

REQUEST FOR QUOTATION

Date 13-Jul-2023
Quotation No. NP-SVP(A)-2023-0122-ICTMD

Please quote your lowest price per item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than **Philgeps Closing Date**.


ENGR. ANA TRINIDAD F. RIVERA, MSc
Chairperson, FDA-BAC

Name of Project:

Procurement of Cloud Based Multimedia and Editing Tools Subscription for 12 Months

Procurement Mode: NP-Small Value Procurement (A)
Classification: Goods
Approved Budget for the Contract (ABC): PHP 622,500.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Cloud Based Multimedia and Editing Tools	License	9	69,166.67	
Please see attached Technical Specification: > Delivery Schedule: 30 Calendar Days upon receipt of Purchase Order > This will only be used to assigned 9 Users				
GRAND TOTAL:				

Delivery Period: _____
*Warranty: _____
Price Validity: _____

After having carefully read and accepted your General Conditions, I/We hereby submit the price quotation on the item/s noted above, within the stated delivery period and price validity.

Printed Name over Signature

Canvassed By: _____

Name of Canvasser & Position Title

Tel. No./ Cellphone No. _____
E-mail Address: _____
Date: _____

Date Conducted: _____

DTN: 20230220173713

NOTE:

1. ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN. BIDDERS MAY SUBMIT QUOTATIONS PROVIDED THAT ABOVE MATRIX DETAILS ARE COMPLETELY PROVIDED AND SHALL BE SUBMITTED USING COMPANY LETTERHEAD;

2. DELIVERY OF SERVICES SHALL BE DONE **30 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER;**

3. WARRANTY SHALL BE FOR **A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES;**

4. PRICE VALIDITY SHALL BE **THIRTY (30) CALENDAR DAYS;**

5. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;

6. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED.

7. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

ENGR. ANA TRINIDAD F. RIVERA, MSc
Chairperson, BIDS AND AWARDS COMMITTEE
FOOD AND DRUG ADMINISTRATION
CIVIC DRIVE FILINVEST, ALABANG, MUNTINLUPA CITY

c/o **ATTY. ALBERTITO C. GARCIA**
Head Secretariat, FDA-CENTRALIZED BIDS AND AWARDS COMMITTEE
or email at: bacsec@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE BASED ON THE **Philgeps Closing Date.**

8. LATE BIDS SHALL NOT BE ACCEPTED;

9. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT **email address: bacsec@fda.gov.ph**

10. THE FOOD AND DRUG ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, DECLARE A FAILURE OF THE PROCUREMENT, OR NOT AWARD THE CONTRACT AT ANY TIME PRIOR TO CONTRACT AWARD IN ACCORDANCE WITH SECTION 41 OF RA 9184 AND ITS IRR, WITHOUT INCURRING ANY LIABILITY TO THE AFFECTED BIDDER OR BIDDERS.

11. **WARRANTY (Section 62 of the Revised IRR of RA 9184):** FOR THE PROCUREMENT OF GOODS, IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDEE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES. THE OBLIGATION FOR THE WARRANTY SHALL BE COVERED BY EITHER RETENTION MONEY IN AN AMOUNT EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF EVERY PROGRESS PAYMENT, OR A SPECIAL BANK GUARANTEE EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF THE TOTAL CONTRACT PRICE. THE SAID AMOUNTS SHALL ONLY BE RELEASED AFTER THE LAPSE OF WARRANTY PERIOD OR, IN THE CASE OF EXPENDABLE SUPPLIES, AFTER CONSUMPTION THEREOF; PROVIDED, HOWEVER, THAT THE SUPPLIES DELIVERED ARE FREE FROM PATENT AND LATENT DEFECTS AND ALL THE CONDITIONS IMPOSED UNDER THE CONTRACT HAVE BEEN FULLY MET.

12. **LIQUIDATED DAMAGES (Section 68 of the Revised IRR of RA 9184):** ALL CONTRACTS EXECUTED IN ACCORDANCE WITH THE ACT AND THIS IRR SHALL CONTAIN A PROVISION ON LIQUIDATED DAMAGES WHICH SHALL BE PAYABLE BY THE CONTRACTOR IN CASE OF BREACH THEREOF. FOR THE PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES, THE AMOUNT OF THE LIQUIDATED DAMAGES SHALL BE AT LEAST EQUAL TO ONE-TENTH OF ONE PERCENT (0.001) OF THE COST OF THE UNPERFORMED PORTION FOR EVERY DAYS OF DELAY. ONCE THE CUMULATIVE AMOUNT OF LIQUIDATED DAMAGES REACHES TEN PERCENT (10%) OF THE AMOUNT OF THE CONTRACT, THE PROCURING ENTITY MAY RESCIND OR TERMINATE THE CONTRACT, WITHOUT PREJUDICE TO OTHER COURSES OF ACTION AND REMEDIES AVAILABLE UNDER THE CIRCUMSTANCES.

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**Cloud based Multimedia and Editing Tools
Subscription for 12 Months**

TECHNICAL SPECIFICATIONS

1. Capable for Video Editing
2. Capable of Organizing, storing and share Photos anywhere
3. Capable for Audio Editing
4. Capable for Animation creation and editing
5. Capable for Photo editing and enhancements
3. Capable of Designing professional layouts for print and digital publishing
4. Capable of creating, protect, sign, collaborate and print PDF documents and forms
5. Capable of creating, editing and share online videos anywhere
6. Draw, print, illustrate and create layouts
7. Capable for PDF editing
8. Create social media graphics, web pages, and animated video stories
9. Create Cinematic motion graphics and visual effects
10. Capable of visually design and develop modern, responsive websites
11 Has an application that can create ready-made templates for announcements, quotes, Has an application that can create ready-made templates for announcements, quotes, pitches, short videos and the same; and pitches, short
12. Has an online Cloud storage
13. With centralized administration tools.
14. with Technical support Provision of 24 x 7 Technical Support for one Year
15. The software shall be compatible with existing devices of FDA (e.g. Windows, IOS, etc)
16. Delivery Schedule: 30 calendar days