

REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **ADOBE CREATIVE CLOUD FOR TEAMS (CCT) SOFTWARE LICENSE SUBSCRIPTION MAINTENANCE AND SUPPORT SERVICES**

Approved Budget for the Contract: ₱419,910.00/year inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Monday 02 May 2022.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**

3. Other documentary requirements for each vendor shall be as follows:

- PhilGEPS Registration No.
- Mayor's/Business Permit;
- Updated letter from Adobe Distributor, being certified partner and an authorized Reseller of Adobe products for at least 1 Year.
- Certificate or proof of Entitlement for the duration of the period coverage

AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat
6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph and bac-sec@dbp.ph

Adobe Creative Cloud for Teams (CCT) Software License Subscription with Maintenance and Support Services

TECHNICAL SPECIFICATIONS

I. BACKGROUND

Adobe Creative Cloud for teams (CCT) is a web-based series for Software Suite of Graphic Design, Video Editing and Web Development Applications which enables enhancement and manipulation of photos and creation of original Digital Art Design.

II. PERIOD COVERAGE

The Software License Subscription with Maintenance and Support shall cover for one (1) year or from June 23, 2022 to June 22, 2023.

III. VENDOR REQUIREMENTS

1. BAC Documentary Requirements in compliance to the Government Procurement Law as per latest Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 under Section 53.9:
 - a. Valid and Current PhilGEPS Registration/Certificate
 - b. 2022 Business or Mayor's Permit
 - c. Updated Income Tax Return (ITR)
 - d. Updated and Notarized Omnibus Sworn Statement
 - e. Updated and Notarized Secretary's Certificate
 - f. Updated Letter from an Adobe Distributor, being a certified Partner and an authorized Reseller of Adobe Products for at least 1 Year.
2. Vendor must open/maintain a Savings Deposit Account with DBP where payments shall be credited within fifteen (15) calendar days from issuance of Notice of Award (NOA).
3. Vendor must issue the License Certificate or Proof of Entitlement for the duration of the period as provided under Section 2.

IV. SOFTWARE MAINTENANCE AND SUPPORT INCLUSIONS

Six (6) License Subscription of Adobe Creative Cloud for Teams (CCT) Suite Edition with the following Software Applications.

1. Adobe Photoshop CC
2. Adobe Photoshop CC Lightroom Classic CC
3. Adobe Illustrator CC
4. Adobe InDesign CC
5. Adobe Dimension CC
6. Adobe Fuse CC (Preview)
7. Adobe Acrobat Pro CC

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8. Adobe InCopy CC
9. Adobe Bridge CC
10. Adobe Premiere Pro CC
11. Adobe After Effects CC
12. Adobe Audition CC
13. Adobe Speed Grade CC
14. Adobe Media Encoder CC
15. Adobe Prelude CC
16. Adobe Story Plus CC
17. Adobe Dreamweaver CC
18. Adobe Muse CC
19. Adobe Animate CC
20. Adobe XD CC
21. Adobe Spark with Premium Features
22. Adobe Flash Builder Premium
23. Adobe Fireworks CS6
24. Adobe Scout CC

V. Maintenance and Support Inclusions

- 1-year support for any inquiries or problems concerning the software
- Notification on software updates and assistance on the installation.
- Availability:
 - Mondays to Sundays
 - 24 x 7 technical support; Response time of 4 hours and resolution time within 24 hours.

VI. APPROVED BUDGET

The Approved Budget for the Contract (ABC) is ₱419,910.00 VAT Inclusive.

VII. PAYMENT

DBP shall pay the corresponding contract price to the Vendor via credit to its deposit account within Fifteen (15) calendar days from receipt of the Vendor's Sales Invoice and submission of the documentary requirements as enumerated under this Technical Specifications, if any, subject to the usual government audit/accounting/procurement policies, provided the Vendor has generated a positive performance assessment to be conducted by DBP in accordance with established metrics.

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VIII. PERFORMANCE BOND

The vendor is required to submit a performance security in any of the following forms and percentages:

Form of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	
Surety Bond callable upon demand issued by a surety or insurance company together with certificate issued by Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)

The Performance Security shall be effective for one (1) year or from June 23, 2022 to June 22, 2023. The said amount shall only be released after the issuance of the Certificate of Final Acceptance, provided that DBP has no claims filed against the supplier/vendor and that all the conditions imposed under the contract have been fully met.

In the event of any extension of the Agreement, the Performance Security shall be renewed accordingly, provided that the extension is mutually agreed upon by both Parties. The amount of the Warranty Security for the subsequent contract term/extension period shall be determined subject to the terms and conditions of the said extension.

IX. NON-DISCLOSURE CONDITION

The vendor shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of this Technical Specifications. In the same manner, the responses to the Technical Specification which shall be specified as confidential shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information and other related documents provided to the winning vendor and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning vendor undertake that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.

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5. The winning vendor shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning vendor's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.
7. A Non-Disclosure Agreement between DBP and the winning vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

X. Liquidated Damages

If the Vendor fails to satisfactorily perform the services within the period(s) specified in the Agreement inclusive of duly granted time extensions if any, DBP shall, without prejudice to its other remedies under the Agreement and under applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of 1/10 of 1% of the cost of the unperformed portion for every day of delay until actual delivery or performance.

The maximum deduction shall be 10% of the amount of Agreement. Once the maximum amount of liquidated damages reaches ten percent (10%), DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.

XI. OGCC Review

The Parties acknowledge that this Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the parties agree to amend/ restate the Agreement, including all its amendments that have been reviewed and negotiated, to incorporate the comments/ revisions, if any, of the Office of the Government Corporate Counsel (OGCC), with effect from the date of signing thereof.