



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
**MANILA**



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **27 November 2018, 12:00 Noon:**

<b>NAME OF PROJECT</b>	<b>Renewal and Procurement of Cloud-Based Multimedia Editing Tool and Web Development Software as Subscription</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>18 – 11 – 383</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Two Hundred Eighty Thousand Pesos (Php280,000.00)

**I. TERMS OF REFERENCE:**

<b>ITEM NO.</b>	<b>TECHNICAL SPECIFICATION</b>	<b>QTY</b>	<b>U/M</b>
1	<b>RENEWAL OF CLOUD-BASED MULTIMEDIA EDITING TOOL AND WEB DEVELOPMENT SOFTWARE AS SUBSCRIPTION (VIP No. 11575E0FFF357AE61E3A)</b>	<b>2</b>	<b>licenses</b>
	<b>PROCUREMENT OF CLOUD-BASED MULTIMEDIA EDITING TOOL AND WEB DEVELOPMENT SOFTWARE AS SUBSCRIPTION</b>	<b>3</b>	<b>licenses</b>
	<b><i>Application and Features</i></b>	<ul style="list-style-type: none"> <li>• PDF Reader/Writer/Viewer w/ eSign</li> <li>• with Cinematic visual effects and motion Graphics</li> <li>• with Audio Recording, mixing, and restoration</li> <li>• with Showcase &amp; Discover creative work</li> <li>• must Centralize creative assets</li> <li>• with Desktop Access to Creative Cloud</li> <li>• must Create content and publish apps</li> <li>• with Website and mobile app Design w/ code &amp; design view</li> <li>• must Create interactive and animated web content</li> </ul>	

	<ul style="list-style-type: none"> <li>• must Code HTML, CSS and JavaScript)</li> <li>• with Preview and Inspect web designs on mobile devices</li> <li>• Design the Responsive Web</li> <li>• with free web fonts</li> <li>• with Add Script toolkit</li> <li>• must Easily install &amp; manage extensions</li> <li>• with Image editing for websites and apps</li> <li>• has IDE for coding flash apps &amp; mobile device packaging</li> <li>• with Interactive experiences game design &amp; mobile device packaging</li> <li>• must Create ActionScript games, Vector Based Drawing, Vector Graphics and Illustration</li> <li>• must Collaborate with copywriters &amp; editors</li> <li>• with Page design, layout and publishing</li> <li>• with Inspiring Color themes for any project, Digital photo processing and editing</li> <li>• available with Website design without Coding</li> <li>• Package with mobile apps in the cloud</li> <li>• with Image editing and compositing</li> <li>• with Metadata ingest, logging, and rough cuts</li> <li>• with Video Production and editing</li> <li>• must Build and Manage personal portfolio site</li> <li>• with Profile Flash Games on web and devices</li> <li>• with Film finishing and color grading</li> <li>• with Collaborative screenwriting, reporting and scheduling tools</li> </ul>
<b>Operating System</b>	Multiple Platforms (Windows and MAC OS)
<b>License Subscription</b>	One (1) Year License Subscription

**II. SCHEDULE OF DELIVERY:**

**Renewal and Procurement of Cloud-Based Multimedia Editing Tool and Web Development Software as Subscription** must be not more than fifteen (15) days upon receipt of the **Notice To Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

**III. CONTRACT COST AND PAYMENT:**

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.

3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

#### IV. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Certificate, Notarized Omnibus Sworn Statement, Mayor's Permit, SEC Registration and BIR Tax Clearance shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 5238461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at [jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

#### **BIDS AND AWARDS COMMITTEE SECRETARIAT**

Ground Floor, Insurance Commission Bldg.,  
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

  
**EDWIN CORNELIUS A. LAUZ**  
BAC Chairperson

\_\_\_\_ November 2018

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2018 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory