REQUEST FOR QUOTATION NO.: 2025-03-017

Date: March 7, 2025

Procurement Title	:	**Supply, and Delivery of Various Adobe Subscriptions**
Purchase Request No.	:	**2025-01-016**
Approved Budget for the Contract	:	**PHP 909,140.00 (Vat Inclusive)**

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes.** The first envelope should include either the original documents or certified true copies, while the second envelope, labeled **"COPY 1",** should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower**, **Sct. Reyes St., corner Quezon Avenue, Diliman, Quezon City.** Alternatively, you may send your files via email to bac.secretariat@cfo.gov.ph on or before **March 11, 2025, by 9:00 A.M.**

Documents submitted via email must be *secured with password protection*. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

I.   **General Terms and Conditions**:
1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
   - **PhilGEPS Registration Number/Certificate;**
   - **Mayor's/Business Permit;**
   - **BIR Form 2303 Certificate;**
   - **Annual Income Tax Return;**
   - **SEC or DTI Certificate;**
   - **Notarized Omnibus Sworn Statement;**
   - **Copy of any Valid ID of the Authorized Representative; and**
   - **Brochure/additional supporting documents**

4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____

ADDRESS : _____

PHILGEPS REGISTRATION NO.: _____ **VALID UNTIL:** _____

EMAIL ADDRESS: _____ **TELEPHONE NUMBER:** _____

MOBILE NUMBER: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Supply and Delivery of Various Adobe Acrobat Subscriptions			
Adobe Acrobat Pro	18 subscriptions	PHP 346,140.00 (19,230.00 per subscription)	
CC All Apps Pro	5 subscriptions	PHP 400,000.00 (80,000.00 per subscription)	
Adobe Photoshop Pro	2 subscriptions	PHP 64,000.00 (32,000.00 per subscription)	
Adobe Stock Pro	2 subscriptions	PHP 84,000.00 (42,000.00 per subscription)	
Filmora Pro	1 subscription	PHP 15,000.00	
TOTAL AMOUNT		PHP 909,140.00	

See attached Annex A for the Detailed Technical Specifications

Delivery schedule: 07 calendar days upon receipt of the Notice to Proceed

After carefully evaluating the General Terms and Conditions, Inclusions, Specifications, Delivery, and Other Requirements, 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)

_____
Date

For further information, please refer to:

KEESHIA MAE A. BIENDIMA
Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph
Telephone: 8552-4792 / 8552-4703 / 8552-4756

TECHNICAL SPECS

18 Unit ADOBE ACROBAT PRO	
CFO REQUIREMENT	STATEMENT OF COMPLIANCE
Easily create PDF forms	
Edit and sign anywhere	
Manage documents in Microsoft Teams	
Convert PDFs to editable files	
Work with documents in SharePoint and OneDrive	
Add e-signatures to digital document workflows	
Mobility management	
Passwords and redaction	
Asset encryption	

5 Unit ADOBE CREATIVE CLOUD ALL APPS Pro	
CFO REQUIREMENT	STATEMENT OF COMPLIANCE
Unlimited downloads	
Integrated workflows	
AI-powered search	
Enhanced licensing	
Streamlined upgrade	

2 Unit PHOTOSHOP Pro	
CFO REQUIREMENT	STATEMENT OF COMPLIANCE
Edit, composite, and create beautiful images, graphics, and art on desktop and iPad	
Home screen	
Cloud document	
Frame tool for easy masking	
Improvements to presets	
Live blend mode previews	
Symmetry mode	

1 Unit FILMORA Pro	
CFO REQUIREMENT	STATEMENT OF COMPLIANCE
Enhanced collaboration	
Productivity-Improved Tools	
Smart AI-powered Features	
Switchable Workspace Layouts	
Revamped Effects Library	
Multiple Platform Support	
Video Review and Comment	
AI Smart Cutout	
AI Audio Stretch	
Adjustment Layer	
Enhanced Keyframe	

2 Unit Adobe Stock Pro	
CFO REQUIREMENT	STATEMENT OF COMPLIANCE
World class content	
Fast, powerful search	
Integrated workflows	
Worry-free licensing and management	
10 assets per month	

HOW TO LOCK YOUR PDF DOCUMENT
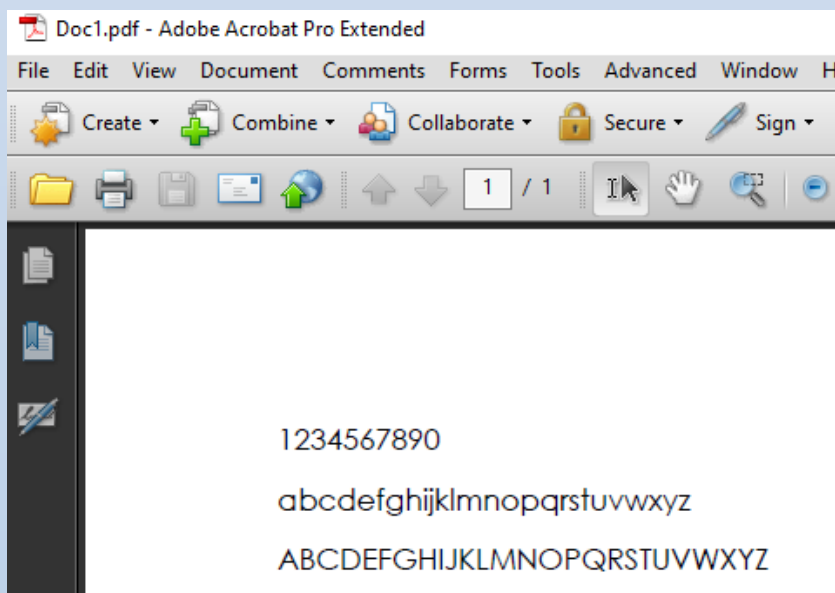
01. Open Adobe Acrobat

Open Adobe Acrobat and open a pdf you would like to choose to password protect it.

02. Adding the Password

Go to File and then Properties, now there is a section where it says Security and when on that tab, you are going to see the Security Method and enter in Password Security
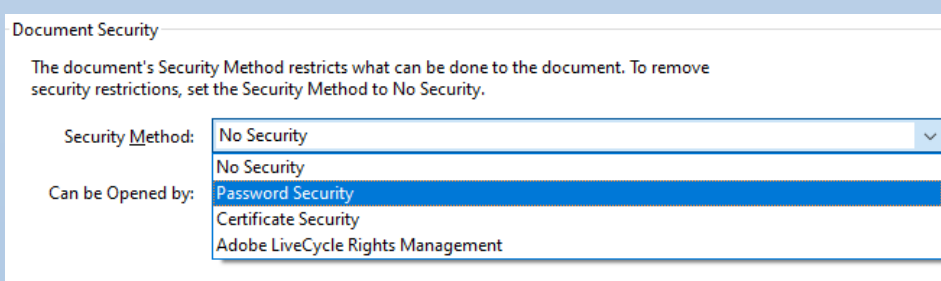
03. Password Security

Look for this Checkbox and Input a password for the pdf document and save it. Now close the document and when you open it again it will require a password.
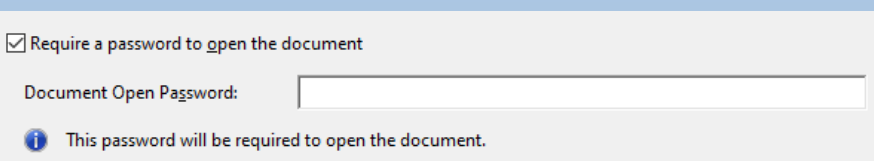
04. Checking of Password

When opening the PDF again, you will get a prompt asking for a password. Input the password to access the PDF.
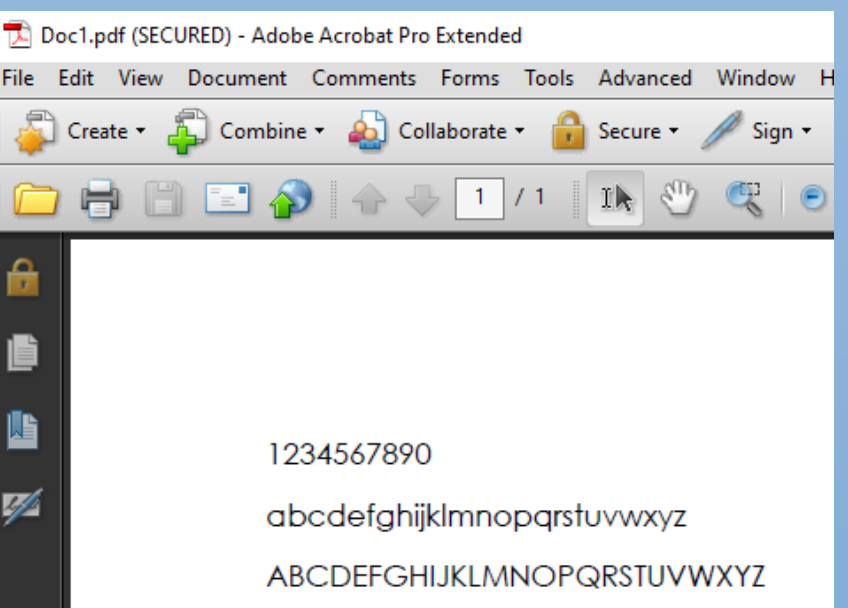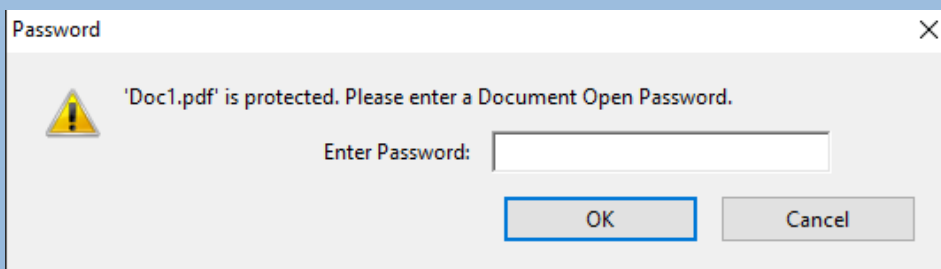
05. Done

Now your PDF is password protected!

Congratulations!

HOW TO LOCK A ZIP FILE
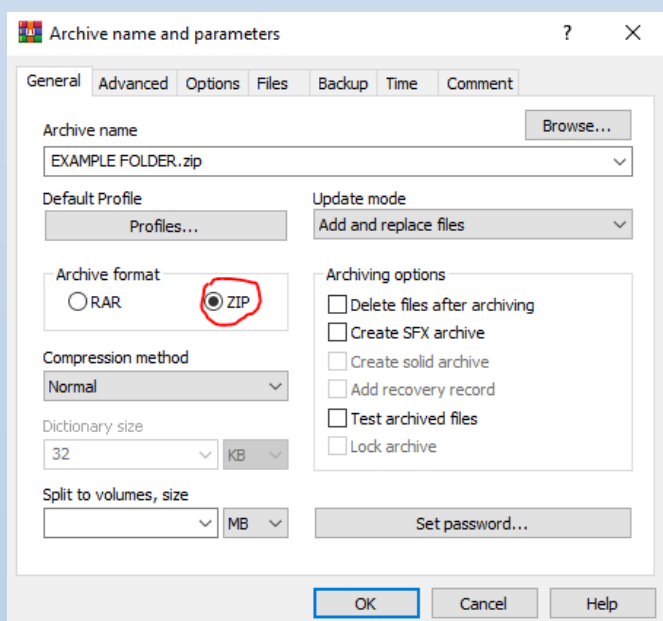
01. Add to Archive

This compresses a set of folders or files into a single file(.zip). The aim is to compress several files to one, to make it easier to send or share over the internet

02. Set Password

Go to File and then Properties, now there is a section where it says Security and when on that tab, you are going to see the Security Method and enter in Password Security
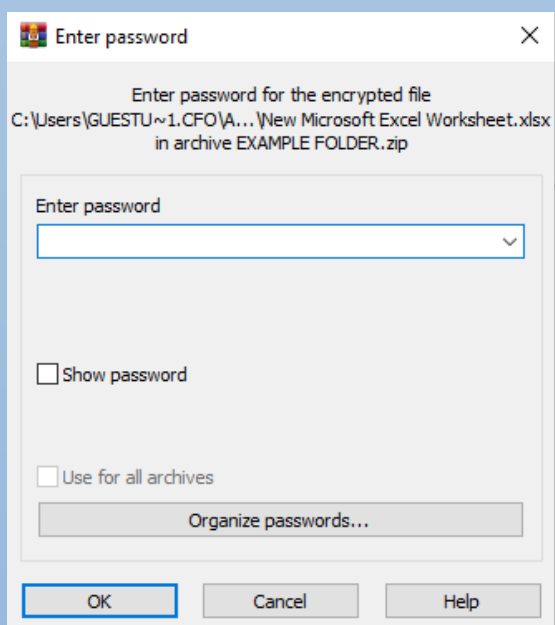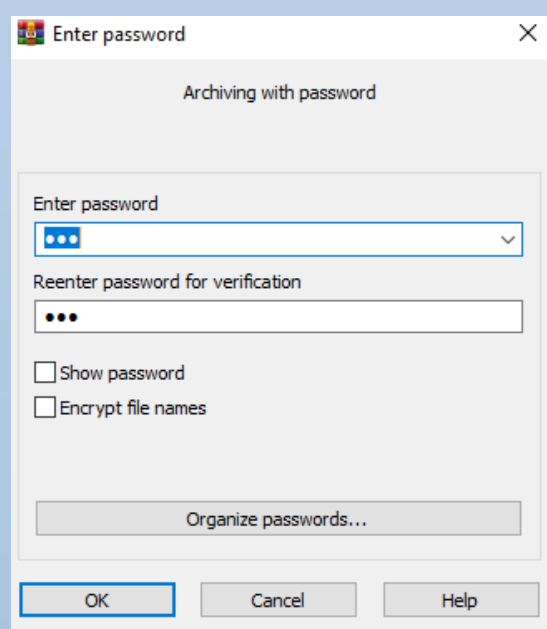
03. Password Protected

When a new zip archive is created, the files in the folder will have password protection.

04. Supplying Passwords for Older ZIP Files

Choose the zip file to password protect. Navigate to the tools section in WinRAR, choose "convert archives," then "compression." Set a password by clicking OK and save the changes.
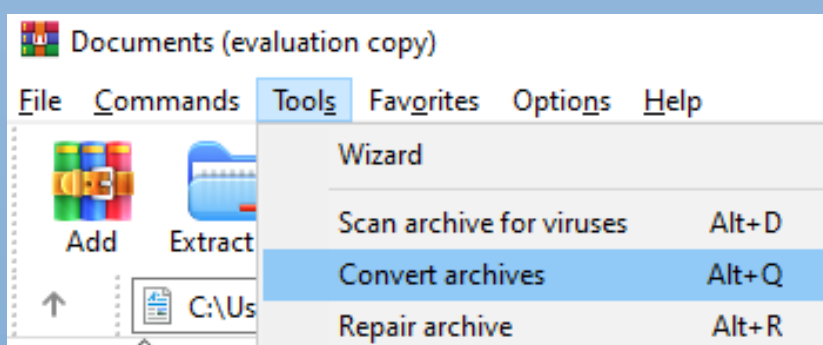
HOW TO LOCK A RAR FILE
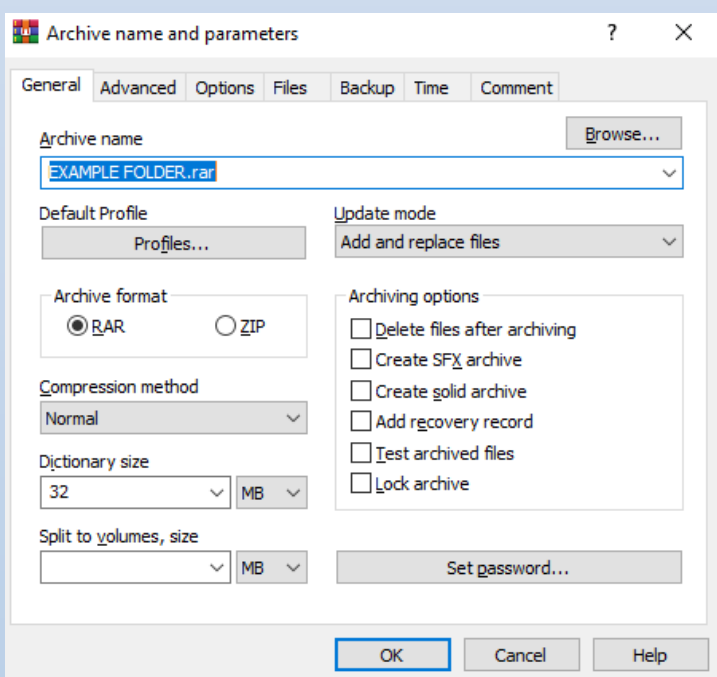
01. Add to Archive

This compresses a set of folders or files into a single file(.rar). The aim is to compress several files to one, to make it easier to send or share over the internet

02. Set Password

Creating a password for your RAR file can enhance the security of your important files stored within.
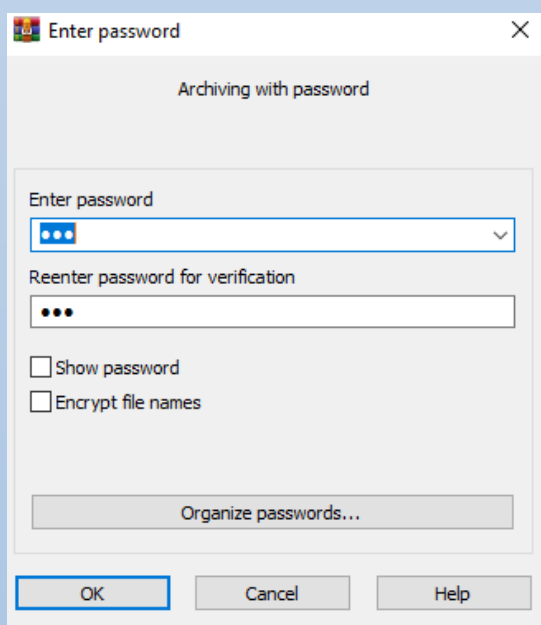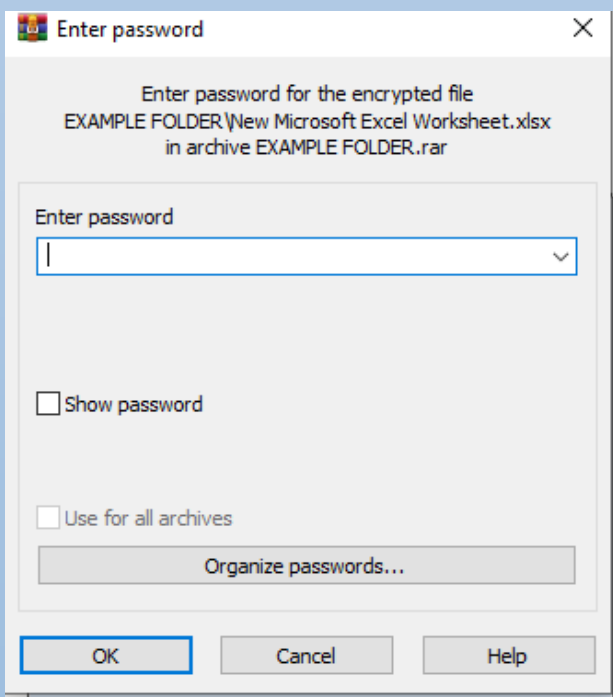
03. Password Protected

On creation of the new win rar archive, documents inside the folder will now be password protected

04. Giving Password Protection to Old RAR Files

Choose the RAR file you want to password-protect. Navigate to the tools section at the top of WinRAR, click on "convert archives," then choose "compression." You can then set a password by clicking OK and saving your settings.
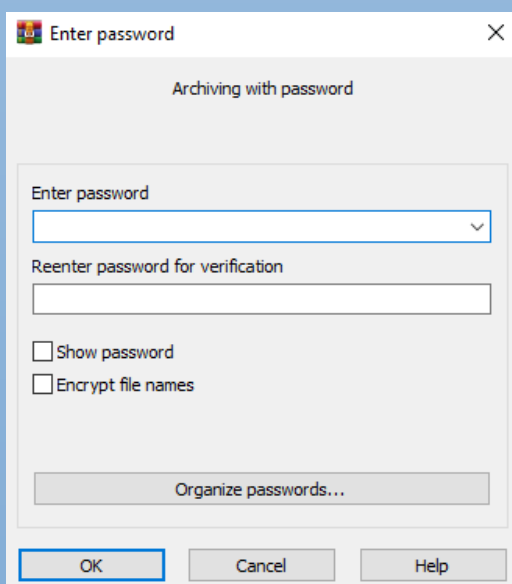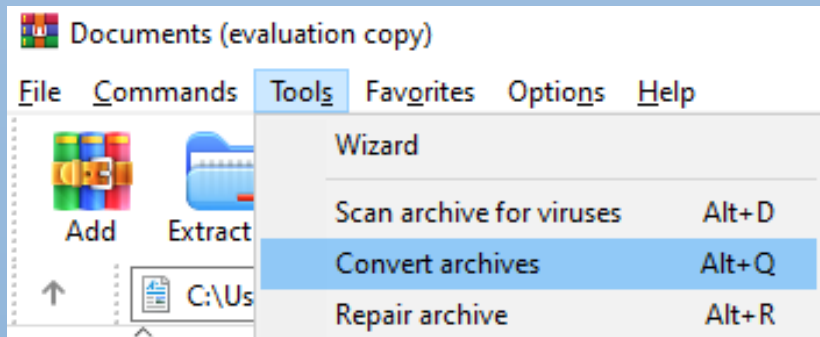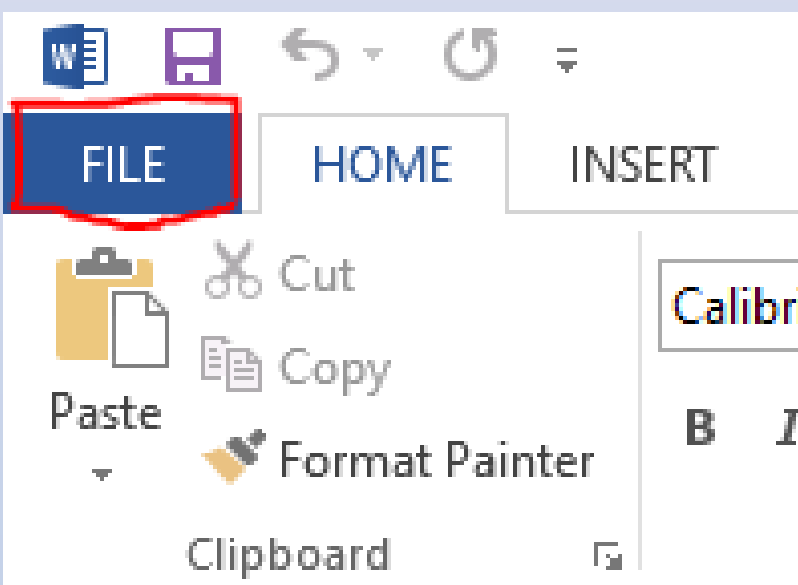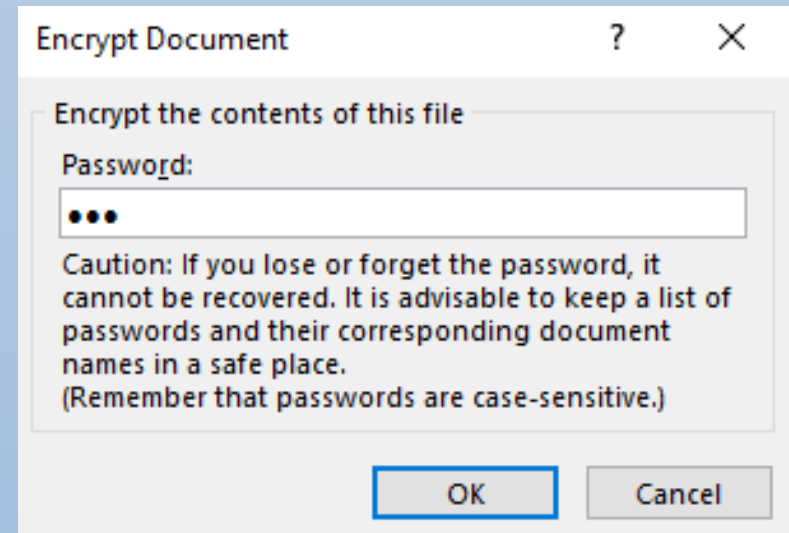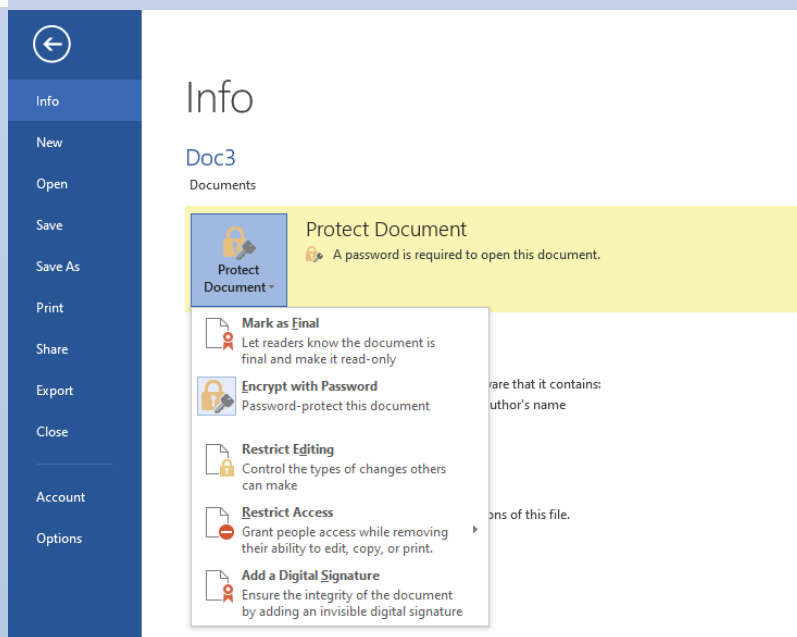
HOW TO LOCK YOUR WORD DOCUMENTS

01. Open File in Word

Open Adobe Acrobat and open a pdf you would like to choose to password protect it.

02. Protect Document

In the Protect Document Section, select the Encrypt with Password option.

03. Encrypt Document

Now input a password for the Word Document to encrypt it.

04. Inputting Password

After inputting a password for encryption, closing the word document and opening it again would give you a password input field for the document you have encrypted. Input the password you used for the document.
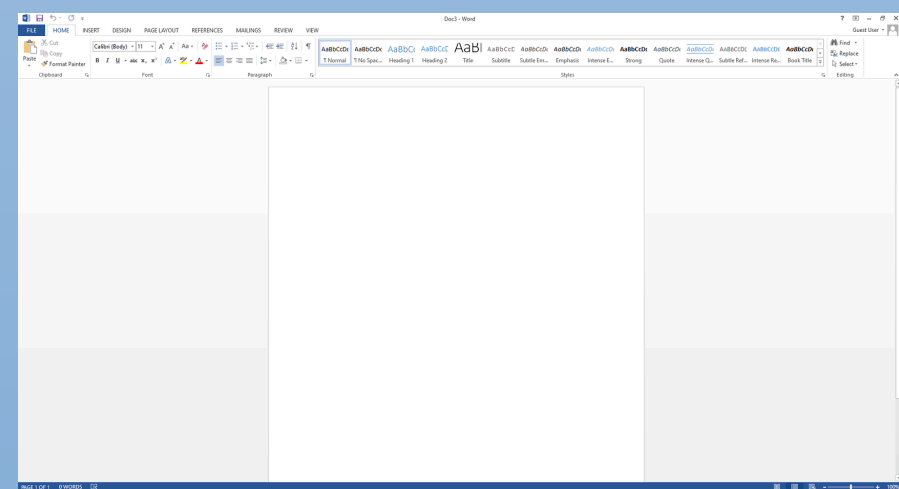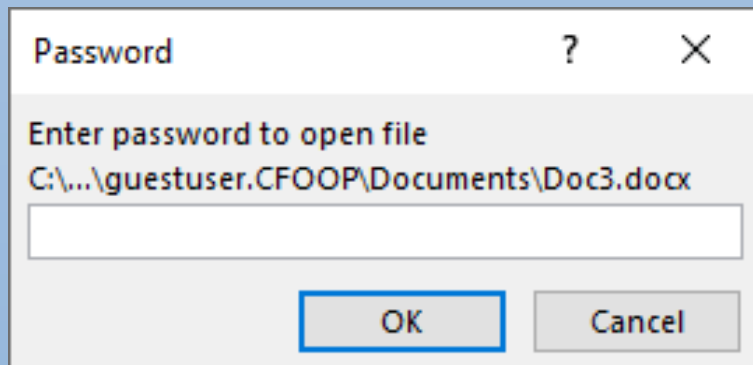
05. Access Granted

Now your Word Document is Password Protected!

Congratulations!