



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City

REQUEST FOR QUOTATION

2021-0004

SEALED QUOTATION FORM

January 21, 2021
 Date

PHILGEPS REF. NO.: 7425833
 DATE POSTED : 01/22/21
 POSTED BY : AMY

Sir / Madam:

Please furnish us with your quotation on or before **January 26, 2021 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	10 Units (1 Year subscription)	Multimedia Software Subscription ABC = P 58,559.00 / Unit / Year	P _____ Unit/Year	P _____
2	1 unit	Photo & Video Editing Software License ABC = P 43,300.00 FOR : Corporate Communications Department <i>(Please see attached Terms Of Reference, Technical Specifications, Statement of Compliance & Schedule of Requirements)</i> GRAND TOTAL ABC = P 628,890.00 ITMG-PSD - Revised PR Memo dated 01-12-2021 received by PPMD on 01-20-2021 with Request # 2021-0009 [APP FY 2021, Original - #268 Original - Software Requirements for Multimedia Production of Corporate Communications Department]	P _____	P _____

Delivery Terms: Within Thirty (30) Calendar Days upon receipt of Approved PO / JO.

Payment Terms: Government Terms (Payment is upon delivery of items / services & submission of billing documents.)

Price validity : Three (3) Months

- NOTE/S:**
- 1.) **For canvass with an ABC of P 100,000.00 and above**, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
 - 2.) **Supplier is required to indicate his PhilGeps Registration Number on the canvass form.**
 - 3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
 - 4.) **Alternative offer is not allowed.**
 - 5.) **Quantity is subject to change but not to exceed of the approved P.O./J.O.**
 - 6.) **Please submit the accomplished Request for Quotation (RFQ) Form before the closing date at PPMD 2nd flr. SSS Main Bldg., East Ave., Quezon City. Submit in Sealed Envelope address to Ms. VIOLETA V. JAVAR – Acting Head, Procurement Planning & Management Department and indicate the RFQ Form number, company name, name of company representative, business address and contact details.**
 - 7.) **For clarifications of details, please call Mr. Noel Manalo/PMO at Tel. # 8920-6401 loc. 5581 or via e-mail at manalong@sss.gov.ph.**

This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated are valid.

 Owner/Company Representative
 (Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The offeror binds himself to this quotation.

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business SSS No. _____

PhilGeps Registration No. _____

T I N no. _____

Date Received : _____

 (Business Name)

 (Address & Telephone No.)

 (E-mail Address)

Very Truly Yours,

VIOLETA V. JAVAR
 Acting Head

Procurement Planning & Management Department
 Tel No. 920-6401 loc 5504-5507
 Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph; ppmd@sss.gov.ph

TERMS OF REFERENCE

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
A. Ten (10) users Adobe Creative Cloud for Teams entire collection of Adobe for designing images, graphics, layouts, user experiences, video, audio, print, web, and mobile devices.		
1.	Photoshop	
2.	Illustrator	
3.	InDesign	
4.	Adobe XD	
5.	Lightroom	
6.	Acrobat Pro	
7.	Animate	
8.	Dreamweaver	
9.	Premiere Pro	
10.	Premiere Rush	
11.	After Effects	
12.	Dimension	
13.	Audition	
14.	InCopy	
15.	Lightroom Classic	
16.	Media Encoder	
17.	Character Animator	
18.	Prelude	

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
B. One (1) unit Corel Draw Graphics Suite for MAC (Single User) for professional vector illustration, layout, photo editing, design, and typography		



ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
1.	a) CorelDRAW® 2020 - Vector illustration and page layout b) Corel PHOTO-PAINT™ 2020 - Image editing and pixel-based design program c) Corel Font Manager™ 2020 - Font exploration and management tool d) PowerTRACE™ - AI-powered bitmap-to-vector tracing (included as part of the CorelDRAW application) e) CorelDRAW.app™ - Online vector illustration and graphic design via web browser f) CAPTURE™ - Screen capture tool (only available in Windows version) g) AfterShot™ 3 HDR - RAW photo editor	
2.	With the following features: a) Drawing Tools b) Image Editing c) Typography d) User Interface e) Accessing Design Assets f) Layout Tools g) Web h) Design Workflow i) Printing & Publishing j) Performance k) Deployment and Automation l) Learning Materials and Documentation m) Complete Content	

SCHEDULE OF REQUIREMENTS

DELIVERY TERM: Within thirty (30) calendar days upon receipt of Approved PO/JO

Proponent Conforme:

Josephine Anne E. Mines
JOSEPHINE ANNE E. MINES
 SSO IV, Acting CEO III & Office-in-Charge,
 Corporate Communications Department

Noted by:
Noel G. Manalo
Noel G. Manalo
 PMO, OIC