

PURCHASE REQUEST

Entity Name:

Department of Energy


Fund Cluster: 01

Office/Section : EUMB-AFETD		PR No. 02-0101-2021-11-307		Date: 02-Nov-21	
Responsibility Center Code : 09-001-00-0000-18-02-00					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost (Php)
		Small Value Procurement of EUMB-AFETD Software Subscription			923,500.00
		---- Nothing Follows ----			
				TOTAL, Php	923,500.00

TITLE OF PROCUREMENT/PURPOSE:

The EUMB-AFETD aims to procure Software Subscription that will be used to create visual graphic presentations that can be utilized as part of the promotional presentation materials and Zoom account during the conduct of information, education and communication (IEC) campaigns of EUMB-AFETD.

<p>REQUESTED BY:</p> <div style="text-align: center;">  <u>JOHN KEVIN H. PARIS</u> <small>Senior SRS</small> </div> <div style="text-align: center;"> <u>09.15</u> Date </div>	<p>TOTAL AMOUNT APPROPRIATIONS AVAILABLE</p> <div style="text-align: center;"> PHP923,500.00 </div> <div style="text-align: center;">  <u>RYAN S. DOMASIG</u> <small>OIC - Chief, Budget Division</small> </div>
<p>RECOMMENDED BY:</p> <div style="text-align: center;">  <u>LOURDES MARIA A. CAPRICHIO</u> <small>Chief SRS</small> </div> <div style="text-align: center;"> <u>10/15/2021</u> Date </div> <p style="font-size: small;">(Signatory as per DO No. 2017-06-0008)</p>	<p>APPROVED BY:</p> <div style="text-align: center;">  <u>PATRICK T. AQUINO, CESO III</u> <small>Director IV</small> </div> <div style="text-align: center;"> <u>10/15/2021</u> Date </div> <p style="font-size: small;">(Signatory as per DO No. 2017-06-0008)</p>

PMD:  ICD/ IMR/ JPC/ ASC

PMD Procurement Code:

01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure

Republic of the Philippines
Department of Energy
 Energy Center, Merritt Road, Bonifacio Global City

EUMB AFETD Software Subscription (Subscription Expense)
Requesting Office EUMB- AFETD

Bid per lot Item:

Lot No. 1:

No.	Item	Unit	Qty.	Price/Unit (Php)	ABC (Php)
1	Adobe All Apps	License	10	Php 81,500.00	Php 815,000.00

Lot No. 2:

No.	Item	Unit	Qty.	Unit Price (Php)	ABC (Php)
1	ZOOM Events & Webinar	License	01	Php 78,500.00	Php 78,500.00

Lot No. 3:

No.	Item	Unit	Qty.	Unit Price (Php)	ABC (Php)
1	Microsoft 365 Family for Mac	License	05	Php 6,000.00	Php 30,000.00

Overall Total:

Php 923,500.00

Terms of Reference

I. Specifications:

Lot No. 1 - Adobe All Apps

Includes:	Photoshop 2021 (version 22.4.2) Functions: Image editing and manipulation, photo retouching, graphic design, web and app prototyping, 3D modelling Platforms: Windows
	Illustrator 2021 (version 25.3) Functions: Illustration, designing vector graphics Platforms: Windows
	InDesign 2021 (version 16.3) Functions: Desktop publishing Platforms: Windows
	Adobe XD 2021 (version 42) Functions: Web and app prototyping Platforms: Windows
	Lightroom 2021 (version 10.3) Functions: Image organization and editing Platforms: Windows, Android
	Adobe Acrobat Pro DC 2021 (version 21.005.20058) Functions: Creating and editing PDFs, convert PDFs to Microsoft Office formats, etc. Platforms: Windows
	Animate 2021 (version 21.0.7) Functions: Designing vector graphics and animation for online animation, websites, commercials, web applications, etc. Platforms: Windows
	Adobe Dreamweaver (version 21.1)

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	<p>Functions: Quickly create and publish web pages almost anywhere with web design software that supports HTML, CSS, JavaScript, etc.</p> <p>Platforms: Windows</p>
	<p>Premiere Pro 2021 (version 15.4)</p> <p>Functions: Standard video editing with a simple layout and powerful editing tools.</p> <p>Platforms: Windows</p>
	<p>Premiere Rush 2021 (version 1.5.58)</p> <p>Functions: Video Editing</p> <p>Platforms: Windows, iOS, Android</p>
	<p>After Effects 2021 (version 18.4)</p> <p>Functions: Digital Visual Effects, motion graphics, and compositing application</p> <p>Platforms: Windows 10 (x64 only) v1703 and later, macOS 10.12 Sierra or later</p>
	<p>Dimension 2021 (version 3.4.1)</p> <p>Functions: Creating content in 3D faster with high-quality models, materials, and lighting.</p> <p>Platforms: Windows</p>
	<p>Audition 2021 (version 14.4)</p> <p>Functions: Multitrack, waveform, and spectral display for creating, mixing, editing, and restoring audio content.</p> <p>Platforms: Windows</p>
	<p>InCopy 2021 (version 16.3)</p> <p>Functions: InCopy lets copywriters and editors style text, track changes, and make simple layout modifications to a document.</p> <p>Platforms: Windows</p>
	<p>Lightroom Classic 2021 (version 10.2)</p> <p>Functions: with photo service that works across desktop, mobile, and web.</p> <p>Platforms: Windows</p>
	<p>Media Encoder 2021 (version 15.4)</p> <p>Functions: Automate workflows with presets, Watch Folders, and Destination Publishing.</p> <p>Platforms: Windows</p>
	<p>Character Animator 2021 (version 4.4)</p> <p>Functions: Import artwork from Adobe Photoshop or Adobe Illustrator.</p> <p>Platforms: Windows</p>
	<p>Prelude (version 10.1)</p> <p>Functions: video ingest and logging tool that can quickly tag and transcode raw footage from file-based cameras.</p> <p>Platforms: Windows</p>
	<p>Adobe Bridge 2021 (version 11.1)</p> <p>Functions: Lets the user preview, organize, edit, and publish multiple creative assets quickly and easily.</p> <p>Platforms: Windows</p>
	<p>Access to the latest features and updates as soon as they're released</p>
	<p>100GB of cloud storage, Adobe Portfolio, Adobe Fonts, and Adobe Spark</p>
Subscription duration	12 months

Lot No. 2 – ZOOM Events and Webinar

Includes Toolset:	ZOOM Events and Webinars <ul style="list-style-type: none"> - up to 500 attendees - Event recording, reporting, including registration and attendance - Unlimited number of sessions - 30 hours duration per session - cloud recordings - Session/speaker video previews - Customizable pre and post event email reminders - Multi-session event-type options
Subscription duration	12 months

Lot No. 3 – Microsoft 365 Family for MAC

Includes:	Microsoft 365 Family Premium: Word, Excel, Powerpoint, OneNote Storage: up to 6TB <ul style="list-style-type: none"> - with advanced security for and files - Works on Windows, MacOS, iOS and android - Premium Outlook Platforms: Mac OS
Subscription duration	12 months

II. Terms and Conditions:


- A. Bidder must conduct trainings / seminars for the end-user on the use of the software as part of the end-user acceptance.
- B. Bidder must provide certificate of distributorship for the items to be bid.
- C. The price quoted must be firm and irrevocable and not subject to any changes whatsoever even due to the cost of raw material components and fluctuations in foreign exchange rates and excise duties.
- D. One Hundred percent (100%) of the contract price will be released upon the satisfactory completion/acceptance by DOE.
- E. Bid/quotation price must be inclusive of all costs (insurance, freight, brokerage, duties and taxes, etc.) attendant to the delivery of the items at DOE.
- F. Delivery Terms: 60 days including the conduct of trainings /seminars upon the Bidder's receipt of the Notice to Proceed

Prepared by:


J. K. H. PARIS
Senior SRS


L. M. A. CAPRICHIO
Chief, AFETD

Approved by:


P. T. AQUINO, CESO III
Director, EUMB

Conforme:


M. A. ARIOLA
Director, ITMS

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]