



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 **10 June 2025, 12:00 Noon**:

NAME OF PROJECT	Subscription to Adobe Software Products for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2025 – 05 – 278
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	One Million Eight Hundred Fifty Thousand Pesos (Php1,850,000.00) <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 **10 June 2025, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
- Jermaine R. Valenzuela, IC Computer Operator
jr.valenzuela@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 CORNELIUS A. LAUZ
Division Manager
Information Technology Division

TERMS OF REFERENCE

1. Project Title

Subscription to Adobe Software Products for the Insurance Commission
(Project Reference No. 2025 – 05 – 278)

2. Objective

The objective of this project is to procure and resubscribe to the **Adobe Software**¹ licenses, ensuring continued access to essential creative tools for the Insurance Commission. Additionally, this project aims to adjust the current licensing to better align with the needs by including additional licenses of Adobe Software and Applications. This adjustment will enhance the document management capabilities, ensuring that all team members have the necessary tools to efficiently create, edit, and manage digital documents.

3. Subscription Period

The coverage of the Adobe Creative Cloud subscription will span **One (1) Year or before 28 June 2025**. This subscription period shall ensure uninterrupted access to all Adobe Creative Cloud and Acrobat Standard applications and licenses.

4. Specifications

The winning bidder shall provide licenses and subscriptions to the existing Adobe Account of the Insurance Commission with the following details:

Contract ID & VIP Number: 7586F43BADED7BB9871A
VIP Number: 7586F43BADED7BB9871A

Service/Application	Quantity	Remarks
Adobe Creative Cloud All Apps – Pro Edition	7	Renewal
Adobe Creative Cloud All Apps – Pro Edition	4	New/Additional
Adobe Acrobat Standard	13	Renewal
Adobe Acrobat Standard	73	New/Additional

¹ Reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA 9184 which provides that, “reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet of equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment”.

Adobe Creative Cloud All Apps – Pro Edition

- Access to All Apps:
 - Includes 20+ Adobe Creative applications.
 - Applications include Photoshop, Illustrator, InDesign, Premiere Pro, After Effects, XD, Lightroom, and more.
- Cloud Services:
 - 100 GB of cloud storage per user.
 - Adobe Fonts, Adobe Portfolio, and Behance integration.
 - Access to Adobe Stock and Creative Cloud Libraries.
- Collaboration Tools:
 - Real-time collaboration features.
 - Shared Libraries for team projects.
 - Version control and cloud document storage.
- Regular Updates:
 - Access to the latest features and updates as soon as they are released.
 - Continuous improvements and new tools are added regularly.
- Cross-Platform Compatibility:
 - Compatible with both Windows and macOS.
 - Mobile apps are included for iOS and Android.
- Enterprise-Level Support and Security:
 - 24/7 technical support.
 - Advanced security features, including single sign-on (SSO) and two-factor authentication (2FA).
 - Centralized administration and license management.
- Training and Tutorials:
 - Access to Adobe's extensive library of tutorials and learning resources.
 - Adobe Creative Cloud Learn and Support for continuous skill development.
- Subscription Terms:
 - Duration: One-year subscription, renewable annually.
 - Start Date: June 28, 2025.
 - End Date: June 27, 2026.
 - Licensing: Named-user licensing; individual licenses assigned to specific users.
 - Support: Includes 24/7 enterprise-level support and access to the latest updates and features.

Adobe Acrobat Standard

- PDF Creation and Editing:
 - Create PDFs from various file formats, including Microsoft Office documents.
 - Edit text and images directly within PDF documents.
 - Convert PDFs to and from Microsoft Word, Excel, and PowerPoint.
- Document Review and Collaboration:
 - Share PDFs for review and collect feedback.
 - Add comments, annotations, and markups.

- Track document activity and status.
- Basic PDF Tools:
 - Combine multiple files into a single PDF.
 - Organize pages, including rearranging, deleting, and rotating.
 - Extract pages into new PDF documents.
- Forms and Signatures:
 - Create and fill out fillable PDF forms.
 - Collect e-signatures using Adobe Sign.
 - Sign documents electronically.
- Security and Protection:
 - Apply password protection and permissions to PDF documents.
 - Redact sensitive information permanently.
 - Encrypt PDFs to secure content.
- Integration and Cloud Services:
 - Integrate with Microsoft Office and 365.
 - Access and store files in Adobe Document Cloud.
 - Synchronize documents across devices.
- Cross-Platform Compatibility:
 - Compatible with both Windows and macOS.
 - Mobile apps are included for iOS and Android.
- Subscription Terms:
 - Duration: One-year subscription, renewable annually.
 - Start Date: June 28, 2025.
 - End Date: June 27, 2026.
 - Licensing: Named-user licensing; individual licenses assigned to specific users.
 - Support: Includes 24/7 technical support and access to the latest updates and features.

5. Scope of Work

- License Provisioning:
 - Supply the required number of Adobe Creative Cloud All Apps and Adobe Acrobat Standard licenses.
 - Ensure all licenses are properly assigned to named users as per the organization's requirements.
 - After applying for the re-subscription of licenses, existing files, data, reports, and logs should be retained and maintained.
- Subscription Management:
 - Manage the one-year subscription period.
 - Provide support for the renewal process and ensure continuous service without interruption.
- Installation and Configuration:
 - Assist in the installation and configuration of Adobe software on user devices.
 - Ensure compatibility with the organization's IT infrastructure.
- Technical Support and Training:
 - Offer 24/7 technical support for any issues related to Adobe software.

- Provide training resources and tutorials to help users maximize the use of Adobe Creative Cloud and Acrobat features.
- License Management:
 - Provide tools or services for centralized license management, tracking, and reporting.
 - Assist in reallocating or adjusting licenses as per the organization's changing needs.
- Security and Compliance:
 - Ensure that all supplied software adheres to security standards and compliance requirements.
 - Assist in implementing security features such as password protection, encryption, and digital signatures.
- Regular Updates and Maintenance:
 - Ensure users receive regular updates and new feature releases for all Adobe products.
 - Provide maintenance support to keep the software running efficiently.
- Documentation and Reporting:
 - Deliver comprehensive documentation on the licenses provided, installation processes, and support protocols.
 - Provide regular reports on license usage, support tickets, and any other relevant metrics.

6. Service Level Agreement

The IC shall maintain a Service Level Agreement (SLA) with the contractor, with provisions for liquidated damages for their non-compliance which shall be charged against any money due, or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

- Renewal of License including features and specifications
 - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
- Scope of Work
 - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.

7. Warranties

- The winning bidder warrants that it shall conform strictly to the terms and conditions of this Detailed Technical Specifications.
- The winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bided out.

8. Confidentiality of Data

- The IC Network and System, its components, parts, and all products, product samples, specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- The winning bidder agrees to hold all the foregoing information in strict confidence. The winning bidder further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the IC.

9. Payment Terms

- All bid prices shall be considered fixed and not subject to price escalation during contract implementation.
- One-time payment shall be made, subject to the submission of the following documentary requirements, and in with accordance to the budgeting, accounting, and auditing laws, rules, and standards:
 - Proof of Renewal of Zoom Workplace Business
 - Sales Invoice/Billing Statement
 - Certificate of Acceptance issued by the IC IT Division

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 **10 June 2025, 12:00 Noon**, to the Information Technology Division through the following:
 - Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
 - Jermaine R. Valenzuela, IC Computer Operator
jr.valenzuela@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 **Subscription to Adobe Software Products for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Adobe Creative Cloud All Apps – Pro Edition	11	licenses		
2	Adobe Acrobat Standard	86	licenses		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

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).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

Date :

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

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]