



REQUEST FOR QUOTATION

ADOBE CREATIVE CLOUD & ADOBE ACROBAT PROFESSIONAL (APP Item No. 2023-0004)

21 September 2023

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **ADOBE CREATIVE CLOUD & ADOBE ACROBAT PROFESSIONAL (APP Item No. 2023-0004)**. 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 **12:00 N.N., 28 September 2023**.

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

1. Copy of the Mayor's/Business 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;
4. Income/Business Tax return of the preceding year; and
5. 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

Sincerely,



Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

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.

TECHNICAL SPECIFICATION
ADOBE CREATIVE CLOUD & ADOBE ACROBAT PROFESSIONAL

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 450,000.00)		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 "Technical Specification" for: 				
			1. Technical Requirements				
			<i>Quantity</i>	<i>Description</i>			
			5 licenses	Adobe Creative Cloud for Teams All Apps Subscription <i>(see attached Technical Specification for the list of specifications)</i>			
			4 licenses	Adobe Acrobat Professional DC for Business <i>(see attached Technical Specification for the list of specifications)</i>			
			1	Adobe Stock <i>(see attached Technical Specification for the list of specifications)</i>			
			1	1 year subscription for all items with 24/7 technical support			
			2. Payment and Delivery <i>Delivery must be on or before the expiry or anniversary date on October 12, 2023 to avoid service interruption</i>				
TOTAL							

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.
- VI. Delivery must be on or before the expiry or anniversary date on 12 October 2023.

CONFORME:

(Name of Supplier/Provider/Date)

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



TECHNICAL SPECIFICATION

ADOBE CREATIVE CLOUD & ADOBE ACROBAT PROFESSIONAL (APP Item No. 2023-0004)

I. BACKGROUND

The National Privacy Commission (NPC) 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 equipped with the necessary infrastructure, software solutions, and tools at its disposal.

II. OBJECTIVES

As part of its functions, offices and divisions are procuring Adobe creative and document management tools to deliver public services and ensures quality output of divisions through production of day-to-day tasks, which includes but are not limited to:

1. Public Information and Assistance Division- design and production of audio-visual materials and other campaign / educational materials.
2. Privacy Policy Office, Legal and Enforcement Office and Office of the Privacy Commissioner- redaction of advisory opinions, adjudication documents, and other related documents for redaction.
3. Data Security and Compliance Office- generation of certificates of registration.
4. Finance and Administrative Office and Bids and Awards Committee – redaction of personal information in Notices of Award, conversion of procurement and financial documents to any file format.

III. TECHNICAL REQUIREMENTS / SPECIFICATIONS

<i>Qty.</i>	<i>Item</i>	<i>Specification</i>
1 lot	Adobe Creative Cloud and Adobe Acrobat Professional	
	12 months / 1 year subscription	
5 licenses	Adobe Creative	Desktop and free mobile apps

	<p>Cloud for Teams All Apps Subscription</p>	<ul style="list-style-type: none"> ❖ Photoshop CC, InDesign CC, Dreamweaver CC, Illustrator CC, Lightroom CC, XD (Experience Design), Premiere Pro, After Effects, Dimension, Acrobat Pro, Animate, Audition, Bridge, Character Animator, Media Encoder, InCopy, Express <p>Creative Cloud Services</p> <ul style="list-style-type: none"> ❖ Including Adobe Fonts, 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>4 licenses</p>	<p>Adobe Acrobat Professional DC for Business</p>	<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 and Office 365, Deploy with name users based on Federated ID (SSO), Enterprise ID, or Adobe ID, Receive volume discounts for purchases of 10+ licenses <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 signature ○ 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

		<ul style="list-style-type: none"> ○ 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 ○ 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 ○ Turn Adobe Photoshop (PSD), Illustrator (AI), or inDesign (INDD) files into PDF on your 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 ○ 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 ○ ❖ Edit PDFs <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 PDF by extracting one or multiple pages ○ Add bookmarks, headers, numbering, and watermarks ○ Permanently remove hidden sensitive information in PDFs ○ Redact to permanently remove sensitive information in PDFs ○ Add audio, video, and interactive objects to PDFs ○ Add Bates numbering to legal documents
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		<ul style="list-style-type: none"> ○ Add or edit text and images on your table 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 ○ 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 other 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 ○ Automatically optimize PDFs to reduce file size and customize settings ○ Preflight and prepare files for high-end print production
1	Adobe Stock	Access to royalty-free photos, graphics and videos, including a premium image collection.
		<p>All Licenses must be compatible for both Windows and Mac</p> <p>Advance: 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>

IV. PAYMENT AND DELIVERY

Delivery shall be consistent with the following schedule of requirements:

Item	Quantity	Date of Delivery	Supporting Documents
Adobe Creative Cloud & Adobe Acrobat Professional	1 lot (5 Adobe Creative, 4 Adobe Acrobat Professional DC, 1 Adobe Stock)	Delivery must be on or before the expiry or anniversary date on October 12, 2023 to avoid service interruption	Screenshot of licenses, Certificate of acceptance, Billing Statement/Sales Invoice/Statement of Account, Delivery Receipt.

Place of Delivery: NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307

Payment shall be made when the Goods have been delivered in accordance with the signed contract and instructions and upon issuance of Inspection and Acceptance Report by the Inspection and Acceptance Committee and Certificate of Acceptance by the End-User.

V. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Goods.

The mode of procurement shall be: Alternative Mode through Negotiated Procurement – Small Value Procurement

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : NPC Annual Procurement Plan for FY 2023 (APP Item No. 2023-0004).

ISSP : NPC ISSP 2021-2023.

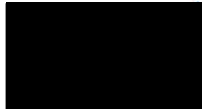
Approved Budget for the Contract : Four Hundred Fifty Thousand Pesos Only (Php 450,000.00).

Prepared by:



KRISTINE DANICA S. ADIS
Information Officer III, PIAD

Recommending Approval:



Digitally
signed by Chin
Roren Marie
Milan

ROREN MARIE M. CHIN
Chief, PIAD

Approved by:



ATTY. IVIN RONALD D.M. ALZONA
Executive Director