

## REQUEST FOR QUOTATION

1. The Philippine Guarantee Corporation (PHILGUARANTEE) invites quotations for the procurement of License Subscription to Adobe Creative Cloud Softwares for Teams. Please see attached General Terms and Conditions.
  2. Approved Budget for the Contract is **Pesos: One Hundred Thirty-Seven Thousand Ninety-Two (Php137,092.00)**, inclusive of all applicable taxes.
  3. All interested suppliers may submit signed quotation at the Receiving Counter, 23<sup>rd</sup> Floor, BPI Philam Life Building, 6811 Ayala Avenue, Makati City and/or [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph) on or before **10:00 a.m. (PhST)** of **July 11, 2023** together with the following documentary requirements:
    - Mayor's /Business Permit;
    - PhilGEPS Registration Number; and
    - Omnibus Sworn Statement (download from this link: [https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- \* For individual providers, the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- \*\* Valid Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
4. Pursuant to Section 6.2 of the GPPB Resolution No. 09-2020 dated 7 May 2020, the PE is allowed to accept Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment.
  5. Pursuant to Section 6.3 of the GPPB Resolution 09-2020 dated 7 May 2020, the PE is allowed to accept Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.
  6. In the event two or more bidders have been determined as Lowest Calculated and Responsive Quotation (LCRQ), the End-user shall roll a dice to break the tie in the presence of the concerned bidder's representative (physically or via video conferencing). The bidder with the highest number shall be the winning bidder. The absence of the concerned bidder's representative shall not nullify the proceeding.
  7. Pursuant to OGCC Contract Review series of 2023, the winning bidder must submit the original/certified true copy of the Board Resolution, Secretary's Certificate, or other similar document showing each representative's authority to execute the contract and should be attached and shall form part of the contract.



8. For further inquiries, please contact Ms. Karenina V. Joaquin at [bacsecretariat@philguarantee.gov.ph](mailto:bacsecretariat@philguarantee.gov.ph).
9. The PHILGUARANTEE Bids and Awards Committee reserves the right to reject any or all Bids/quotations or waive any required formality therein or to accept such offers as may be considered most advantageous to the Corporation.

*Melinda M. Adriano*  
**MELINDA M. ADRIANO**

Chairperson  
Bids and Awards Committee

5 July 2023