



REQUEST FOR QUOTATION NO.: 2022-06-024

Date: June 07, 2022

Procurement Title : **Supply and Delivery of Various Adobe Software**
Purchase Request No. : **2022-05-046**
Approved Budget for the Contract : **PhP 372,000.00 Vat Inclusive**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **June 13, 2022, 09:00 A.M.**

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted **along with the sealed quotation or during bid/offer evaluation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate; and**
 - **Notarized Omnibus Sworn Statement;**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.



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COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

| ITEM NO. | ITEM DESCRIPTION | UNIT COST (VAT INCLUSIVE) | TOTAL COST (VAT INCLUSIVE) | APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE) | QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE) |
|--------------|--|---------------------------|----------------------------|--|---|
| 1 | Supply and Delivery of 5 Subscriptions of Adobe Acrobat Pro DC – Single App | 13,600.00 | 68,000.00 | 68,000.00 | |
| 2 | Supply and Delivery of 3 subscriptions of Adobe Creative Cloud All Apps Renewal | 64,000.00 | 192,000.00 | 192,000.00 | |
| 3 | Supply and Delivery of 2 subscriptions of Adobe Photoshop – Single App Renewal | 28,000.00 | 56,000.00 | 56,000.00 | |
| 4 | Supply and Delivery of 2 subscriptions of Adobe InDesign – Single App Renewal | 28,000.00 | 56,000.00 | 56,000.00 | |
| TOTAL | | | | | |

DELIVERY SCHEDULE: 15 calendar days upon receipt of a copy of the Notice to Proceed

After careful evaluation of the General Terms and Conditions, Technical Specifications, and Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA
Procurement Officer

Email: bac.secretariat@cfo.gov.ph
Tel. No: [8552-4792](tel:8552-4792)



Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332
Email: info@cfo.gov.ph • Website: cfo.gov.ph • Facebook: [commissiononfilipinosoverseas](https://www.facebook.com/commissiononfilipinosoverseas)
Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines