



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3006 Berne
Tel. No. 031-350 1717
Email: berne.pe@dfa.gov.ph

Request for Quotation

Project : Procurement of a 1-Year License of Adobe Acrobat Pro DC
Reference No. : RFQ - 09 - 2020
Date : 22 May 2020

1. The Philippine Embassy in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure a 1-year license of Adobe Acrobat Pro DC for its official use.
2. Any interested entity may submit their quotation via electronic mail at berne.pe@dfa.gov.ph or via postal mail on or before 25 May 2020 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Ms. Agnes H. Tuazon, Head of BAC Secretariat)
3. The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to entity with the most advantageous offer, without thereby incurring any liability to the interested entities.



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ANNEX A Technical Specifications Procurement of a 1-Year License of Adobe Acrobat Pro DC for the Philippine Embassy			
I.	Background <p>The Philippine Embassy in Berne, in the performance of its official functions, needed to extend its 1-year subscription of the Adobe Acrobat Pro DC.</p>		
II.	Objective <p>To procure an extension to its 1-year subscription to Adobe Acrobat Pro DC required for its official use.</p>		
III.	Scope of Work The Supplier shall provide the following:		Statement of Compliance
	Unit	Item Description	Quantity
	Bulk License	Adobe Acrobat Pro DC (1-Year License)	3
IV.	SUPPLIER'S OBLIGATIONS: The supplier shall: <ol style="list-style-type: none"> 1. Be based in Switzerland; 2. Offer an online shop; 3. Accept MWST or VAT exemption; and 4. Submit the invoice within 7 days after delivery of supplies. 		
V.	TERMS OF PAYMENT <p>Automatic Debit Arrangement (ADA) through Credit Suisse facilities. For other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/invoice for ready reference.</p>		