

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF ADOBE CREATIVE CLOUD SOFTWARE LICENSES

1. BACKGROUND

In support of its mandate to market and promote the Philippines as a prime destination for tourists and MICE events, the Tourism Promotions Board uses graphics editing tools to create professional marketing materials.

This procurement activity is therefore being undertaken acquire software licenses to renew/extend the existing subscription and ensure continuous use.

2. OBJECTIVES

2.1. To enable the creation and editing of professional photo, video, and other marketing materials

3. SCOPE OF WORK / SERVICES

3.1. Provision of twenty-two (22) Adobe Creative Cloud for Teams licenses valid for twelve (12) months

3.2. Loading of licenses on the TPB Value Incentive Program (VIP) account before the current subscription ends on 30 June 2024

3.3. Coordination with the previous supplier for the transfer of TPB account, in the event the contract is awarded to a new supplier.

4. PROJECT IMPLEMENTATION SCHEDULE

4.1. Must be delivered before 30 June 2024 or within seven (7) working days upon receipt of notice to proceed, whichever comes first.

5. TECHNICAL REQUIREMENTS

5.1. Bidder Qualifications

5.1.1. Must be an IT company operating for at least five (5) years

5.1.2. Must be an authorized reseller of the brand/product being proposed and submit a certificate as a reseller

5.2. Features and Functionalities

5.2.1. All app – 20+ creative desktop and mobile apps, including Photoshop, Illustrator, InDesign, Premiere Pro, and Acrobat

5.2.2. Creative Cloud Libraries

5.2.3. Collaboration Tools

5.2.4. Adobe Fonts

5.2.5. Adobe Stock Shared Plan

5.2.6. Adobe Color

5.2.7. Adobe Portfolio

- 5.2.8. 1 TB Cloud Storage per user
- 5.2.9. Available in desktop, mobile, and Web app versions
- 5.2.10. License management via a web-based admin console
- 5.2.11. 24/7 technical support throughout the subscription duration

6. APPROVED BUDGET FOR THE CONTRACT (ABC)

- 6.1. One Million Six Hundred Fifty Thousand Pesos (P1,650,000.00)
- 6.2. Inclusive of all applicable fees and taxes

7. TERMS OF PAYMENT

- 7.1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.
- 7.2. Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

Milestone	Payment (% of the contract amount)	Activity
1	100%	Delivery software licenses Documentation: <ul style="list-style-type: none"> • Certificate of completion and acceptance signed by the MIS Department Head • Proof of License Subscription/Loading • Warranty and Support certificates

8. CONTRACT DURATION

- 8.1. The subscription shall be effective for twelve (12) months from the date of commencement.

9. PROJECT OFFICER CONTACT INFORMATION

	Primary	Alternate
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