



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7921655  
**Procuring Entity** CIVIL SERVICE COMMISSION - CENTRAL OFFICE  
**Title** Renewal of License Subscriptions of Adobe Creative Cloud All Apps for 1 year  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2021-054	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Information Technology	<b>Document Request List</b>	12
<b>Approved Budget for the Contract:</b> PHP 950,000.00	<b>Date Published</b>	14/08/2021
<b>Delivery Period:</b>	<b>Last Updated / Time</b>	02/11/2021 14:08 PM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	20/08/2021 15:00 PM
<b>Contact Person:</b> Renel Joanne Galuran Gambito Administrative Officer IV IBP Road, Batasan Complex, Constitution Hills Diliman Quezon City Metro Manila Philippines 1126 63-2-89317935 Ext.506 jhoannegambito17@gmail.com		

#### Description

Annex A

Civil Service Commission  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2021-054 NP-SVP

Date: August 12, 2021

Company Name : PR No./End-User: 2021-07-0284 (IRMO)

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

1 Renewal of License Subscriptions of Adobe Creative Cloud All Apps 1 lot  
for 1 year

Approved Budget for the Contract: PhP950,000.00

xxxxxxxx-Nothing Follows-xxxxxxxx

RENEL JOANNE G. GAMBITO

Procurement Officer Printed Name/Signature

931-7935; 931-7939; 931-8092 Loc. 508 Authorized Representative of the Service Provider

Line Items	Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
	1	Adobe Creative Cloud for Teams all Apps	Adobe Creative Cloud for Teams all Apps	1	Lot	60,182.00

**Other Information**  
Civil Service Commission  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2021-054 NP-SVP  
Date : August 12, 2021  
PR No./End-User : 2021-07-0284 (IRMO)  
Company Name :  
Address :  
Tel No. & Fax No. :  
Mobile No. :  
PhilGEPS Reg. No. :  
TIN No. :

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. As a condition for award, you will be required to submit a copy of your \*Mayor's/Business Permit, together with your proposal. The updated \*Certification Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a \*signed copy of Purchase Order (PO) prior to the date of delivery.

Please accomplish and submit this form and all the required documents to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number 931-8029 or email to csc.ofam.pmd@gmail.com not later than 03:00 P.M. of 20 August 2021.

RENEL JOANNE G. GAMBITO JULIUS B. REMUDARO  
Procurement Officer Chief, Procurement Management Division  
931-7935; 931-7939; 931-8092 Loc. 508 Office for Financial & Assets Management (OFAM)

**TERMS AND CONDITIONS:**

- Award shall be made on per: Item Basis Lot Basis Total Quoted Price
- Goods/Services shall be rendered on Seven (7) working days upon receipt of Order
- Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor
- Please indicate Warranty:
- Technical specification with asterisks (\*) are mandatory. For goods, please indicate brand, model and country of origin.
- Bidders shall provide correct and accurate information required in this form.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Terms of Payment: within 15-30 days upon complete submission of supporting documents.
- Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.  
Account Name: Account Number:  
Bank Name: Branch:
- "Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: 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 day 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.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

Printed Name/Signature  
Authorized Representative of the Service Provider

**Created by** Renel Joanne Galuran Gambito

**Date Created** 13/08/2021

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