

**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

**REQUEST FOR QUOTATION (RFQ)**

DATE : March 6, 2024

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\_\_\_\_\_  
  
Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the supply and delivery of **Various ICT Software Subscriptions** with an Approved Budget for the Contract (ABC) of **Eight Hundred Seventy-Five Thousand Pesos (Php875,000.00)**. Submit your quotation to the authorized canvasser of this office thru email at **acsanchez@pmo.gov.ph**, on or before **March 11, 2024 at 12:00 PM**. Quotations received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Quotations in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
*(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)*
3. Certified photocopy of the latest Income / Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
5. List of all completed government and private contracts within the last two years (2022 to 2023) from the submission of Request for Quotation
6. List of all ongoing government and private contracts including awarded but not yet started, if any, whether similar or not similar in nature and the complexity to the contract to be bid.

Thank you.

Very truly yours,

  
**AARON C. SANCHEZ**  
ITD Chief  
Information Technology Division

## QUOTATION

DATE : \_\_\_\_\_

Dear Mr. Sanchez;

We are pleased to submit our quotation/proposal for the procurement of **Various ICT Software Subscriptions** with Reference No. PMO-24-19.

**ABC: Eight Hundred Seventy-Five Thousand Pesos (Php875,000.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY.	UNIT	ARTICLES	UNIT PRICE	TOTAL
1	1	lot	<b>Various ICT Software Subscriptions</b>		
			<b><i>Creative Cloud</i></b>		
			- <b>2 licenses</b> (1 year, Renewal) All Apps, for Teams licensing	₱	₱
			- <b>4 licenses</b> (1 year, Renewal) Imaging/Graphic Design software, for Teams licensing	₱	₱
			- <b>17 licenses</b> (1 year, Renewal) PDF Creator/Editor, for Teams licensing - Mobile, productive and collaborative PDF solution - Reassign licenses in the web-based Admin Console - Integrate with enterprise applications, including Microsoft 365 and SharePoint	₱	₱
			<b><i>Device Encryption</i></b>		
			- <b>30 licenses</b> (1 year, Renewal) - Management of full disk encryption in unified interface - Manage Windows BitLocker and macOS FileVault full disk encryption centrally from a single console - Secure key recovery via self-service portal - Secure document sharing	₱	₱
			<b><i>Remote Access and Support</i></b>		
			- <b>2 licenses</b> (1 year, Renewal, Premium) - Remote Control, Access, Collaboration, and Support - 15 licensed users, 300 managed devices - Unlimited devices to connect to and from - 1 concurrent connection (channel) - Licensed users can host meetings with 10 participants	₱	₱
			- <b>2 licenses</b> (1 year, Renewal, Standard) - Remote Access, Control, Administration, Customization, Security, Privacy, and Collaboration - 20 licensed users in a team, 500 managed devices - Starts with 1 outgoing connection (add up to 20) - Unlimited devices to connect to (Interactive Access) - Standard user management - Custom client generator - Mobile device management included	₱	₱

			<b>Video Conferencing</b>		
			<ul style="list-style-type: none"> <li>- <b>5 licenses</b> (1 year, Renewal)</li> <li>- Host up to 100 participants</li> <li>- Unlimited meetings for up to 30 hours per meeting</li> <li>- Local and 5 GB of cloud recording storage (per license)</li> <li>- End-to-end encryption, Enterprise-grade security</li> <li>- Ticket, live chat, and phone technical support</li> <li>- Social Media Streaming, Reporting</li> <li>- With Breakout rooms, Waiting rooms, Virtual background, Personal Meeting ID, Polling, Automated Captions</li> <li>- With Co-host &amp; Alternate host, User management</li> <li>- Easily record, edit, and share short-form videos</li> <li>- Create and share editable documents within the platform</li> <li>- Automate key tasks across the platform with an AI assistant</li> <li>- Free premium apps for 1 year</li> </ul>	₱	₱
				<b>TOTAL AMOUNT</b>	₱

**Amount in Words:**

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**TERMS AND CONDITIONS:**

1. Delivery Period: Within fifteen (15) calendar days from receipt of Notice to Proceed.
2. Validity of Price Quotation: Thirty (30) calendar days from date of submission of quotation
3. Warranty Period: 1 year
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
*(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)*
3. Certified photocopy of the latest Income / Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
5. List of all completed government and private contracts within the last two years (2022 to 2023) from the submission of Request for Quotation
6. List of all ongoing government and private contracts including awarded but not yet started, if any, whether similar or not similar in nature and the complexity to the contract to be bid.

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name : \_\_\_\_\_

Contact Number : \_\_\_\_\_