

Date: **18 Oct 21**
 Quotation No: **0306-10-21**

REQUEST FOR QUOTATION

 Company Name

 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.


NANCY R. CORPUZ
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
 2. DELIVERY PERIOD IS WITHIN 15 CALENDAR DAYS.
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF 30 CALENDAR DAYS.
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
 One (1) Year Subscription of Adobe Creative Suite

Purpose:
 For official use of BMB-CAWED for editing and use as a tool for the creation and production of related CEPA/IEC materials (e.g. brochures, pamphlets, flip cards, infographics, etc.)

Approved Budget for the Contract (ABC):
 P 70,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Adobe Creative Suite (Annual Subscription)</p> <p><i>Specifications:</i> Adobe Photoshop, Adobe Premiere, Adobe InDesign, etc.</p> <p align="center">* Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: For inquiries, please contact: 8924-6031 loc. 231</p> <p>Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements:*</p> <ol style="list-style-type: none"> DTI/SEC Registration Certificate Mayor's Permit PHILGEPS Certificate of Registration BIR Certificate of Registration (2303) Omnibus Sworn Statement <p><small>Important Note: For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO. For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</small></p>	1 license	P _____	P _____

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

 Printed Name/Signature Tel. No./Cellphone No. Email Address Date