



REQUEST FOR QUOTATION (RFQ)

ONE (1) LOT OF PDF READER AND EDITOR ONE TIME SUBSCRIPTION FOR ONE (1) YEAR

RFQ No. EMB-SVP-GOODS-PPPDD-2022-006

1. The *Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)* hereinafter referred to as the “**Purchaser**” now requests for submission of price quotations for the procurement of the aforesaid items described in the Technical Specifications/Scope of Works/Terms of Reference.

Item/Description	Quantity/ UOM	Total Price
Technical Specification: 1 Lot 75 license Create PDF files inside Power PDF Create a PDF file in Power PDF from multiple source files Create a PDF from Windows Explorer or desktop by drag-and-drop Create a PDF by combining all open documents Create a PDF from Windows Explorer by menu Create PDF from multiple files in Windows Explorer by menu Create PDF by printing from the source file’s application Create PDF directly from the source file’s application Create a PDF file from Create Assistant Create a PDF using a website URL Convert whole PDF or XPS files inside Power PDF with Save As Convert PDF or XPS files inside Power PDF with page ranges Convert a selected page area in a PDF to an editable format Convert PDF or XPS files from the desktop Convert from PDF/XPS using Convert Assistant Touch up text in the PDF Touch up images in the PDF Add text using the Typewriter tool Modify documents with Advanced Edit Comment a PDF Activate and submit static PDF forms Create new form fields Touch up existing PDF forms with form controls Create a new form from a blank PDF Export data from multiple forms Apply a password to a document printed to PDF Set an open password for a document in Power PDF Remove passwords Set permissions and permission password for a document Create a password-based security scheme Redact a document Create your own Digital ID and send to Windows Certificate Store Export a Certificate and send to recipient Sign a document Sign or send a PDF with DocuSign® Save a Certificate to Trusted Identities Validate a signature and document integrity Open and use Page Assembly view with a single document Use Page Assembly view with multiple documents Preview pages to be added; renumber pages Add watermarks to specific pages More page editing operations Set up a sequence for batch processing Run a sequence Create a watched folder job Use of a watched folder Batch conversions TIFF and PDF Change color skin View documents in separate tabs or windows. Bidder must be at least 5yrs. in the IT industry Installation and Support (included) Must submit Manufacturer Authorization Form (back to back). 30 Calendar days delivery period upon receipt of PO/Notice to Proceed.	1 Lot	PhP 900,000.00

2. A set of technical requirements is provided in Attachment/s. Item/s listed under the *Purchaser’s Technical Specifications/Terms of Reference* must be complied with on a pass-fail basis. **Failure to meet any one of the requirements may result in the rejection of the quotation.** The Approved Budget for this contract is **PhP900,000.00.**

3. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/quotation on a lot basis, and an award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser's technical specifications.
5. **Quotations in two (2) copies (one (1) original and one (1) certified true copy)** must be delivered at the address below on or before **June 15, 2022, at 10:00 a.m.**

EMB, AFMD-BAC SECRETARIAT
Department of Environment and Natural Resources
Environmental Management Bureau
Ground Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),
DENR Compound, Visayas Avenue, Diliman, Quezon City

6. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site/s if the contract is awarded.
7. Bid/quotation submission shall be typewritten and must be placed in a sealed envelope marked as **SUPPLY AND DELIVERY OF ONE (1) LOT OF PDF READER AND EDITOR ONE TIME SUBSCRIPTION FOR ONE (1) YEAR UNDER EMB-PPPDD-SISMS (EMB-SVP-GOODS-PPPDD-2022-006).**

Sealed bids must be hard copy forwarded to the above-cited address. Submission must be on or before the indicated date and time. **Late bids and proposals above the ABC shall be automatically disqualified.**

8. Bids/quotations shall be valid for ninety (90) calendar days from the deadline of submission of bids.
9. The delivery period shall be **on or before August 31, 2022 after the receipt of the Notice to Proceed and shall activate only upon expiration of the subsisting subscription (August 31, 2022).** The supplier must inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. Delivery Sites:

Environmental Management Bureau
Ground Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),
DENR Compound, Visayas Avenue, Diliman, Quezon City
Attention: AFMD-Property and General Services Section

11. The applicable rate for late deliveries is one-tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
12. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
13. Participating service provider/s must abide by the existing health, safety, environment, quality and other related laws and procedures as prescribed by the Philippine Government.

14. The prospective bidder shall submit the following: (Please refer to item no. 2 for reference)
- a) Quotation Form with bid price and Technical Specifications;
 - b) Mayor's/Business Permit;
 - c) PhilGEPS Registration number/Proof of PhilGEPS Registration; and
 - d) Tax Clearance or Annual Income Tax Return; and
 - e) Manufacturer Authorization Form (back to back)
15. Omnibus Sworn Statement- must be submitted on or before issuance of Contract of Agreement.



ENGR. ESPERANZA A. SAJUL
BAC- Chairperson

(Handwritten signature)

Republic of the Philippines Department of Environment and Natural Resources TECHNICAL SPECIFICATIONS		
Item No. 1	ONE (1) LOT OF PDF READER AND EDITOR ONE TIME SUBSCRIPTION FOR ONE (1) YEAR	Quantity: <i>1 LOT</i>
All items listed under the purchasers' specifications must have complied on a pass-fail basis. Failure to meet any one of the requirements may result in rejection.		
	Purchaser's Specifications	Bidder's Specifications
	Technical Specification: 1 Lot 75 license Create PDF files inside Power PDF Create a PDF file in Power PDF from multiple source files Create a PDF from Windows Explorer or desktop by drag-and-drop Create a PDF by combining all open documents Create a PDF from Windows Explorer by menu Create PDF from multiple files in Windows Explorer by menu Create PDF by printing from the source file's application Create PDF directly from the source file's application Create a PDF file from Create Assistant Create a PDF using a website URL Convert whole PDF or XPS files inside Power PDF with Save As Convert PDF or XPS files inside Power PDF with page ranges Convert a selected page area in a PDF to an editable format Convert PDF or XPS files from the desktop Convert from PDF/XPS using Convert Assistant Touch up text in the PDF Touch up images in the PDF Add text using the Typewriter tool Modify documents with Advanced Edit Comment a PDF Activate and submit static PDF forms Create new form fields Touch up existing PDF forms with form controls Create a new form from a blank PDF Export data from multiple forms Apply a password to a document printed to PDF Set an open password for a document in Power PDF Remove passwords Set permissions and permission password for a document Create a password-based security scheme Redact a document Create your own Digital ID and send to Windows Certificate Store Export a Certificate and send to recipient Sign a document Sign or send a PDF with DocuSign® Save a Certificate to Trusted Identities Validate a signature and document integrity Open and use Page Assembly view with a single document Use Page Assembly view with multiple documents Preview pages to be added; renumber pages Add watermarks to specific pages More page editing operations Set up a sequence for batch processing Run a sequence Create a watched folder job Use of a watched folder Batch conversions TIFF and PDF Change color skin View documents in separate tabs or windows. Bidder must be at least 5yrs. in the IT industry	

	<p>Installation and Support (included) Must submit Manufacturer Authorization Form (back to back). 30 Calendar days delivery period upon receipt of PO/Notice to Proceed.</p>	
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Name of company : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Signature over printed name : _____

Designation : _____

OTHER REQUIREMENTS

1. Quotation Submission Requirements

- Supplier must submit a duly accomplished and signed Price Quotation, and Supplier's line by line Technical Specifications compliance;
- Supplier must accomplish/fill all required pages to facilitate documentation;
- Supplier must be PhilGEPS registered;
- Business Permit/License Permit;
- Manufacturer Authorization Form (back to back)
- Tax Clearance or Annual Income Tax Return; and
- Failure to follow the above requirements may result in outright rejection of submitted quotation/s; and

2. Evaluation and Awarding of Quotation

- The Purchaser will evaluate and compare the offers, which have been determined as responsive pursuant to the completeness of the purchaser requirements
- Compliance to the technical specifications
- Awards shall be made to the lowest evaluated and responsive quotation.
- Submission of requirements containing false information or falsified documents that contain false information or concealment of such information in order to influence the outcome of eligibility screening or any other stage of the procurement process may result in Blacklisting Guidelines as provided in the IRR of RA 9184.

3. Terms of Payment

- 100% of the contract price will be paid upon verification/inspection and acceptance of the services in compliance to existing government auditing and accounting procedures.

QUOTATION FORM

Date: _____

RFQ No. : _____

Attention: AFMD-BAC Secretariat

Environmental Management Bureau
G/Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),
DENR Compound, Visayas Avenue, Diliman, Quezon City

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply the following:

NO.	Description	Site	Quantity/ UOM	Unit Price	Total Price
1	<p><i>Supply and Delivery of One (1) Lot of PDF Reader and Editor One Time Subscription for One (1) Year</i></p> <p>Technical Specification: 1 Lot 75 license Create PDF files inside Power PDF Create a PDF file in Power PDF from multiple source files Create a PDF from Windows Explorer or desktop by drag-and-drop Create a PDF by combining all open documents Create a PDF from Windows Explorer by menu Create PDF from multiple files in Windows Explorer by menu Create PDF by printing from the source file's application Create PDF directly from the source file's application Create a PDF file from Create Assistant Create a PDF using a website URL Convert whole PDF or XPS files inside Power PDF with Save As Convert PDF or XPS files inside Power PDF with page ranges Convert a selected page area in a PDF to an editable format Convert PDF or XPS files from the desktop Convert from PDF/XPS using Convert Assistant Touch up text in the PDF Touch up images in the PDF Add text using the Typewriter tool Modify documents with Advanced Edit Comment a PDF Activate and submit static PDF forms Create new form fields Touch up existing PDF forms with form controls Create a new form from a blank PDF Export data from multiple forms Apply a password to a document printed to PDF Set an open password for a document in Power PDF Remove passwords Set permissions and permission password for a document Create a password-based security scheme Redact a document Create your own Digital ID and send to Windows Certificate Store Export a Certificate and send to recipient Sign a document Sign or send a PDF with DocuSign® Save a Certificate to Trusted Identities Validate a signature and document integrity Open and use Page Assembly view with a single document Use Page Assembly view with multiple documents Preview pages to be added; renumber pages Add watermarks to specific pages More page editing operations Set up a sequence for batch processing Run a sequence Create a watched folder job Use of a watched folder Batch conversions TIFF and PDF Change color skin View documents in separate tabs or windows. Bidder must be at least 5yrs. in the IT industry Installation and Support (included) Must submit Manufacturer Authorization Form (back to back). 30 Calendar days delivery period upon receipt of PO/Notice to Proceed.</p>	EMB Central Office	1 Lot		PhP 900,000.00

- 1) We undertake, if our Quotation or bid is accepted, to deliver the above goods within thirty (30) calendar days upon receipt of the Purchase Order/Notice to Proceed and shall activate only upon expiration of the subsisting subscription (August 31, 2022).
- 2) We agree to abide by this Quotation/bid for the period specified in the RFQ.
- 3) We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : _____

Postal address : _____

Email address : _____

Telephone & Fax No. : _____

Signature over printed name : _____

Designation : _____

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]