

## Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

## REQUEST FOR QUOTATION

RFQ No. 2023-263 NP SVP  
 Date: November 23, 2023  
 PR No./End-User: 2023-07-0867/PAIO

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
	<b>SOFTWARE FOR PORTABLE DOCUMENT FORMAT</b>	15	licenses					
	<b>SUBSCRIPTION FOR 12 MONTHS</b>							
	<b>Edit PDF</b> - edit text and images							
	<b>Compress PDF</b> - reduce the size of pdf for easier attachment or sharing							
	<b>Recognize Text</b> - make scanned text editable through OCR							
	<b>Combine Files</b> - merge multiple files into one PDF							
	<b>Split PDF</b> - split PDF into multiple files							
	<b>Convert to PDF</b> - any file into a pdf							
	<b>Signatures</b> - send a document to others for signing. Secure reliable way to fill out and sign electronic form							
	<b>Organize</b> - can organize the pages. Delete Pages, Rotate Pages, Reorder Pages, Extract PDF, Insert PDF Pages, and Crop Pages							
	<b>Share and Protect</b> - can share the file to others for commenting or viewing. Send for comments to collect feedback. Protect PDF to prevent others from copying editing or printing PDF content							
	<b>Work across devices</b> - can access, everywhere, available on desktops, laptops, phones, tablet and web							
	<b>Cloud based</b> - suite of software and web-based applications. At least with 100GB of cloud storage							
	should be compatible with Windows and iOS							
	<b>Approved Budget for the Contract (ABC): Php 230,000.00</b>							

  
 PEARLIE ANN S. RAMOS  
 Procurement Officer

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

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