



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers who 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 **13 June 2023, 12:00 Noon**:

<b>NAME OF PROJECT</b>	Procurement of Multimedia and Web Development Software
<b>PURCHASE REQUEST/REF. NO.</b>	2023 – 05 – 147
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Six Hundred Fifty Thousand Pesos (PhP650,000.00) <i>inclusive of taxes and other charges</i>

The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **13 June 2023, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
- Joel Lorenzo L. Maling, Information System Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

*Edwin A. Lauz*  
**EDWIN CORNELIUS A. LAUZ**  
 Division Manager  
 Information Technology Division

## TERMS OF REFERENCE

- **OBJECTIVE:**

The Insurance Commission (IC) seeks to re-subscribe and renew the existing Ten (10) Multimedia and Web Development Software to provide its end users with a comprehensive suite of professional design and editing tools, offering benefits such as seamless collaboration, access to the latest updates, cloud storage, and a vast library of creative assets to bring ideas to life.

- **TERMS OF REFERENCE:**

1. Re-subscription of Ten (10) Multimedia and Web Development Software for **ONE (1) YEAR.**

TECHNICAL SPECIFICATION	QTY	U/M
<p><b>RENEWAL OF MULTIMEDIA AND WEB DEVELOPMENT SOFTWARE</b></p> <p><b>ADOBE CREATIVE CLOUD FOR TEAMS (ALL APPS)</b></p> <p><b>PRODUCT NO. 65297756BC02A12</b> <b>VIP NO. 7586F43BADED7BB9871A</b></p>	<b>10</b>	<b>licenses</b>
<p><b><i>Application and Features</i></b></p>	<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> <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> </ul>	

	<ul style="list-style-type: none"> <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 a personal portfolio site</li> <li>• with Profile Flash Games on the web and devices</li> <li>• with Film finishing and color grading</li> <li>with Collaborative screenwriting, reporting, and scheduling tools</li> </ul>
<b><i>Operating System</i></b>	Multiple Platforms (Windows and MAC OS)
<b><i>License Subscription</i></b>	One (1) Year License Subscription

2. Prospective bidders shall bid for all the items mentioned above.
3. The prospective supplier/service provider shall supply and deliver the licenses, subscription certificates, and documentation.
4. After applying for the re-subscription of licenses, existing files, data, reports, and logs should be retained and maintained.

- **SCHEDULE OF DELIVERY:**

Supply, Delivery, and Activation of the Re-subscription of Ten (10) Multimedia and Web Development Software must **not be later than 28 June 2023** upon receipt of the **Notice to Proceed (NTP)**.

- **CONTRACT COST AND PAYMENT:**

1. All bid prices shall be considered fixed and not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to a penalty equivalent to 1/10 of 1% of the total cost of undelivered items daily.

- **TERMS OF PAYMENT**

IC shall pay the Service Provider the total amount upon acceptance of the required deliverables, subject to the deduction of applicable taxes.

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an accomplished Reply Slip (Template Attached) duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **13 June 2023, 12:00 Noon**, to the Information Technology Division through the following:
  - Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
  - Joel Lorenzo L. Maling, Information System Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)
3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. 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 before 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

  
**EDWIN CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Procurement of Multimedia and Web Development Software**, I/We quote you on the item at prices noted below:

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Procurement of Multimedia and Web Development Software	10	licenses		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ (PhP \_\_\_\_\_ )

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

**Certified copies of the following documents are likewise enclosed:**

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);

- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

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**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*