



PURCHASE ORDER

ASTI - FM 03-17
 REV 3 / 10 October 2023

Supplier:	DCI INT'L IT SOLUTIONS & SERVICES CORP.	PO No.:	24-07-174
Address:	Unit 3-A Comtal Bldg., L1-D1 Victoria's Place, C. Raymundo Ave., Caniogan, Pasig City, Metro Manila	PO Date:	July 26, 2024
TIN:	007-732-707-000	Mode of Procurement:	Competitive Bidding

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

Delivery Term: Ten (10) calendar days upon issuance of NTP

Date of Delivery: _____

Payment Term: Government Terms

Warranty Term: _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	License	<p>Software License - Subscription - Graphic Design Software Suite</p> <p>1. Background / Objectives.</p> <p>1.1. Graphic design software suite for creation and production of multimedia communications materials.</p> <p>1.2. Specifications stated herein are minimum requirements, unless otherwise stated.</p> <p>1.3. Offers of equivalent or better specifications are acceptable.</p> <p>2. Functional / Technical Specifications.</p> <p>2.1. Quantity: 5 licenses.</p> <p>2.2. License type: Software subscription.</p> <p>2.3. Licensee Account Name: Advanced Science and Technology Institute.</p> <p>2.4. Licenses should be natively compatible with existing graphic design software suite account and projects (Adobe Creative Cloud (CC)).</p> <p>2.4.1. License(s) will be loaded under said account.</p> <p>2.4.2. Account: Advanced Science and Technology Institute.</p> <p>2.4.3. Account Number: Adobe Value Incentive Plan (VIP) 35D01E9918E185A1896A.</p> <p>2.4.4. Account Anniversary Date: 16 April 2024.</p> <p>2.5. Should the activation date of the license(s) occur past the Account Anniversary Date, and/or any account grace period, due to the time it takes to execute and complete the procurement process up to issuance of Purchase Order (PO)/Notice to Proceed (NTP) then supplier is to present options to DOST-ASTI to fulfill the requirements, which may include, but not limited to, reactivation of lapsed account, or creation of a new or alternate account.</p> <p>2.6. Any grace period past the Account Anniversary Date may be credited against the subscription period of renewal of existing software subscription licenses subject to existing policies of the software company</p>	5	P82,000.00	P410,000.00

(Adobe).

2.7. Subscription Period.

2.7.1. Subscription period per license: 12 months maximum.

2.7.2. Actual contract and/or billing will be pro-rated monthly starting on actual license activation date and ending on account anniversary date (see License Management).

2.7.3. Proposal should indicate cost of each license (or will otherwise be computed based on total proposal amount).

2.8. License Management.

2.8.1. License(s) must be centrally deployed and assignable by DOST-ASTI to its personnel through an administrative account console.

2.8.2. DOST-ASTI shall provide administrative account details to the provider.

2.8.3. Account anniversary date is the date wherein the software subscription license period ends and would therein be the reckoning date for possible future renewal, or new/additional licenses, if any.

2.9. Software suite inclusive individual applications.

2.9.1. Image editing and compositing.

2.9.1.1. Native editing, and 100% compatibility, for existing industry standard Photoshop CC .psd files.

2.9.2. Vector graphics and illustration.

2.9.2.1. Native editing, and 100% compatibility, for existing industry standard Illustrator CC .ai files.

2.9.3. Page design and layout for print and digital publishing.

2.9.3.1. Native editing, and 100% compatibility, for existing industry standard InDesign CC .indd files.

2.9.4. Audio/Video (A/V) and effects production and editing.

2.9.4.1. Native editing, and 100% compatibility, for existing industry standard Premiere Pro CC .prproj and After Effects CC .aep files.

2.9.5. Photo editing and content cataloguing.

2.9.6. 2D character animation.

2.9.7. Text, image, audio, and video web posting platform.

2.9.8. Design and development of responsive websites.

2.9.9. Web and UX/UI design and prototyping.

2.9.10. Portable Document Format (PDF) editing.

2.10. In-application access to stock libraries for design assets, i.e., fonts, images, graphics, videos, and 3D assets.

2.11. Team support.

2.12. Desktop and mobile device editing support.

2.13. Cloud support.

3. Warranty and Support.

3.1. Access to version upgrades, new releases, bugfixes, and critical security patches made available during the duration of the subscription period for subscription software licenses, or during the maintenance period for perpetual software



	licenses.		
	4. Delivery and Payment. 4.1. License activation within Ten (10) calendar days from issuance of Notice to Proceed (NTP). 4.2. Should the delivery date deadline fall on a non-working day, such as a weekend, non-working holiday, or work suspension, then the delivery date deadline shall be adjusted to the following working day. 4.3. Bid price shall be inclusive of all taxes, delivery, and all other related charges and fees. 4.4. Payment Terms: Prescribed government terms. (Please see attached offer.)		
		TOTAL:	₱410,000.00
(Total Amount in Words)		Four Hundred Ten Thousand Pesos Only	

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.


Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D. 
Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011012024-07-000601</u>
Funds Available:	<u>₱ 410,000.00</u>	ORS / BURS Date:	<u>JUL 29, 2024</u>
		Amount:	<u>₱ 410,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



26 July 2024

NOTICE TO PROCEED
PUBLIC BIDDING

Mr. OJ KYLE JENEZIS S.J. SALAZAR
 Sales Manager
DCI INT'L IT SOLUTIONS & SERVICES CORP.
 Unit 3-A Comtal Bldg., L1-D1 Victoria's Place
 C. Raymundo Ave., Caniogan
 Pasig City, Metro Manila

Dear Mr. Salazar,

Notice is hereby given to **DCI INT'L IT SOLUTIONS & SERVICES CORP.** that work/delivery may proceed for the following procurement details:

	Contract Name	: Supply and Delivery of Five (5) Licenses Software License - Subscription - Graphic Design Software Suite
	Purchase Request No.	: GAA-24-03-18944
	Purchase / Work Order No.	: 24-07-174
	Total Contract Price	: P410,000.00
(inclusive of taxes, import duties and all other charges or fees)		
	Total Contract Price in Words	: Four Hundred Ten Thousand Pesos

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be covered by either retention money in an amount equivalent to at least five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof. Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D. Digitally signed by Franz A. de Leon
 Director

DATE OF ISSUANCE:	RECEIVED BY:	WARRANTY SECURITY
31 JUL 2024	_____	
	Signature over Printed Name	Type of Warranty Security: _____
	_____	Amount of Warranty Security: P _____
	Date and Time	O.R. No.: _____

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
 CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
 Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
 +632 8426-9755;
 Fax No. : +632 8426-9764

ASTI-FM 03-18
 REV 3/05 October 2023