



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**

**BOTSCHAFT DE REPUBLIK DE PHILIPPINEN**

**BERNE**

### **BIDS AND AWARDS COMMITTEE**

**Philippine Embassy, Berne, Switzerland  
73-75 Kirchenfeldstrasse, 3005 Berne  
Telephone No. 031-350-1704  
Email: berne.pe@dfa.gov.ph**

#### **Request for Quotation**

**Project** : Procurement of 1-Year License of Adobe Acrobat Pro DC (3 Users) and Adobe InDesign (1 User)  
**Reference No.** : RFQ - 11 - 2021  
**Date** : 26 May 2021

---

1. The Philippine Embassy in Berne, Switzerland, through its Bids and Awards Committee (BAC), will procure 1-year license of Adobe Acrobat Pro DC (3 Users) and Adobe InDesign (1 User) for its official use.
2. Participating companies should comply with the attached Terms of Reference (TOR) of the project.
3. Interested companies may obtain further information from the Bids and Awards Secretariat, Ms. Agnes H. Tuazon at 031 350 1704.
4. Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 29 May 2021. Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**

**BOTSCHAFT DE REPUBLIK DE PHILIPPINEN**

**BERNE**

<b>ANNEX A</b> <b>Technical Specifications</b>			
<b>Procurement of 1-Year License of Adobe Acrobat Pro DC (3 Users) and Adobe InDesign (1 User) for the Philippine Embassy</b>			
<b>I.</b>	<b>Background</b>  The Philippine Embassy in Berne, in the performance of its official functions, needed to procure a one (1) year license of the Adobe Acrobat Pro DC (3 Users) and Adobe InDesign (1 User).		
<b>II.</b>	<b>Objective</b>  To procure its 1-year license of Adobe Acrobat Pro DC 3 Users) and Adobe InDesign (1 User) required for its official use.		
<b>III.</b>	<b>Scope of Work</b>  <b>The Supplier shall provide the following:</b>		<b>Statement of Compliance</b>
	Unit	Item Description	Quantity
	Piece	Adobe Acrobat Pro DC (1-Year License)	1 (3 Users)
	Piece	Adobe InDesign (1-Year License)	1 (1 User)
<b>IV.</b>	<b>SUPPLIER'S OBLIGATIONS:</b>  <b>The supplier shall:</b> <ol style="list-style-type: none"> <li>1. Be based in Switzerland;</li> <li>2. Offer an online shop;</li> <li>3. Accept MWST or VAT exemption; and</li> <li>4. Submit the invoice within 7 days after delivery of supplies.</li> </ol>		
<b>V.</b>	<b>TERMS OF PAYMENT</b>  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.		