



BASES CONVERSION AND DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: uatabion@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **4 February 2025**

PR #: **PR0001136**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **10 February 2025**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


URSULA ARANDELA -TABION
Canvasser


ALMIRA CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
3	LICENS	ADOBE ACROBAT SOFTWARE - NEW LICENSE SEE ATTACHED TECHNICAL SPECIFICATION FOR REFERENCE ABC PER LICENSE: PhP15,000.00				
4	LICENS	ADOBE ACROBAT PRO - NEW LICENSE SEE ATTACHED TECHNICAL SPECIFICATION FOR REFERENCE ABC PER LICENSE: PhP19,000.00 TOTAL ABC: PhP121,000.00				
				TOTAL AMOUNT	P	

Delivery Address: 2/F Bonifacio Technology Center (BTC) 31st Street corner 2nd ave., Bonifacio Global City, Taguig City

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.



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Terms and conditions:

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30 DAYS**
- Delivery : **15 CALENDAR DAYS**
- Validity of price : **one month**
- Warranty : **1 YEAR**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/Date

Immediate Supervisor

Telephone / Fax Number

TECHNICAL SPECIFICATIONS - SOFTWARE

Item	Qty	SPECIFICATIONS
1.	3 lics.	<u>Adobe Acrobat Standard (Additional Licenses)</u>
		Document Cloud for Teams
		Interact with PDFs
		<ul style="list-style-type: none"> • View, interact, and comment on PDF content from your computer, mobile device, or web browser
		<ul style="list-style-type: none"> • Store, manage, and share files online with instant access to files across devices
		<ul style="list-style-type: none"> • Track activity across desktop, mobile, and web for documents sent for viewing, reviewing, and signing
		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
		<ul style="list-style-type: none"> • Combine multiple documents and file types into one PDF file
		<ul style="list-style-type: none"> • Create a password-protected PDF
		<ul style="list-style-type: none"> • Automatically fix photos of documents to remove backgrounds and adjust perspective
		<ul style="list-style-type: none"> • Prevent others from copying or editing information in PDFs
		Share and sign
		<ul style="list-style-type: none"> • Share links of PDFs for viewing, reviewing, and signatures
		<ul style="list-style-type: none"> • Get real-time status and activity notifications for documents sent for viewing, comments, or signature
		<ul style="list-style-type: none"> • Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes
		<ul style="list-style-type: none"> • Collect legally binding e-signatures from others and track responses in real-time
		<ul style="list-style-type: none"> • Digitally sign, certify, and verify documents
		<ul style="list-style-type: none"> • Fill, sign, and send forms faster using data from your autofill collection on your computer or mobile device
		Edit PDFs
		<ul style="list-style-type: none"> • Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files



		<ul style="list-style-type: none"> • Convert PDFs to JPEG, TIFF, or PNG image formats
		<ul style="list-style-type: none"> • Insert, delete, rotate, and reorder pages in a PDF
		<ul style="list-style-type: none"> • Split a PDF by extracting one or multiple pages
		Warranty
		<ul style="list-style-type: none"> • One (1) year subscription license
		<ul style="list-style-type: none"> • No warranty security required
2.	4 lics.	<u>Adobe Acrobat Pro (Additional Licenses)</u>
		Document Cloud for Teams
		Interact with PDFs
		<ul style="list-style-type: none"> • View, interact, and comment on PDF content from your computer, mobile device, or web browser
		<ul style="list-style-type: none"> • Store, manage, and share files online with instant access to files across devices
		<ul style="list-style-type: none"> • Track activity across desktop, mobile, and web for documents sent for viewing, reviewing, and signing
		<ul style="list-style-type: none"> • Compare two versions of a PDF to review all differences
		<ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> • Combine multiple documents and file types into one PDF file
		<ul style="list-style-type: none"> • Create a password-protected PDF
		<ul style="list-style-type: none"> • Automatically fix photos of documents to remove backgrounds and adjust perspective
		<ul style="list-style-type: none"> • Prevent others from copying or editing information in PDFs
		<ul style="list-style-type: none"> • Turn scanned paper documents into instantly searchable and editable PDFs with fonts that match the original
		<ul style="list-style-type: none"> • Create technical PDFs in Microsoft Project, Visio, or Autodesk AutoCAD
		Share and sign
		<ul style="list-style-type: none"> • Share links of PDFs for viewing, reviewing, and signatures
		<ul style="list-style-type: none"> • Get real-time status and activity notifications for documents sent for viewing, comments, or signature
		<ul style="list-style-type: none"> • Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes
		<ul style="list-style-type: none"> • Collect legally binding e-signatures from others and track responses in real-time


[Handwritten signature] *[Handwritten mark]*

	<ul style="list-style-type: none"> Digitally sign, certify, and verify documents
	<ul style="list-style-type: none"> Fill, sign, and send forms faster using data from your autofill collection on your computer or mobile device
	<ul style="list-style-type: none"> Enhance PDF forms by adding interactivity with JavaScript
	<ul style="list-style-type: none"> Automatically optimize PDFs to reduce file size and customize settings
	<ul style="list-style-type: none"> Preflight and prepare files for high-end print production
	Edit PDFs
	<ul style="list-style-type: none"> Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files
	<ul style="list-style-type: none"> Convert PDFs to JPEG, TIFF, or PNG image formats
	<ul style="list-style-type: none"> Insert, delete, rotate, and reorder pages in a PDF
	<ul style="list-style-type: none"> Split a PDF by extracting one or multiple pages
	<ul style="list-style-type: none"> Add or edit text and images on your tablet and mobile phone
	<ul style="list-style-type: none"> Add audio, video, and interactive objects to PDFs
	Warranty
	<ul style="list-style-type: none"> One (1) year subscription license
	<ul style="list-style-type: none"> No warranty security required

Prepared by:



 ALEXANDER S. MIJARES
 ITO II, ICTD



 SAMUEL D. BREBONERIA
 IT HELPDESK SUPPORT III

Verified by:



 MA. LUISA M. RODRIGUEZ
 ITO III, ITD-ICTD

Approved by:



 VIRGIL M. ALVAREZ
 Vice President, ICTD



Information Technology Division

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