REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to

procure   **Snagit application for Screen Capture and recording software**

which shall be undertaken in accordance with   **Shopping**

of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of   **945,000.00**   **Nine Hundred Forty Five Thousand Pesos Only.**

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** 2 JUL 2022   at   **11:00AM**   through email at bac-secretariat@psa.gov.ph

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at gsdprocurement.psa@gmail.com

MINERVA ELOISA P. ESQUIVIAS
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotattion/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the ABC shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive bid (LCRB). To be awarded by lot.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
7. In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally detrmine the single winning bidder in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
9. The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
10. Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
11. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than at **11:00AM** together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted **after award of contract but before payment.**

RECEIVED
Jeremy
5/23/22

RECEIVED
Jeremy
7/6/22

REQUEST FOR QUOTATION
PR No.   22-03-0318

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Procurement of Snagit Screen Capture Software for Philsys Registry Office	license	300				
Must have all these specifications:						
All-in One Capture (Capture entire window or a scrolling screen)						
Panoramic Scrolling Capture (scrolling screenshot)						
Grab Text (Extract text from screen capture)						
Cloud Library (Find, open and edit captures and synced via cloud)						
Screen Recorder (records video files for mp3 or animated GIF)						
Record Camera (Records screen and camera)						
Record Audio (Records Audio from microphone or system's audio)						
Animated GIFs (Turns short recording into animated GIF)						
Trim Video Clips (Removes any unwanted section from recordings)						
Record iOS Screen (Records for iOS Screen)						
Annotations (Annotate screen grabs with markup tools)						
Step Tool (For document steps)						
Smart Move (Automatically make objects edit, delete other elements)						
Text Replace (Change the words, font colors, size)						
Simplify Tool (Convert standard screenshots into simplified graphics)						
Stamps (Personalize images with stickers specifically for screenshot)						
Create from templates (use readily templates)						
Create Video from image (Talk and draw over a series of screenshots)						
Share Anywhere (Can Share via Slack, Teams, Dropbox and etc.)						
Other Requirements:						
Must be compatible with Window 11, Window 10 and macOS						
Musy be latest version and readily available for update						
Must be perpetual license						

Total amount in words:							

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____