



REQUEST FOR QUOTATIONS

PURCHASE OF AN ICT SOFTWARE SUBSCRIPTION TO SUPPORT THE DEVELOPMENT OF CREATIVE VISUAL CONTENT AND GRAPHIC DESIGN FOR SOCIAL MEDIA POSTING, WEBSITE DEVELOPMENT, PHOTOGRAPHY, AND VIDEO EDITING.

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG), through the Procurement Service intends to apply the sum of **ONE HUNDRED THIRTY THOUSAND PESOS (130,000.00)** being the Approved Budget for the Contract to payments for the contract: **Purchase of an ICT software subscription to support the development of creative visual content and graphic design for social media posting, website development, photography, and video editing.**

The DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT (DILG) now invites technically, legally and financially capable suppliers to submit quotations for the **Purchase of an ICT software subscription to support the development of creative visual content and graphic design for social media posting, website development, photography, and video editing.**

The Bids and Awards Committee (BAC) will invite sufficient number of suppliers (at least three [3] suppliers of good standing) to ensure effective competition. The selection of the successful offer shall be based on the best and final offer that will be submitted on a specified date, which should meet this Office's minimum technical requirements and does not exceed the ABC.



Procurement will be conducted through Negotiated **SMALL VALUE PROCUREMENT (53.9)** an alternative method of procurement specified and prescribed under rule XVI - Alternative Modes of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as Government Procurement Reform Act.

The deadline for the submission of quotations/proposals is on NOV 04 2024, 9:00 AM, which shall be delivered to the BAC Secretariat, 2nd floor Regional Office No. 5, Rizal St., Legazpi City. Late quotations/proposals shall not be accepted.

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) reserves the right to accept or reject any or all the bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact the BAC Secretariat Office, 2nd floor Regional Office No. 5, Rizal St., Legazpi City, and Telephone: (052) 830-4774 or at CP No. 0960-8916350.

Approved:


MA. RUTHEL P. GIGANTOCA
BAC Chairperson 



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Rizal Street, Old Albay, Legazpi City, Albay

Document Code		
FM-QP-DILG-AS-RO-10-07		
Rev. No.	Eff. Date	Page
01	06.01.23	1 of 1

MODE OF PROCUREMENT:	Small Value Procurement (53.9)	RFQ No.:	2024-10-239
Name of Procuring Entity:	DILG REGIONAL OFFICE V	Date:	October 25, 2024
Office/End User:	RICTU		
Company Name (TO BE FILLED OUT BY SUPPLIER):			
Address (TO BE FILLED OUT BY SUPPLIER)			

***PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)**

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:

TERMS AND CONDITIONS:	
1. Bidders shall provide correct and accurate information required in this form.	6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
2. Bidders may quote for any or all items.	7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
3. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.	8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.	
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.	

Purchase of an ICT software subscription to support the development of creative visual content and graphic design for social media posting, website development, photography, and video editing.

APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 130,000.00	MA. RUTHEL P. GIGANTOCA BAC CHAIRPERSON
--	---

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)		STATEMENT OF COMPLIANCE	PRICE OFFER FROM SUPPLIER/ SERVICE PROVIDER		
				ABC PER ITEM	TOTAL ABC		OFFER PER ITEM	TOTAL OFFER	
1	Adobe Creative Cloud All Apps Business Plan 1 year Subscription Genuine License Credentials should be given to end users Includes exclusive business features: <ul style="list-style-type: none"> Admin Console for managing licenses Advanced 24/7 tech support Two 1:1 expert sessions per user per year Slack and Microsoft Teams app integration Plus Cloud services: <ul style="list-style-type: none"> 1TB of cloud storage, 1000 monthly generative credits, Adobe Portfolio, Adobe Fonts, and access to the latest Apps: Acrobat Pro Photoshop Illustrator InDesign Premiere Pro After Effects Lightroom XD Animate Lightroom Classic Dreamweaver Audition InCopy Character Animator Capture Fresco Bridge Adobe Express Adobe Firefly Photoshop Express Media Encoder Aero Scan Fill & Sign Acrobat Reader	2	PC	65,000.00	130,000.00				
						130,000.00		GRAND TOTAL PER LOT:	
Warranty						Price Validity			

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