

**BIODIVERSITY MANAGEMENT BUREAU**

Quezon Avenue, Diliman, Quezon City  
Telefax No. 924-6031 local 220

Date: **3 Jul 23**  
Quotation No: **0315-07-23**  
PR No. **0623.131**

**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 \_\_\_\_\_

*ANSON M. TAGTAG*  
**ANSON M. TAGTAG**  
Chairperson, Bids and Awards Committee

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- 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.

<b>Title of Procurement:</b> One (1) Year Subscription of Software Licenses Microsoft 365 Family, Adobe Creative Cloud for Teams All Apps and Adobe Acrobat Pro
<b>Purpose:</b> For official use of the ABS Project
<b>Approved Budget for the Contract (ABC):</b> P102,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Software Microsoft 365 Family</b>	1 License	P _____	P _____
2	<b>Adobe Creative Cloud for Teams All Apps (Mac and Windows Compatible)</b> <i>Technical Specifications:</i> <i>Includes:</i> Acrobat Pro, Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, Lightroom, XD, Animate, Lightroom Classic, Dreamweaver, Dimension, Audition, InCopy, Character Animator, Capture, Fresco, Bridge, Premiere Rush, Photoshop Express, Photoshop Camera, Media Encoder, Aero, Prelude, Lightroom Web, Scan, Fill & Sign, Acrobat Reader Extras 100GB of cloud storage, Step-by-step tutorials, Adobe Express, Adobe Portfolio, Adobe Fonts, Behance, Creative Cloud Libraries, Access to the latest features	1 License	P _____	P _____
3	<b>Adobe Acrobat Pro</b> <i>Technical Specifications:</i> Integrated desktop, mobile and online access Microsoft Windows 7, 8, and 10 or Mac OS X v10.9, and v10.0 Interacts with PDFs Create PDFs Edit PDFs Share and Sign  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: <b>For more info, please contact the end-user at 8924-6031 loc. 222</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b> Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis  <b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b> 1. DTI/SEC Registration Certificate 2. Valid and Current Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 5. Omnibus Sworn Statement  <b>Important Note:</b> -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. -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020	1 License	P _____	P _____
			<b>GRAND TOTAL:</b>	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