

**BIODIVERSITY MANAGEMENT BUREAU**

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


Date: **20 Sep 23**  
Quotation No: **0459-09-23**  
PR No. **0923.074**

**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 \_\_\_\_\_.

  
**MERIDEN E. MARANAN**  
Vice-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.

<b>Title of Procurement:</b>
<u>One (1) year Subscription of Adobe Creative Suite</u>
<b>Purpose:</b>
<u>For official use of the CAWED</u>
<b>Approved Budget for the Contract (ABC):</b>
<u>P80,000.00</u>

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Adobe Creative Suite</b></p> <p><i>Inclusions:</i></p> <p>Adobe Photoshop, Adobe Premiere, Adobe InDesign, etc.</p> <p>Additional Requests from Procuring Entity:</p> <p><input type="checkbox"/> Please provide sample upon request of end-user</p> <p><input type="checkbox"/> Please see full specifications/attached sample design for reference.</p> <p><input checked="" type="checkbox"/> Other conditions to this request, please state:</p> <p style="margin-left: 20px;"><u>For more info, please contact the end-user at 8924-6031 loc. 227/229/230/231</u></p> <p style="margin-left: 20px;"><u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></p> <p>Contract shall be awarded to the bidder per:</p> <p><input type="checkbox"/> Item basis</p> <p><input checked="" type="checkbox"/> Lot basis</p> <p><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></p> <ol style="list-style-type: none"> <li>1. DTI/SEC Registration Certificate</li> <li>2. Valid and Current Mayor's Permit</li> <li>3. PHILGEPS Certificate of Registration</li> <li>4. BIR Certificate of Registration</li> <li>5. Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b></p> <p><small>-For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.</small></p> <p><small>-For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</small></p> <p><small>-Notarization of the OSS should be compiled with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020</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 \_\_\_\_\_