



Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT
Tel. No. 8709-7198 loc 5504-5507/6391

September 22, 2023

Sir/Madam:




Please furnish us with your quotation on or before **SEPTEMBER 28, 2023 @ 10:00 AM** for the items listed in the attached **Request for Quotation (RFQ)**.

Kindly accomplish the **RFQ Form** together with the **Bidder's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification**.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very truly yours,


BILLY V. DIBDIB 
Acting Head, PPMD 

PHILGEPS REF. NO.: 10156007
PUBLISHED DATE : 09/22/23
POSTED BY : AMY

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number 2023-0197	RFQ Date September 22, 2023	ABC ₱ 663,075.00	APP NO. 2023-0282 (3 rd Update for the month of August 2023)
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Item No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 Unit	Video Editing Software Unit ABC: ₱ 15,750.00 / unit	₱ _____ / unit	₱ _____
2	1 Unit	Graphic Design Software 1 Year Subscription Unit ABC: ₱ 5,250.00 / unit	₱ _____ / unit	₱ _____
3	1 Unit	Statistical Software Suite Annual Subscription Unit ABC: ₱ 262,500.00 / unit	₱ _____ / unit	₱ _____
4	2 Units	Image Editor Software 1 Year Subscription Unit ABC: ₱ 26,250.00 / unit	₱ _____ / unit	₱ _____
5	5 Units	Architecture and Engineering Software Unit ABC: ₱ 65,415.00 / unit	₱ _____ / unit	₱ _____
Total Offered Quotation (Inclusive of VAT) in words: 				
Please completely fill-out and submit the following form/s: Annex A – Technical Specification / Statement of Compliance				
Price Validity	Three (3) Months			
Delivery Terms and Place	<ul style="list-style-type: none">Item No. 1 – Video Editing Software: To be installed within Fifteen (15) calendar days upon the availability of video editing machine that will use the software application. End-user/proponent to notify the winning supplier of the availability.Item No. 2 - Graphic Design Software 1 Year Subscription: Within Fifteen (15) calendar days from receipt of Approved Purchase Order / Job Order.Item No. 3 - Statistical Software Suite Annual Subscription: Within Fifteen (15) calendar days from receipt of Approved Purchase Order / Job Order.Item No. 4 – Image Editor Software 1 Year Subscription: Within Fifteen (15) calendar days from receipt of Approved Purchase Order / Job Order.Item No. 5 – Architecture and Engineering Software: Within Fifteen (15) calendar days from receipt of Approved Purchase Order / Job Order.To be delivered at SSS Main Office, East Avenue, Diliman, Quezon City			

Payment Terms	<ul style="list-style-type: none">• Government Terms• SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.• One-Time Payment• Payment is upon delivery of items/services and submission of billing documents; and shall be directly credited to the Supplier's bank account.	
BIDDER'S INFORMATION		
Business Name	Address	
Name of Company Representative	Email Address	Telephone/Mobile Number
PhilGEPS Registration No.	SS Number	BIR TIN

NOTE: The Supplier must ensure to fill-out the details of its business and of the owner/company representative, with signature over printed name on the CERTIFICATION page. Incompletely filled-out RFQ Form is a ground for disqualification of submitted quotation.

TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
5. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be deemed confirmed.**
6. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.**
7. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
8. Award shall be on a per **"ITEM BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **DM Felipe R. Cabañero / ITRMD** at **8709-7198 local 5692** or via e-mail **cabanerofr@sss.gov.ph**
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:
 - a. DROP BOX located at Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. BILLY V. DIBDIB – Acting Head of the PPMD. Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
 - b. ELECTRONIC MAIL at **bacsealedquotations@sss.gov.ph** with the following requirements:
 - i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
 - ii. File name of the zip file folder shall be by **RFQ number and Project Title**.
 - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
 - iv. Passwords shall be made available only through email (**bacsealedquotations@sss.gov.ph**) or **SMS (09062603807)** during opening of bids which is scheduled on:

DATE: SEPTEMBER 28, 2023

TIME: 1:30 PM – 2:00 PM

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.
2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.
- It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.
11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the aforementioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.

20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.

Owner/Company Representative
(*Signature over Printed Name*)

Date

ANNEX A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "COMPLY" or "NOT COMPLY" to each specification below and indicate Proposed Software, if applicable. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item No. 1 - Video Editing Software

Specification		Statement of Compliance
General Features		
1.	<p>Must support the following video editing features:</p> <p>a) Media Organization</p> <ul style="list-style-type: none">Able to import, edit, and share 360° video.Able to automatically detect faces or other objects and track their motion to match their movement. <p>b) Customizable effects</p> <ul style="list-style-type: none">Timecode effect and generator to display source clip name and source timecode.Customizable Default Effect lets you choose a video and audio effect that is assigned to a keyboard shortcut.Over 176 advanced 2D and 3D title templatesOver 95 high-quality transitionsOver 125 sophisticated animation templates with video drop zonesOver 113 filters, keys, blurs, and color looks41 backgrounds, elements, solids, and textures <p>c) Integrated Audio Editing</p> <ul style="list-style-type: none">Multichannel audio editing for adjusting individual audio channels in the timeline, with ability to assign roles to channels.Support for 64-bit third-party Audio Units plug-insMore than 100 audio filters. <p>d) Intuitive Color Grading</p> <ul style="list-style-type: none">Color wheels with integrated sliders to adjust hue, saturation, and brightness.Over 20 advanced color Looks in the Effects browser.20 Color Board presets <p>e) Optimized Output</p> <ul style="list-style-type: none">Create Smart Collections for automatically organizing clips based on selected criteria.Transcode Media function Supports full-width, 4:2:2 video sources at 10-bit pixel depths of decoding and reencoding with minimum target data rate at approximately 220 Mbps at 1920x1080 and 29.97 frames per second (fps). <p>f) Must be able to support and run existing video files in .fcp file format</p>	
Others		
2.	<p>2.1. Must be compatible with the existing Operating System of the desktop used by CCD that runs existing video file formats in .fcp</p> <p>Note: Access Credentials for software activation shall be provided to the winning supplier</p>	
	<p>2.2. Must provide product literature such as but not limited to brochures, hand-outs and website together with the accomplished RFQ Form</p>	
	<p>2.3. One (1) year warranty</p>	
	<p>Proposed Software: _____</p>	

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to each specification below and indicate Proposed Software, if applicable. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item No. 2 - Graphic Design Software 1 Year Subscription

Specification		Statement of Compliance
General Features		
1.	<p>Must support the following graphic design features:</p> <p>a) Templates</p> <ul style="list-style-type: none">Allows access to thousands of professionally designed templates.Supports creation of new templates for the whole team to use, or import existing templates.Support conversion of designs into reusable templates <p>b) Customizable Brand Materials</p> <ul style="list-style-type: none">Set up a Brand Kit with preloaded logos, fonts, and images to establish brand consistency across all collaterals.Resize designs for different layouts and for different platforms. <p>c) Editing Tools</p> <ul style="list-style-type: none">Allows editing for Photo, Video, Presentation, Animations, various types of publicity materials both for print and digital forms like posters, newsletters, social media posts, etc.Has access to premium content to photo, element, video, and audio library. <p>d) Collaboration features</p> <ul style="list-style-type: none">Allows sharing of work, adding of comments, and getting approval in real-timePublish and access insights directly from the platform to access and update down the track.With approval workflows, activity logging, and assignment of tasks and role for easier collaboration	
Others		
2.	2.1. Has at least 1TB of Cloud storage	
	2.2. Must have a user interface that can be used both in browser and desktop	
	2.3. Supports integration with the following: <ul style="list-style-type: none">Single Sign-On (SSO)Two-Factor Authentication.	
	2.4. Centralizes all content and brand assets with access permissions	
	2.5. Supports advanced team management and brand management tools	
	2.6. Able to schedule social posts ahead of time and see how they perform with insights.	
	2.7. Track engagement through impressions, clicks, likes, and comments with performance analytics	
	2.8. Must have customer support available	
	2.9. One (1) year warranty	
	2.10. Must be able to accommodate up to 5 concurrent users	
	2.11. Must provide product literature such as but not limited to brochures, hand-outs and website upon submission of quotation	
3.	Proposed Software: _____	

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to each specification below and indicate Proposed Software, if applicable. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item No. 3 - Statistical Software Suite Annual Subscription

Specification		Statement of Compliance
General Features		
1.	<p>Must be able to support the following Statistical Analysis features:</p> <ul style="list-style-type: none">a) Must provide data analysis for descriptive and inferential statistics.b) Performs basic hypothesis testing.c) Must be able to support bootstrapping analysis.d) Must allow Cluster Analysise) Must be able to support automated data preparation, data validation, and anomaly detection.f) Must be able to perform descriptive statistics:<ul style="list-style-type: none">- Must be able to describe, show and summarize the basic features of a dataset on a given study.- Must be able to provide and present a summary that describes data sample and its measurements.- Must be able to define variable sets.g) Must be able to support create charts and graphs which should include but not limited to the following:<ul style="list-style-type: none">- Auto and cross correlation graphs- Mapping for geospatial analysis- Panelled charts- Time series charts- Relationship maph) Must be able to process regression analysis which should include but not limited to the following:<ul style="list-style-type: none">- Binary logistic regression- Multinomial logistic regression- Nonlinear regression- Quantile regressioni) Must be able to perform advanced statistics that should include but not limited to the following:<ul style="list-style-type: none">- General linear modeling- Generalized linear mixed models- Hierarchical loglinear models- Variance component estimationj) Must be able to perform exact tests that should include but not limited to the following:<ul style="list-style-type: none">- Pearson Chi-square test- Spearman correlation- Likelihood ratio test- Median test- Pearson's R- Friedman testk) Must be able to perform forecasting capabilities through but not limited to the following:<ul style="list-style-type: none">- Auto-regressive integrated moving average- Temporal causal modeling- Spectral analysisl) Must allow programmability extension.<ul style="list-style-type: none">- Must support custom UI builder enhancements and flow control.- Must provide generic extending support with completed task to work with external programming languages.m) Must support Receiver-Operating Characteristics (ROC) Analysis.<ul style="list-style-type: none">- Must be able to evaluate diagnostic tests and predictive models.	

Specification		Statement of Compliance
	<p>n) Must support statistical procedures and methods of analysis:</p> <ul style="list-style-type: none"> - Must be able to perform the following: <ul style="list-style-type: none"> • Planning • Designing • Data collection • Analysis • Drawing of meaningful interpretation • Reporting of research findings. <p>o) Must have the following add-on features:</p> <ul style="list-style-type: none"> • Custom Tables and Advanced Statistics Users with drag and drop interactive tables exportable to PDF • Complex Sampling & Testing Users with optimal scaling including lasso and elastic net, categorical principal component analysis, multidimensional scaling and unfolding and multiple correspondence analysis. • Forecasting & Decision Trees Users that can provide ARIMA and exponential smoothing forecasting capabilities and facility to create neural network predictive models as well as RFM analysis. <p>p) Must be able to analyze and store data in desktop</p>	
Others		
2.	<p>2.1. Must provide Report Generator, which may include but not limited to the following:</p> <ul style="list-style-type: none"> • Case summaries • Codebook • Investigation Reports • Report Templates • Customizable Report Templates 	
	2.2. One (1) year warranty	
	2.3. Must provide product literature such as but not limited to brochures, hand-outs, and website upon submission of quotation	
	2.4. Must be able to run in a desktop with Microsoft Windows 10 or higher Operating System	
3.	Proposed Software: _____	

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to each specification below and indicate Proposed Software, if applicable. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item No. 4 - Image Editor Software 1 Year Subscription

Specification		Statement of Compliance
1.	User-friendly interface and commands	
2.	Photos editing tools as follows: (Brushes, Pen, Stamp, Measure, Selection etc.)	
3.	Photo editing Plug-ins (Color correction plugins, special effects plugins, 3D effects plugins)	
4.	Mobile Integration	
5.	Multi Asian Languages	
6.	Must require internet connection for software/license activation	
7.	Others: <ul style="list-style-type: none">• Must be compatible with Windows 10 Pro or higher• 1 Year software support• On-site Installation• Tutorial booklet• Orientation and Product Overview• 24/7 tech support• 1 Year Warranty	
8.	Must be able to support different file formats as follows: <ul style="list-style-type: none">• PSD file formats that can be up to 2 GB in size and has the ability to save all elements of the edited image or graphic.• PSB files larger than 2 GB in size and supports up to 300,000 pixels in any dimension, applied layers and filters must also be supported.• RAW files that larger than 2 GB in size and are flexible and can be used to transfer images between computers or applications.	
9.	Must provide product literature such as but not limited to brochures, hand-outs and website upon submission of quotation	
10.	Proposed Software: _____	

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to each specification below and indicate Proposed Software, if applicable. Please do not leave any portion blank as it will result to disqualification of quotation/bid.

Item No. 5 - Architecture and Engineering Software

Specification		Statement of Compliance
Features		
1.	User-friendly interface and commands	
2.	Smart voice	
3.	Smart mouse	
4.	2D drafting	
5.	Dynamic block	
6.	Match property	
7.	Insert OLE object	
8.	File compare	
9.	Tool palettes	
10.	Super hatch	
11.	Reference manager	
12.	Object isolation	
13.	Quick calculator	
14.	Block attribute manager	
15.	3D features	
16.	Print with STB/CTB plot type	
17.	APIs	
18.	Activated Software must be able to run in stand-alone mode even without internet	
19.	Must be able to support different DWG file formats and has the ability to save all elements of the edited file.	
20.	Perpetual Licenses	
21.	Others: <ul style="list-style-type: none">• Must be compatible with Windows 10 Pro or higher• 1 Year Warranty• On-site Installation• DVD Installer• Tutorial booklet• Orientation and Product Overview• 24/7 tech support	
22.	Must provide product literature such as but not limited to brochures, hand-outs and website together with the accomplished RFQ Form	
23.	Proposed Software: _____	

Item No.	Documentary Requirements	Statement of Compliance
1	<p>Submission of Documentary Requirements together with the sealed quotation:</p> <p>a. Valid Mayor's/Business Permit¹</p> <p>b. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)</p> <p>c. Latest Annual Income / Business Tax Return (for ABCs above P500,000.00)</p> <p>d. Notarized Omnibus Sworn Statement with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company. (for ABCs above P50,000.00)</p>	

NOTE: Incomplete submission of required documentary requirements is a ground for disqualification of submitted quotation.

¹ For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.