR QUOTATION

RFQ No. : **2026-03-0045**

Date : **March 31, 2026**

The **Department of Finance (DOF)** through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Various ICT Software Subscription** with an Approved Budget for the Contract of **Two Hundred Fifty Thousand Pesos Only (Php250,000.00)** through Section 34 - Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the BAC Chairperson and to the given address below, on or before **1:00 PM** of \_\_\_\_\_, subject to the compliance with the Terms and Conditions provided in this Request for Quotation (RFQ):

**ASSISTANT SECRETARY JUVY C. DANOFRATA**  
Chairperson, Bids and Awards Committee  
Telephone No. 02 5317 6363 local 2186  
Email Address: **procurement@dof.gov.ph**

Interested bidder shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

**a. Valid Mayor's/Business Permit**

**b. 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 20.2.9 of the RA 12009 shall be effective for one year, and updated within the period of its validity.*

**c. Duly notarized Omnibus Sworn Statement (for ABCs above Php200,000.00)**

Template may be accessed through this link:

[https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA\\_Omnibus-Sworn-Statement.pdf](https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf)

**d. Latest Income/Business Tax Return (for ABCs above Php500,000.00)**

The Head of the Procuring Entity (HoPE) of the DOF reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact the BAC Secretariat at 02 5317 6363 local 2186 or send an email to **procurement@dof.gov.ph**.

**ALVIN P. DIAZ**

Director IV

Central Administration Office

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literature, 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. Any alterations, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.
3. All prices quoted herein are valid and binding for a period of sixty (60) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all applicable taxes.
5. Bidder shall be responsible for the source of his equipment.
6. The Department of Finance 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.
7. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO)/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 PO/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.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DOF may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

## INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ except when the latest version of the RFQ only pertains to deadline submission.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below:  
  
In case a prospective supplier/service provider submit a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at **procurement@dof.gov.ph**.
5. Quotations, including the documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.



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



Date: \_\_\_\_\_

Company/Business Name : \_\_\_\_\_  
 Office/Business Address : \_\_\_\_\_  
 PhilGEPS Registration No. : \_\_\_\_\_  
 Tax Identification Number (TIN) : \_\_\_\_\_  
 Business/Mayor's Permit No. : \_\_\_\_\_

After having carefully read and accepted the Instructions and General Conditions, I/we submit our offer below for the item/s as follows:

PROCUREMENT OF ONLINE DESIGN PLATFORM SUBSCRIPTION FOR ONE (1) YEAR			
Minimum Technical Specifications <i>Non-compliance with the minimum required specifications shall be grounds for disqualification</i>	Quantity	Offered Technical Specification/ Service	Statement of Compliance <i>("Comply" or "Not Comply")</i>
<b>1. ONLINE DESIGN PLATFORM</b> Current Subscription: Canva Business Number of Licenses: Ten (10) Users	1 Lot		
<b>2. MARKETING, AUTOMATION AND EMAIL PLATFORM</b> Current Subscription: Mailchimp No. of Licenses: Five (5) Users	1 Lot		
<b>3. EMAIL TRACKING SUBSCRIPTION</b> Current Subscription: Mailsuite Number of Licenses: Two (2) Users	1 Lot		
*****nothing follows*****			

Notes/Remarks : \_\_\_\_\_

Warranty Period: N/A

Delivery Period : Shall start within 15CD upon receipt of the Purchase Order or not later than June 13, 2026

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is free.

PROCUREMENT OF ONLINE DESIGN PLATFORM SUBSCRIPTION FOR ONE (1) YEAR				
Qty.	Unit	Item	UNIT PRICE <i>(Php)</i>	TOTAL AMOUNT <i>(Php)</i>
1	Lot	Online Design Platform		
1	Lot	Marketing, Automation and Email Platform		
1	Lot	Email Tracking Subscription		
*****nothing follows*****				

Approved Budget for Contract (VAT Inclusive)	Total Offered Quotation (inclusive of all applicable taxes)
<b>Two Hundred Fifty Thousand Pesos Only</b> <b>(Php250,000.00)</b>	<b>In words:</b>
	<b>In figures:</b>

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Position/Designation

\_\_\_\_\_

Office Telephone/Fax/Mobile No.

\_\_\_\_\_

Email Address

**TERMS OF PAYMENT**

Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within twenty (20) days after receipt of billing and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank transfer fees shall be chargeable against the creditor's account.

**Payment details:**

Banking Institution: \_\_\_\_\_

Account Number : \_\_\_\_\_

Account Name *(should be the exact account name as registered in the bank)*

: \_\_\_\_\_

Bank Branch : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

Procurement of Online Design Platform Subscription for One (1) Year  
RFQ No. 2026-03-0045 dated March 31, 2026

### I. PROJECT SCOPE

The service provider shall coordinate with the end-user and provide the required access, credentials, and end-to-end technical support.

ICT Software Subscription	Proposed Amount (Php)
<p><b>1. ONLINE DESIGN PLATFORM</b></p> <p><input type="checkbox"/> Current Subscription: <b>CANVA BUSINESS</b></p> <p><input type="checkbox"/> Number of Licenses: <b>Ten (10) Users</b></p> <p><b>Technical Features:</b></p> <ul style="list-style-type: none"> <li>● Unlimited Access to premium templates and 100+ million premium stock photos, videos, audio, graphics, and more</li> <li>● Establish your brand's visual identity with logos, colors, and fonts with up to 100 Brand Kits</li> <li>● 3.6M+ templates (including premium)</li> <li>● 141M+ premium photos, videos, graphics, and audio</li> <li>● 500GB of cloud storage</li> <li>● Resize designs infinitely with Magic Resize</li> <li>● Remove image and video backgrounds in one click</li> <li>● Automatically match your video footage to your soundtrack with Beat Sync</li> <li>● Higher AI access for more creation</li> <li>● Can schedule social media content to 8 platforms</li> <li>● Can develop, design, publish, and print all visual content in one place.</li> <li>● Can seamlessly import and transform existing design files.</li> <li>● Compliant with the applicable Data Privacy Laws</li> <li>● Security Restrictions</li> <li>● Multi-Factor Authentication</li> </ul>	<p>₱ _____</p>
<p><b>2. MARKETING, AUTOMATION AND EMAIL PLATFORM</b></p> <p><input type="checkbox"/> Current Subscription: <b>MAILCHIMP</b></p> <p><input type="checkbox"/> No. of Licenses: <b>Five (5) Users</b></p> <p><b>Technical Features:</b></p> <ul style="list-style-type: none"> <li>● Compatible with web browsers (Firefox, Google Chrome, Safari, Edge, Opera, Samsung)</li> <li>● Mobile Browser friendly</li> <li>● 24/7 Email &amp; Chat Support</li> <li>● Multivariate &amp; A/B Testing</li> </ul>	<p>₱ _____</p>

<ul style="list-style-type: none"> <li>• tooltip</li> <li>• Behavioral Targeting</li> <li>• Predictive Segmentation</li> <li>• Enhanced Automated Customer Journeys</li> <li>• Role-based access (Users, Admin, Author &amp; Viewer)</li> <li>• Custom-Coded Templates</li> <li>• Generate reports (Insights with the engagement)</li> <li>• Email Scheduling</li> </ul>	
<p><b>3. EMAIL TRACKING SUBSCRIPTION</b></p> <p><input type="checkbox"/> Current Subscription: <b>MAILSUITE</b></p> <p><input type="checkbox"/> Number of Licenses: <b>Two (2) Users</b></p> <p><b>Technical Features:</b></p> <ul style="list-style-type: none"> <li>• Unlimited tracking</li> <li>• Track clicks on links</li> <li>• Group emails individually tracked</li> <li>• Scheduled email tracking</li> <li>• No-Reply Alerts</li> <li>• Email Open Notifications</li> <li>• Document Open Notifications</li> <li>• Mail merge / Content Personalization</li> <li>• Open tracking</li> <li>• Share documents securely via email.</li> <li>• Campaign Reports</li> <li>• E-Signature Audit Trail</li> <li>• Email Delivery Certificate</li> <li>• Priority email support</li> </ul>	<p>₪ _____</p>
<p><b>TOTAL AMOUNT</b> (VAT Inclusive)</p>	<p>₪ _____</p>

## II. GENERAL REQUIREMENTS

The suppliers must fully comply with the requirements outlined below:

### A. Qualifications of the Service Provider

- The provider must respond to any queries or concerns of the end-user
- The provider must help escalate the end-user's issue/concern to the technical support

### B. Responsibilities of the Service Provider

- Provide technical support 24/7 operations such as troubleshooting
- Notify in writing or email the DOF of the scheduled downtime and maintenance that there will be no disruption of service
- Provide an annual billing statement of account as a basis for payment
- Ensure compliance to Data Privacy
- Provide onsite services on the software installation, if necessary

**C. Training Requirements**

The Service Provider shall deliver formal training sessions, either virtually or onsite, upon request by the DOF, and shall issue a Certificate of Completion to each participant upon successful completion of the training.

- End-user Training Sessions;
- Administration Training Sessions;

**D. Inspection and Test Requirement**

Any issues found during testing or inspection shall be promptly addressed by the service provider

**E. Schedule and Terms**

Contract Period	<b>One (1) Year</b> from the start date of subscription
Schedule of Requirements	Shall start <b>15CD</b> upon receipt of the Purchase Order (PO) or not later than <b>June 13, 2026</b> <i>(expiration date of the current subscription)</i>

**F. Payment Terms**

The DOF shall pay the service providers on an annual basis upon submission of proof of billing per defined deliverables subject to validation by the DOF project owner, subject to the issuance of satisfactory service by the DOF.

**III. CONFIDENTIALITY 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 : \_\_\_\_\_



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



Date: \_\_\_\_\_

Company/Business Name : \_\_\_\_\_  
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1	Lot	Online Design Platform	35,000.00	35,000.00
1	Lot	Marketing, Automation and Email Platform	180,000.00	180,000.00
1	Lot	Email Tracking Subscription	35,000.00	35,000.00
*****nothing follows*****				

<b>Approved Budget for Contract</b> <i>(VAT Inclusive)</i>	<b>Total Offered Quotation</b> <i>(inclusive of all applicable taxes)</i>
<p style="text-align: center;"><b>Two Hundred Fifty Thousand Pesos Only</b> <b>(Php250,000.00)</b></p>	<b>In words:</b> <hr/>
	<hr/>
	<hr/>
	<b>In figures:</b> <hr/>
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Position/Designation  


---

Office Telephone/Fax/Mobile No.  


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**TERMS OF PAYMENT**

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<p><b>TOTAL AMOUNT (VAT Inclusive)</b></p>	<p><b>₱250,000.00</b></p>

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 Date Signed : \_\_\_\_\_  
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