



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
PROCUREMENT OF ADOBE CREATIVE CLOUD & ACROBAT
ACROBAT CONVERTER/READER

16 August 2021

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **ADOBE CREATIVE CLOUD & ACROBAT ACROBAT CONVERTER/READER licenses (APP 2021-0124)**.


As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **4:00 P.M., 20 August 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPs Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307
Attention to: ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head

 Digitally signed by Tana-Caguia Krishna Aira Angeles
Date: 2021.08.16 11:59:05
+08'00'

ATTY. KRISHNA AIRA TANA-CAGUIA
BAC Secretariat Head
bacsecretariat@privacy.gov.ph

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

Ref No.: RFQ-2021-00124

NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

TECHNICAL SPECIFICATION

PROCUREMENT OF ADOBE CREATIVE CLOUD & ACROBAT ACROBAT CONVERTER/READER

| Item | Unit | QTY | Description/Specifications | Approved Budget of the Contract (Php 486,000.00) | | Compliance (Manifest your compliance by <u>writing</u> “COMPLY” in EVERY item) |
|--------------|------|-----|---|---|-------|---|
| | | | | Unit Price | Total | |
| 1 | lot | 1 | <ul style="list-style-type: none"> • Please refer to the attached Terms of Reference (TOR) for: <ol style="list-style-type: none"> 1. Technical Specifications <ul style="list-style-type: none"> • 5 Licenses - Adobe Creative Cloud for Teams All Apps Subscription • 13 Licenses - Adobe Acrobat Professional DC for Business 2. Instructions to Vendors/ Vendor’s Qualifications 3. Evaluation of Goods Delivered 4. Payment Terms | | | |
| TOTAL | | | | | | |

Instruction to bidders:

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company’s letterhead.
- III. Compliance must be stated by **writing “COMPLY” in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor’s or Business Permit and submit the original notarized Omnibus Sworn Statement (with attachments) and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE
FOR THE SUPPLY & DELIVERY OF ADOBE CREATIVE CLOUD &
ACROBAT CONVERTER/READER

I. BACKGROUND

The National Privacy Commission is the country's privacy watchdog; an independent body mandated to administer and implement the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection.

To fulfill its mission and vision to be a world class regulatory and enforcement agency that is committed to excellence, it should be driven by a workforce that is highly competent, future-oriented, and ethical staff.

II. PURPOSE OF THE PROCUREMENT

The Public Information and Assistance Division (PIAD) is responsible for information management including publications, media representation, crisis communication, content development, stakeholder relations, social media management, website maintenance, and the provision of other public services at the NPC.

As part of its function, specifically in crafting communication materials, PIAD is procuring Adobe Creative Cloud suites.

The use of creative software is vital in delivering public services and ensure quality output of divisions through production of day-to-day tasks, which include but are not limited to:

1. Public Information and Assistance Division – design and production of internal and other information and educational campaign materials
2. Privacy Policy Office and Office of the Privacy Commissioner – redaction of advisory opinions, adjudication documents, and those documents needed to be redacted
3. Data Security and Compliance Office – generation of certificates of registration.

III. TECHNICAL SPECIFICATIONS

| Qty. | Item | Specifications |
|-------------|--|---|
| 5 licenses | Adobe Creative Cloud for Teams All Apps Subscription | <p>Desktop and free mobile apps</p> <ul style="list-style-type: none"> ❖ Desktop: Photoshop CC, InDesign CC, and Dreamweaver CC, Illustrator CC, Lightroom CC, Experience Design (Beta), Premiere Pro, After Effects, Project Felix, Muse, Acrobat Pro, Animate, Audition, Bridge, Character Animator (Beta), Media Encoder, Fuse (Beta), Flash Builder, InCopy, Prelude, Spark, Scout, SpeedGrade, Story Plus, PhoneGap Build <p>Creative Cloud services:</p> <ul style="list-style-type: none"> ❖ including Adobe Typekit, Creative Cloud Libraries and Behance <p>Asset storage, syncing, and sharing</p> <ul style="list-style-type: none"> ❖ All Apps plan 100GB per user <p>In-transit asset encryption</p> <p>Asset storage and at-rest encryption</p> <ul style="list-style-type: none"> ❖ Encrypted multitenant storage <p>Adobe Stock</p> <ul style="list-style-type: none"> ❖ Access to royalty-free photos, graphics and videos, including a premium image collection <p>Advanced: 24/7 tech support (with dedicated phone line), email, chat, and forums</p> <p>Corporate ownership of user licenses</p> <p>Web-based license management tool with ability to reassign licenses</p> <p>Note: Licenses must be compatible for both Windows and Mac</p> |
| 13 licenses | Adobe Acrobat Professional DC for Business | <p>Business Features</p> <ul style="list-style-type: none"> ❖ Easily add licenses as your team grows, reassign licenses in the web-based Admin Console, Access advanced 24/7 tech support, Package and deploy customized content with the Customization Wizard, Integrate with enterprise applications, including Microsoft Office 365 and SharePoint, Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection |

| | | |
|--|--|---|
| | | <p>and Office 365, Deploy with named users based on Federated ID (SSO), Enterprise ID, or Adobe ID, Receive volume discounts for purchases of 10+ licenses</p> |
| | | <p>Core Features</p> <ul style="list-style-type: none"> ❖ Interact with PDFs <ul style="list-style-type: none"> ○ View, interact, and comment on PDF content from your computer, mobile device, or web browser ○ Store, manage, and share files online with instant access to files across devices ○ Track activity across desktop, mobile, and web for documents sent for viewing, reviewing, and signatures ○ Access, edit, and store files in your Box, Dropbox, Google Drive, and Microsoft OneDrive accounts ○ Be more productive on the latest Windows touch-enabled devices including Surface Pro ○ Take advantage of MacBook Pro Touch bar support ○ Compare two versions of a PDF to review all differences ○ Measure the distance, area, and perimeter of objects in PDFs ❖ Create PDFs <ul style="list-style-type: none"> ○ Convert documents and images to PDF files ○ Create PDFs from any application that prints ○ Create, protect, and send PDFs in popular Microsoft Office apps for Windows ○ Combine multiple documents and file types into one PDF file ○ Convert web pages to interactive PDFs, complete with links ○ Prevent others from copying or editing information in PDFs |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> ○ Create a password-protected PDF ○ Recognize text in scans, and then preview and correct suspect errors with a side-by-side view ○ Automatically fix photos of documents to remove backgrounds and adjust perspective |
| | | <ul style="list-style-type: none"> ○ Turn Adobe Photoshop (PSD), Illustrator (AI), or InDesign (INDD) files into PDFs from your desktop or mobile device ○ Create and export PDFs on your mobile device ○ Turn scanned paper documents into instantly searchable and editable PDFs with fonts that match the original ○ Use one-click creation of rich PDFs and other Acrobat features within Microsoft Office 2016 for Mac |
| | | <ul style="list-style-type: none"> ○ Prepare PDFs consistently with guided actions ○ Convert and validate PDFs for compliance with ISO standards like PDF/A and PDF/X ○ Create technical PDFs in Microsoft Project, Visio, or Autodesk AutoCAD ○ Create and validate PDFs to meet accessibility standards for people with disabilities <p>❖ Edit PDFs</p> |
| | | <ul style="list-style-type: none"> ○ Edit PDF text and images with full-page paragraph reflow ○ Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files ○ Convert PDFs to JPG, TIFF, or PNG image formats ○ Insert, delete, and organize pages in a PDF ○ Split a PDF by extracting one or multiple pages |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> ○ Add bookmarks, headers, numbering, and watermarks ○ Permanently remove hidden sensitive information in PDFs ○ Redact to permanently remove sensitive visible information in PDFs |
| | | <ul style="list-style-type: none"> ○ Add audio, video, and interactive objects to PDFs ○ Add Bates numbering to legal documents ○ Add or edit text and images on your tablet and mobile phone ○ Reorder, delete, or rotate PDF pages on your iOS or Android tablet ❖ Share and sign <ul style="list-style-type: none"> ○ Share links of PDFs for viewing, reviewing, and signing ○ Get real-time status and activity notifications for documents sent for viewing, comments, or signature |
| | | <ul style="list-style-type: none"> ○ Collect group feedback in one PDF file online with no reviewer login required ○ Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes ○ Collect legally binding e-signatures from others and track responses in real time ○ Work with certificate signatures ○ Fill, sign, and send forms faster using data from your autofill collection on your computer or mobile device ○ Turn paper or Word docs into fillable PDF forms ○ Choose comments and export to Word ○ Mark PDFs with stamps, such as "approved" or "draft" ○ Enhance PDF forms by adding interactivity with JavaScript |

| | | |
|---|--|---|
| | | <ul style="list-style-type: none"> ○ Automatically optimize PDFs to reduce file size and customize settings ○ Preflight and prepare files for high-end print production |
| | | Advanced: 24/7 tech support (with dedicated phone line), email, chat, and forums |
| | | Corporate ownership of user licenses |
| | | Web-based license management tool with ability to reassign licenses |
| | | Note: Licenses must be compatible for both Windows and Mac |
| Supplier must provide brief orientation of the VIP program and if possible, merge both licenses under one VIP number for easy monitoring. | | |
| Delivery dates: 15 working days from issuance of Notice to Proceed/Purchase Order/Work Order | | |

IV. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement.

V. NATURE OF PROCUREMENT

Classified as "Goods," the use and subscription to a creative productivity software shall provide general support services to select offices and divisions in pursuit of all government undertaking by the Commission.

VI. SOURCE OF FUNDS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund: Maintenance and other operating expenses, NPC Annual Procurement Plan FY 2021 with Item No. 2021-0124, Approved and endorsed ISSP FY 2021-2023

The approved budget for the contract is four hundred eighty-six thousand pesos (P 486,000.00) only.

VII. INSTRUCTIONS TO VENDORS/VENDORS' QUALIFICATIONS

The vendor must have PHILGEPS registration and must satisfy documentary requirements prescribed in the 2016 IRR of Republic Act No. 9184.

The vendor must accept 'send bill' payment terms.

VIII. EVALUATION OF GOODS DELIVERED

Evaluation of the software will be done through End-User acceptance testing. Assignment of licenses shall be done by the administrator.

IX. PAYMENT TERMS

Payment shall be made upon issuance of certification that the Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of goods delivered, which have been duly inspected and accepted by the end user and Inspection Committee.

Prepared by:

Espejo
(sgd) Ma Elena
Palacio

Digitally signed
by Espejo Ma
Elena Palacio
Date: 2021.04.08
13:14:46 +08'00'

MA. ELENA P. ESPEJO
Advertising Officer II (Copywriter), PIAD

Reviewed by:

(Sgd)

Digitally
signed by Chin
Roren Marie
Milan
Adobe Acrobat
version:
2021.001.2014

ROREN MARIE M. CHIN
Chief, PIAD

Approved by:

(Sgd)
VANDELET R. IDANAN
Head Executive Assistant

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]