

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2024-095 NP SVP  
 Date: May 7, 2024  
 PR No./End-User: 2024-04-0473 / CLSO

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

LOT	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	<b>PDF Reader/Editor/Converter Pro Software</b>	<b>4</b>	<b>subscription</b>					
	<b>Specifications:</b>							
	1. Manage and interact with PDFs <ul style="list-style-type: none"> <li>• View, interact with, and comment on PDF content from computer, mobile device, or web browser.</li> <li>• Access a list of documents to view, review, or sign along with detailed information about the task.</li> <li>• Get alerts across devices when others review or sign documents—or request actions from you.</li> <li>• Store, manage, and share files online with instant access to recently viewed files across devices.</li> <li>• Access, edit, and store PDFs in Box, Dropbox, Google Drive, and Microsoft OneDrive accounts.</li> <li>• Open multiple PDFs in a single window with tabbed viewing.</li> <li>• Compare two versions of a PDF to review all differences.</li> </ul>							
	2. Create and protect PDFs <ul style="list-style-type: none"> <li>• Create PDFs using computer, mobile device, or web browser.</li> </ul>							

*PEARLIE ANN S. RAMOS*  
**PEARLIE ANN S. RAMOS**  
 Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2024-070 Shopping (b)  
 Date: April 17, 2024  
 PR No./End-User: 2024-03-0376, 2024-03-0375, 2024-03-0389/ HRRO

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel No. & Fax No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	<ul style="list-style-type: none"> <li>• Create, combine, and convert PDF files from SharePoint or OneDrive toolbar.</li> <li>• Convert documents and images into PDFs, or web pages into interactive PDFs with links.</li> <li>• Create, protect, and send PDFs in Microsoft 365 desktop apps for Windows.</li> <li>• Combine multiple documents and file types into one PDF file.</li> <li>• Convert web pages to interactive PDFs, complete with links.</li> <li>• Prevent others from copying, editing, or printing sensitive information in PDFs.</li> <li>• Create password-protected PDFs.</li> <li>• Create and validate PDFs to meet accessibility standards for people with disabilities.</li> <li>• Redact to permanently remove visibly sensitive information in PDFs.</li> </ul>							
	3. Edit and convert PDFs <ul style="list-style-type: none"> <li>• Convert PDFs to other file formats from computer, mobile device, or web browser.</li> <li>• Edit text and images in a PDF on iPhone, iPad, Android phone, Android tablet, or Chromebook with Android support.</li> </ul>							

*P. Ramos*

**PEARLIE ANN S. RAMOS**

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider  
**Annex A**

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

<b>RFQ No.</b>	<u>2024-070 Shopping (b)</u>
<b>Date:</b>	<u>April 17, 2024</u>
<b>PR No./End-User:</b>	<u>2024-03-0376, 2024-03-0375, 2024-03-0389/ HRRO</u>

**Company Name :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Tel No. & Fax No. :** \_\_\_\_\_

**Mobile No. :** \_\_\_\_\_

**PhilGEPS Reg. No.** \_\_\_\_\_

**TIN No.** \_\_\_\_\_

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	<ul style="list-style-type: none"> <li>• Convert PDFs to editable Microsoft Word, Excel, or PowerPoint files with formatting accuracy.</li> <li>• Convert PDFs to JPEG, TIFF, or PNG image formats.</li> <li>• Insert, delete, and organize pages in a PDF.</li> <li>• Edit text and images, and organize pages in a PDF on your iOS or Android tablet.</li> <li>• Turn scanned paper documents into instantly searchable, editable PDFs with fonts that match the original.</li> <li>• Add audio, video, and interactive objects to your PDFs.</li> <li>• Preflight and prepare files for high-end print production.</li> </ul>							
	<p>4. Send documents for e-signature</p> <ul style="list-style-type: none"> <li>• Unlimited transactions—Sign and collect unlimited legally binding signatures and track responses in real time.</li> <li>• Bulk send—Send one agreement for multiple people to sign.</li> <li>• Customized branding—Customize signature requests with your own branding.</li> <li>• Administration—Control e-signature settings at the account level.</li> </ul>							

  
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Civil Service Commission

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REQUEST FOR QUOTATION

RFQ No. 2024-070 Shopping (b)
Date: April 17, 2024
PR No./End-User: 2024-03-0376, 2024-03-0375, 2024-03-0389/ HRRO

Company Name :
Address :
Tel No. & Fax No. :
Mobile No. :
PhilGEPS Reg. No.
TIN No.

Table with 9 columns: ITEM NO., ITEM & DESCRIPTION, QTY, UNIT, YES, NO, REMARKS/BIDDERS SPECIFICATIONS, UNIT PRICE, TOTAL PRICE. Row 1 contains detailed description for item 5, including budget information (Php80,000.00).

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