Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description[1]	Quantity	Total	Delivery Schedule
	PROCUREMENT OF PRODUCTIVITY SOFTWARE			Within ninety (90) days from the winning bidder's receipt of the Notice to Proceed (NTP). Upon completion of the license registration, installation, and configuration of the software, PPA shall issue a Certificate of Acceptance.

[1] Subject to the Technical Specifications of the Terms of Reference

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		Bidders must state "Comply" or "Not Comply" for each specification and provide the corresponding performance parameters for offered equipment. *Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents.* *Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any*

		false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.
	PROCUREMENT OF PRODUCTIVITY SOFTWARE	
	SCOPE OF THE BID	
	The bid proposal is for the procurement of the latest versions of the required productivity software subscriptions, including applicable support, updates, and technical assistance. The proposed quantities are based on the identified software requirements of PPA personnel, taking into consideration their respective functions, the results of the Nationwide Inspection and Assessment of PPA's ICT Environment CY 2024–2025, the total PPA workforce, and the current allocation and utilization of Microsoft 365 and Adobe licenses. The quantities are intended to provide appropriate licensing coverage for personnel requiring the respective applications, while maintaining a standardized productivity software environment and ensuring continuity of PPA operations. The scope of the procurement is as follows:	

Item No.	Item Description	Quantity
1	Office 365 E3	3000
2	Office 365 E1	700
3	Exchange Online Plan 1	1
4	Power BI Pro	10
5	Planner & Project Plan 3	50
6	Visio Plan 2	10
7	Adobe Acrobat Pro Enterprise	750
8	Adobe Photoshop Enterprise	140
9	Adobe Express Enterprise	180
10	Adobe Premiere Pro Enterprise	140

TECHNICAL SPECIFICATIONS

1. Item/Description: Office 365 E3, complies with the following minimum requirements:

Features	Description
Office Apps	Full desktop, web and mobile version
Email & Calendar	Exchange Online with 100 GB mailbox
Storage	1 TB OneDrive cloud storage
Collaboration	Real-time co-authoring and editing across devices via OneDrive and Office apps. Integrates with Teams and SharePoint for seamless collaboration.
Security	Basic DLP, MFA, Anti-Spam/Malware
Management	Admin Portal, user and License Management
Updates	Include always latest version
	Office Applications (Fully Installed + Web + Mobile) Word: Advance document editing, and formatting Excel: Powerful spreadsheet management with data analysis tools PowerPoint: Dynamic presentation creation and editing

	Outlook: Enterprise-grade email, calendar and contact OneNote: Digital notetaking and information organization

2. Item/Description: Office 365 E1, complies with the following minimum requirements:

	Business Apps & Tools • Microsoft Forms: Create surveys, polls, and quizzes • Planner: Task and project management • Power Automate (basic): Automate workflows across services • Stream (on SharePoint): Video sharing and playback • Booking: Online appointment scheduling
	Document Management & Intranet with SharePoint • Create and manage team sites, document libraries, and intranet portals • Document collaboration and version control • Integration with Teams, OneDrive, and Office web advanced search and metadata tagging
	Security and Compliance • Microsoft Defender anti-malware/anti-spam filtering (via Exchange Online Protection) • Multi-Factor Authentication (MFA) • Content search across Exchange, SharePoint, and OneDrive • Basic compliance configurations (e.g., retention labels)
	Professional Email with Exchange Online • 50 GB Mailbox per user • Custom Email Domains (e.g., user@yourcompany.com) • Outlook on the Web for full-featured email and calendaring

	• Shared calendar, global address lists, and contact management

3. Item/Description: Item/Description: Exchange Online Plan 1, complies with the following minimum requirements:

	Mailbox and Email Features
50 GB Mailbox per user	• Each user gets 50 GB of mailbox storage. • Supports messages up to 150 MB in size.
Professional Email Domain	• Use custom domain names (e.g., user@yourcompany.com).
Outlook Support	• Full integration with Outlook desktop, Outlook on the web, and Outlook mobile apps.
Email Access Across Devices	• Syncs across PCs, Macs, smartphones, and tablets.
Shared Calendars and Contacts	• Collaborate and coordinate schedules across teams.
Shared Mailboxes	• Create shared mailboxes for teams or departments (no extra cost).
	Security and Protection
Built-in Anti-Malware & Anti-Spam Filtering	• Protects users with continuously updated protection against malicious emails.
Microsoft Exchange Online Protection (EOP)	• Multi-layered filtering against viruses, phishing, and spam.
Data Loss Prevention (DLP)	• Identify and monitor sensitive information like credit card numbers or personal data.
	Web-Based Access

Outlook on the Web	• Fully featured webmail experience similar to the Outlook desktop client. • Access emails, calendars, contacts, and tasks through any browser. • Optimized for speed and usability across browsers and devices.
	Integration with Microsoft 365
Integrates seamlessly	• Microsoft Teams • OneDrive for Business • SharePoint Online • Microsoft 365 Apps

4. Item/Description: Power BI Pro, complies with the following minimum requirements:

Feature	**Description**
Visualization	Interactive dashboards, custom visuals
Data Sources	100+ supported sources including Excel, SQL, APIs
Sharing	Secure sharing and collaboration with users
Data Refresh	Scheduled (up to 8/day) and real-time updates
Mobile Access	Fully supported on IOS, Android, and web
Security	Row-level security, Microsoft compliance
Alerts	KPI thresholds, email notifications
AI Tools	Smart narratives, Q&A, anomaly detection
Admin Tools	Workspace roles, permission management
	Data Visualization & Reporting • Create interactive reports and dashboards using drag-and-drop tools • Choose from a wide range of built-in visualizations, including charts, maps, KPIs, gauges, and more • Use custom visuals from Microsoft AppSource or develop own visuals • Design data stories that are easy to interpret and visually appealing

			Data Governance & Security • Support for row-level security (RLS) to restrict data visibility based on user roles • Microsoft Purview Information Protection for data classification and labeling • Data stored in Microsoft's secure cloud environment with compliance to global standards (e.g., GDPR, HIPAA, ISO)	
			Data Refresh & Scheduled Updates • Support for scheduled data refreshes (up to 8 times/day) • Keep dashboards and reports up to date automatically • Connect to live data sources for real-time monitoring (e.g., via Direct Query or streaming datasets)	
			Data Connectivity Connect to hundreds of data sources, including: • Excel, CSV, XML, JSON • SQL Server, Azure SQL, MySQL, Oracle • SharePoint, Dynamics 365, Salesforce, Google Analytics • Web APIs, OData feeds, and many more Combine multiple sources using Power Query for data transformation	
			User & Workspace Management • Organize users and content in Power BI Workspaces • Assign roles like Admin, Member, Contributor, and Viewer • Manage datasets, reports, dashboards, and permissions in one place	
			Collaboration & Sharing • Real-time task updates and collaboration • Integrates with Microsoft Teams for project discussions • Share project plans with stakeholders' security	

	• Commenting and @mentions in tasks	
	Cross-Platform Access View and interact with reports via: • Web browser • Desktop app (Power BI Desktop for authoring) • Mobile apps for iOS, Android, and Windows Responsive design ensures optimal viewing across devices	
	Advance Analytics & AI Integrate AI-powered features: • Smart narratives (automated text summaries) • Q&A (natural language queries) • Forecasting and anomaly detection Use DAX (Data Analysis Expressions) for advanced calculations	
	Monitoring & Alerts • Set up data-driven alerts to notify users when KPIs meet or exceed defined thresholds • Real-time monitoring of business metrics using live dashboards	

5. Item/Description: Planner & Project Plan 3, complies with the following minimum requirements:

MS Planner		
	Use Cases: • Marketing Campaign Planning • HR Onboarding Tasks • Sprint or Agile Task Tracking • Event Coordination • Personal Task Tracking	
	Team Collaboration:	

		• Assign tasks to one or multiple team members • Comment on tasks to communicate updates or feedback • Team collaboration through shared task boards with real-time visibility of task status, comments, and updates. • Integration with Microsoft Teams channels	
		Progress & Status Tracking • Task status: Not Started, In Progress, Completed • Visual progress bars on each plan • Summary Charts for: Task Distribution, Completion Rates, Member Workloads	
		Security & Access Control • Managed through Microsoft 365 Groups • Role-based access based on group membership • Hosted securely in the Microsoft 365 cloud	
	MS Project		
		Advanced Project Scheduling • Build detailed projects plans using: Gantt Charts, Task Dependencies, Milestones, Task constraints and deadlines • Create and manage multiple projects with task hierarchies and WBS (Work Breakdown Structure)	
		Resource Management • Assign people and equipment to tasks • Track resource allocation and availability • Prevent overallocation through workload balancing • View capacity planning and usage charts	
		Co-Authoring & Collaboration • Real-time task updates and collaboration • Integrates with Microsoft Teams for project discussions	

	• Share project plans with stakeholders securely • Commenting and @mentions in tasks	
	Access & Platform Support • Use Project for the web from any browser • Project desktop app available for advanced features • Mobile access via Microsoft 365 apps	
	Security & Compliance • Built on Microsoft 365 security framework • Role-based permissions and group access • Hosted on Microsoft's secure and compliant cloud	

6. Item/Description: Visio Plan 2, complies with the following minimum requirements:

	Visio Desktop App • Access to the fully installed Visio Professional desktop application (Windows only) • Rich Features for: Detailed process maps, Engineering schematics, Floor plans, Network diagrams, UML and software architecture • Advanced diagramming tools, including: Layering, Shape grouping, Advanced formatting and design, Custom shapes and templates	
	Visio Web App • Create and edit diagrams directly in the browser • Work on diagrams from any device without needing the desktop app • Collaboration via real-time co-authoring, comments, and @mentions	
	Collaboration & Co-Authoring • Multiple users can edit diagrams simultaneously in the web app • View version history and track changes	

			• Share diagrams securely using OneDrive for Business or SharePoint Online • Commenting and @mentions to notify collaborators	
			AI-Powered Features and Automation • Use Auto Align and Auto Space for clean diagram layouts • Diagram validation for BPMN and other standards • Apply rules and constraints for structured diagrams • Integration with Power Automate to trigger flows from Visio diagrams (e.g., approvals, alerts)	
			Integration with Microsoft Ecosystems Embed Visio diagrams in: • Microsoft Teams • Power BI • SharePoint Online Use Excel add-ins for importing data-driven diagrams Collaborate using Microsoft 365 Groups	
			Data-Linked Diagrams Link shapes to external data sources, such as: • Excel • SharePoint lists • SQL Server database • Azure Active Directory • Microsoft Power BI Access to industry-specific standards like BPMN 2.0 and IEEE Ideal for dashboards, process optimization, and reporting	
			Cross-Platform Access View diagrams from any browser or mobile device via Visio for the web Desktop editing available only on Windows OS	

7. Item/Description: Adobe Acrobat Pro Enterprise, complies with the following minimum requirements:

	• View, create, edit, and comment on PDF content from desktop, mobile device, or web browser
	Access a list of documents you need to view, review, or sign along with detailed information about the task.
	Store, manage, and share files online with instant access to recently viewed files across devices
	Access, edit, and store PDFs in Box, Dropbox, Google Drive, Microsoft OneDrive, and SharePoint accounts
	Access important files easily across devices by starring them.
	Create PDFs from any application that prints
	Convert documents and images into PDFs; convert web pages into interactive PDFs with links.
	Convert PDFs to other file formats from computer, mobile device, or web browser
	Turn Adobe Photoshop (PSD), Illustrator (AI), or InDesign (INDD) files into PDFs from desktop or mobile device
	OCR converts scanned documents & images into searchable, editable PDFs with fonts that match the original
	Combine multiple documents and file types into one PDF file
	Compare two versions of a PDF to review all differences
	Edit text and images in a PDF with full-page paragraph reflow from desktop
	Add audio, video, and interactive objects to PDFs
	Turn paper or Word files into fillable PDF forms.

	Add Bates numbering to legal documents
	Preflight and prepare files for high-end printing

8. Item/Description: Adobe Photoshop Enterprise, complies with the following minimum requirements:

	Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.
Key features	
	• **Home screen**—Get started quickly with the Photoshop home screen. Access it at any time to find out about new features, connect to learning content, and open documents. • **Cloud documents**—With Photoshop now on the iPad, use cloud documents to work across Mac, Windows, and iPad; Saved to Adobe's cloud as you work • **Frame tool for easy masking**—Turn shapes or text into frames that you can use as placeholders or fill with images. Easily replace an image by dropping another one into the frame — it automatically scales to fit. • **Improvements to presets**—Explore new swatches, gradients, patterns, shapes, and styles effortlessly. Presets are now more intuitive to use and easier to organize • **Live blend mode previews**—No more guessing which blend mode to use. Scroll over different options to see how it looks on image • **Symmetry mode**—Paint brush strokes in a symmetrical pattern—even on curves. Symmetry mode lets you define an axis or axes and then choose from preset types, including

9. Item/Description: Adobe Express Enterprise, complies with the following minimum requirements:

	• Edit and bulk resize content with a consistent look and feel, for multiple media and platforms. • Perform image and video edits—for example, remove image or video backgrounds. • Use unlimited Quick Actions to perform complex edits in a single click. • Add motion and animate elements in static designs.
	Produce content faster with generative AI features.
	Create and edit high-quality outputs—images, design templates, text effects—from a text description. Built with AI ethics principles, Adobe Firefly generative AI features are designed to be commercially safe for business.
Features in Adobe Express include:	• Generate template: Generate templates with desired style and theme for social posts, posters, flyers, and cards. • Rewrite and generate captions: Rewrite, shorten, or lengthen text and captions for social posts. • Generate image: Generate professional images from a detailed description. • Generative fill: Replace, remove, or insert content in images. • Generate text effects: Add style effects and textures to text
	• Access the entire Adobe Stock collection of 200 million+ on-trend, royalty-free photos, videos, and music tracks. • Kick-start projects with static and video templates and other design elements. • Streamline social posts: Use Content Scheduler to plan, preview, schedule, and publish to all channels. • Multi-account publishing: Add up to three accounts per social platform for streamlined social content publishing.

	• Share and link Adobe Photoshop and Illustrator files across teams so all edits within Adobe Express stay synced. • Use Microsoft OneDrive, Dropbox, and Google Drive add-ons to easily access and edit files. • Collaborate in real time, and get inputs and edits done with live commenting, co-editing, and version history
	• Create and share brand kits that store brand fonts, colors, logos, and approved assets. • Share locked templates with teams to remix and make last-minute edits while upholding brand standards.

10. Item/Description: Adobe Premiere Pro Enterprise, complies with the following minimum requirements:

Key features	• **Multiple project productivity**—Open, access, and work on multiple projects simultaneously. Jump between episodes or scenes organized as separate projects, edit and copy portions of one project into another, and more. • **End-to-end VR180**—Immersive video with support for VR 180, including optimized ingest and effects. Publish videos in the Google VR180 format on YouTube or other platforms. • **Shot comparison and color matching**—Compare the looks of two different shots across a sequence of shots and match colors while retaining skin tones with a single click. All changes made are visible and accessible to the user and can be manipulated further if necessary. • **Take the guesswork out of curve adjustments**—With Lumetri Color tools, each curve has two axes with paired values, making selective color grading easy and accurate. • **Shared Projects with locking feature**—Teams in the same facility can access a single project simultaneously. Managed access allow users to lock projects when actively editing and give read-only access to other users.

		• **Automatically reformat videos**—Auto Reframe helps accelerate workflow and optimize footage for social media with intelligent reframing that keeps important content in frame, whether it's square, vertical, 16:9, or in 4K resolution.	
	BIDDER'S QUALIFICATIONS 1. The bidder must submit a Manufacturer's authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the offered product in the Philippines. Certification must be addressed to the procuring entity and specific to the project name. 2. A brochure and/or certification of the productivity software listing the technical specifications should be submitted in the technical proposal. 3. The winning bidder shall indemnify PPA from and against all liabilities with respect to the manufacturer's requirements such as software inventory etc. 4. The winning bidder shall be responsible for gathering & submitting the requirements needed by the software manufacturer.		
	TRAINING 1. The winning bidder must provide free online training to PPA personnel on the concept of effective utilization of all software indicated in the Technical Specifications. The training shall have a minimum duration of eight (8) hours and will be conducted within the delivery period. A Certificate of Completion must be provided after the training has been completed. 2. Submit the Training Syllabi and Materials used during the training.		
	All other provisions stated in the Terms of Reference not included herein		

Section VIII. Philippine Bidding Document Related Forms

Bid Form for Procurement of Goods

[Note: The duly accomplished form shall be submitted with the Bid]

BID FORM

Project Identification No.: *[Insert number]*

To: [Name of Procuring Entity]

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project [Project Title];

b) I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;

c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*

d) The discounts offered and the methodology for their application, if any, are: *[insert information];* or indicate N/A if no discount offered]

e) The total bid price in words and figures, after applying the applicable discount, includes the cost of all taxes, such as, but not limited to *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the *[Select one, delete the other:* the Price Schedules/ Detailed Estimates].

f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBD.

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

Price Schedule for Goods

Name of Bidder _____. Project ID No. _____. Page _ of _____

Pricing Details for Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Source of Domestic Product, as certified by the Relevant Agency	Quantity	Unit price exw per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of:_____

Price Schedule for Goods

Name of Bidder _____. Project ID No. _____. Page _ of _____

Pricing Details for Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of:_____

Contract Form

[Note: The duly accomplished form is not required to be submitted with the Bid but shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT FOR [Insert Project Title]

This CONTRACT executed on the _____ day of _____ 20_____ by and between:

[Name of Procuring Entity], a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

[Name of Supplier /Contractor/ Consultant] a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called "the Supplier".

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly *[Brief description of Project]*;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency]*, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1. Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, *viz.*:

    a. Philippine Bidding Document (PBD); *[Select one, delete the others]*

    - *For Procurement of Goods*

        i. Invitation to Bid;
        ii. Instruction to Bidders;
        iii. Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
        iv. Bid Data Sheet;
        v. Schedule of Requirements;
        vi. Technical Specifications;
        vii. General and Special Conditions of Contract;
        viii. Supplemental Bid Bulletins, if any; and

ix. Other contract documents that may be required by existing laws and/or the Entity.

- *For Procurement of Infrastructure Projects*

i. Drawings/Plans;
ii. Specifications;/Scope of Work;
iii. Bill of Quantities;
iv. General and Special Conditions of Contract; and
v. Supplemental Bid Bulletins, if any;

- *For Procurement of Consulting Services*

i. General and Special Conditions of Contract;
ii. Terms of Reference;
iii. Request for Expression of Interest;
iv. Instructions to Bidders;
v. Bid Data Sheet;
vi. Addenda and/or Supplemental/Bid Bulletins, if any;
vii. Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
viii. Eligibility requirements, documents and/or statements;
ix. Performance Security;
x. Notice of Award of Contract and the Bidder's *conforme* thereto; and
xi. Other contract documents that may be required by existing laws and/or the Entity.

b. Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

c. Performance Security;

d. Notice of Award of Contract; and the Bidder's Conforme thereto; and

e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.

2. In consideration of the Contract Price of *[Contract Price in words and figures]*, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the *[Project Title]* described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

3. The *[Name of the Procuring Entity]* agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.

4. Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the

applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

For the Procuring Entity	*For the Bidder*
Head of the Procuring Entity or Duly Authorized Representative	Duly authorized to sign the Contract for and behalf of *[Bidders Name]*:
[Signature over Printed Name] *[Position/Designation]* *[Date]*	*[Signature over Printed Name]* *[Position/Designation]* *[Date]*

Signed in the presence of:

[Name and Signature] *Witness – Procuring Entity*	*[Name and Signature]* *Witness- Supplier*

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20_____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. ***Select one, delete the others:***

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

    a) Carefully examine all of the Bidding Documents;

    b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

    c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

    d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Bid Securing Declaration Form

[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Number]*

To: *[Insert name of the Procuring Entity]*

I/We, the undersigned, declare that:

1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

2) I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c),of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

    a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

    b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

    c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

NET FINANCIAL CONTRACTING CAPACITY (NFFC) COMPUTATION

A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

NFCC = Php _____

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

_____
Name of Supplier/Distributor/Manufacturer

_____
Signature of Authorized Representative

STATEMENT OF THE BIDDER'S ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

This is to certify that _____ has the following ongoing government and private contracts, including contracts awarded but not yet started:

NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME & ADDRESS	KINDS OF GOODS/ SERVICES DELIVERED	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	DATE OF DELIVERY

*PROOF OF CONTRACT TO BE PRESENTED AT POST-QUALIFICATION.

_____
Name and Signature of Authorized Representative

_____
Date

STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has completed the following:

NAME OF THE CONTRACT	DATE OF THE CONTRACT	CONTRACT DURATION	OWNER'S NAME & ADDRESS	KINDS OF GOODS	AMOUNT OF COMPLETED CONTRACT/S	DATE OF DELIVERY	END USER'S ACCEPTANCE OR OFFICIAL RECEIPT(S) OR SALES INVOICE ISSUED FOR THE CONTRACT*

*TO BE ATTACHED TO THE STATEMENT

_____
Name and Signature of Authorized Representative

_____
Date

TERMS OF REFERENCE
PROCUREMENT OF PRODUCTIVITY SOFTWARE

I. OVERVIEW

The Philippine Ports Authority is conducting a public bidding for the **"Procurement of Productivity Software"** in accordance with Republic Act No. 12009, otherwise known as the "New Government Procurement Act (NGPA)", and applicable procurement rules and regulations.

The procurement is intended to ensure the standardized, secure, compatible, and uninterrupted use of productivity software across the PPA Head Office and Port Management Offices nationwide. Productivity software such as Microsoft 365 and Adobe applications has been continuously utilized by PPA personnel since 2013 in support of various administrative, technical, financial, procurement, legal, engineering, ICT, and management functions. Continued procurement will sustain existing workflows, document templates, business processes, and compatibility with official documents and electronic transactions with government agencies, contractors, consultants, suppliers, and other external stakeholders.

The continued use of these applications is also necessary to maintain compatibility with PPA's existing software environment, established file formats, templates, integrations, and user workflows. Adoption of substantially different productivity platforms may require document conversion, system adjustments, retraining, and modification of established processes, which may result in operational disruption. Maintaining the existing software environment therefore allows PPA to maximize established user proficiency and organizational experience while ensuring continuity, compatibility, and efficient delivery of its functions. The quantities proposed for procurement are likewise based on the identified software requirements of PPA personnel, their respective functions, the assessed ICT environment, and the current allocation and utilization of existing software licenses.

This document provides prospective bidders with a general understanding of the requirements for the Procurement of Productivity Software for the PPA Head Office and Port Management Offices nationwide.

II. OBJECTIVE

1. To ensure the use of the latest version of productivity software.
2. To maintain a standardized productivity software environment across the PPA Head Office and Port Management Offices (PMOs).
3. To ensure technical compatibility and interoperability with existing PPA systems, applications, platforms, and file formats.
4. To ensure system continuity and minimize disruptions to ongoing PPA operations, document processing, collaboration, and other business functions.
5. To avoid penalties, additional costs, and price escalation imposed by vendors for the use of unrenewed or unlicensed software.

6. To ensure that PPA complies with the requirements of Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines, as amended.

III. APPROVED BUDGET

The approved budget for the contract is One Hundred Sixty-Four Million Pesos (P164,000,000.00) inclusive of 12% VAT.

IV. SCOPE OF THE BID

The bid proposal is for the procurement of the latest versions of the required productivity software subscriptions, including applicable support, updates, and technical assistance.

The proposed quantities are based on the identified software requirements of PPA personnel, taking into consideration their respective functions, the results of the Nationwide Inspection and Assessment of PPA's ICT Environment CY 2024–2025, the total PPA workforce, and the current allocation and utilization of Microsoft 365 and Adobe licenses. The quantities are intended to provide appropriate licensing coverage for personnel requiring the respective applications, while maintaining a standardized productivity software environment and ensuring continuity of PPA operations.

The scope of the procurement is as follows:

Item No.	Item Description	Quantity
1	Office 365 E3	3000
2	Office 365 E1	700
3	Exchange Online Plan 1	1
4	Power BI Pro	10
5	Planner & Project Plan 3	50
6	Visio Plan 2	10
7	Adobe Acrobat Pro Enterprise	750
8	Adobe Photoshop Enterprise	140
9	Adobe Express Enterprise	180
10	Adobe Premiere Pro Enterprise	140

The detailed scope of procurement, including the basis of the required quantities is specified in Annex A.

V. TECHNICAL SPECIFICATIONS

1. Item/Description: Office 365 E3, complies with the following minimum requirements:

Features	Description
Office Apps	Full desktop, web and mobile version
Email & Calendar	Exchange Online with 100 GB mailbox
Storage	1 TB OneDrive cloud storage
Collaboration	Real-time co-authoring and editing across devices via OneDrive and Office apps. Integrates with Teams and SharePoint for seamless collaboration.
Security	Basic DLP, MFA, Anti-Spam/Malware
Management	Admin Portal, user and License Management
Updates	Include always latest version
	Office Applications (Fully Installed + Web + Mobile) Word: Advance document editing, and formatting Excel: Powerful spreadsheet management with data analysis tools PowerPoint: Dynamic presentation creation and editing Outlook: Enterprise-grade email, calendar and contact OneNote: Digital notetaking and information organization

2. Item/Description: Office 365 E1, complies with the following minimum requirements:

	Business Apps & Tools • Microsoft Forms: Create surveys, polls, and quizzes • Planner: Task and project management • Power Automate (basic): Automate workflows across services • Stream (on SharePoint): Video sharing and playback • Booking: Online appointment scheduling
	Document Management & Intranet with SharePoint • Create and manage team sites, document libraries, and intranet portals • Document collaboration and version control • Integration with Teams, OneDrive, and Office web advanced search and metadata tagging
	Security and Compliance • Microsoft Defender anti-malware/anti-spam filtering (via Exchange Online Protection) • Multi-Factor Authentication (MFA) • Content search across Exchange, SharePoint, and OneDrive • Basic compliance configurations (e.g., retention labels)
	Professional Email with Exchange Online • 50 GB Mailbox per user • Custom Email Domains (e.g., user@yourcompany.com) • Outlook on the Web for full-featured email and calendaring

	• Shared calendar, global address lists, and contact management

3. Item/Description: Item/Description: Exchange Online Plan 1, complies with the following minimum requirements:

	Mailbox and Email Features
50 GB Mailbox per user	• Each user gets 50 GB of mailbox storage. • Supports messages up to 150 MB in size.
Professional Email Domain	• Use custom domain names (e.g., user@yourcompany.com).
Outlook Support	• Full integration with Outlook desktop, Outlook on the web, and Outlook mobile apps.
Email Access Across Devices	• Syncs across PCs, Macs, smartphones, and tablets.
Shared Calendars and Contacts	• Collaborate and coordinate schedules across teams.
Shared Mailboxes	• Create shared mailboxes for teams or departments (no extra cost).
	Security and Protection
Built-in Anti-Malware & Anti-Spam Filtering	• Protects users with continuously updated protection against malicious emails.
Microsoft Exchange Online Protection (EOP)	• Multi-layered filtering against viruses, phishing, and spam.
Data Loss Prevention (DLP)	• Identify and monitor sensitive information like credit card numbers or personal data.
	Web-Based Access
Outlook on the Web	• Fully featured webmail experience similar to the Outlook desktop client. • Access emails, calendars, contacts, and tasks through any browser. • Optimized for speed and usability across browsers and devices.
	Integration with Microsoft 365
Integrates seamlessly	• Microsoft Teams • OneDrive for Business • SharePoint Online • Microsoft 365 Apps

4. Item/Description: Power BI Pro, complies with the following minimum requirements:

Feature	**Description**
Visualization	Interactive dashboards, custom visuals
Data Sources	100+ supported sources including Excel, SQL, APIs
Sharing	Secure sharing and collaboration with users

Data Refresh	Scheduled (up to 8/day) and real-time updates
Mobile Access	Fully supported on IOS, Android, and web
Security	Row-level security, Microsoft compliance
Alerts	KPI thresholds, email notifications
AI Tools	Smart narratives, Q&A, anomaly detection
Admin Tools	Workspace roles, permission management
	Data Visualization & Reporting • Create interactive reports and dashboards using drag-and-drop tools • Choose from a wide range of built-in visualizations, including charts, maps, KPIs, gauges, and more • Use custom visuals from Microsoft AppSource or develop own visuals • Design data stories that are easy to interpret and visually appealing
	Data Governance & Security • Support for row-level security (RLS) to restrict data visibility based on user roles • Microsoft Purview Information Protection for data classification and labeling • Data stored in Microsoft's secure cloud environment with compliance to global standards (e.g., GDPR, HIPAA, ISO)
	Data Refresh & Scheduled Updates • Support for scheduled data refreshes (up to 8 times/day) • Keep dashboards and reports up to date automatically • Connect to live data sources for real-time monitoring (e.g., via Direct Query or streaming datasets)
	Data Connectivity Connect to hundreds of data sources, including: • Excel, CSV, XML, JSON • SQL Server, Azure SQL, MySQL, Oracle • SharePoint, Dynamics 365, Salesforce, Google Analytics • Web APIs, OData feeds, and many more Combine multiple sources using Power Query for data transformation
	User & Workspace Management • Organize users and content in Power BI Workspaces • Assign roles like Admin, Member, Contributor, and Viewer • Manage datasets, reports, dashboards, and permissions in one place
	Collaboration & Sharing • Real-time task updates and collaboration • Integrates with Microsoft Teams for project discussions • Share project plans with stakeholders' security

	• Commenting and @mentions in tasks
	Cross-Platform Access View and interact with reports via: • Web browser • Desktop app (Power BI Desktop for authoring) • Mobile apps for iOS, Android, and Windows Responsive design ensures optimal viewing across devices
	Advance Analytics & AI Integrate AI-powered features: • Smart narratives (automated text summaries) • Q&A (natural language queries) • Forecasting and anomaly detection Use DAX (Data Analysis Expressions) for advanced calculations
	Monitoring & Alerts • Set up data-driven alerts to notify users when KPIs meet or exceed defined thresholds • Real-time monitoring of business metrics using live dashboards

5. Item/Description: Planner & Project Plan 3, complies with the following minimum requirements:

MS Planner	
	Use Cases: • Marketing Campaign Planning • HR Onboarding Tasks • Sprint or Agile Task Tracking • Event Coordination • Personal Task Tracking
	Team Collaboration: • Assign tasks to one or multiple team members • Comment on tasks to communicate updates or feedback • Team collaboration through shared task boards with real-time visibility of task status, comments, and updates. • Integration with Microsoft Teams channels
	Progress & Status Tracking • Task status: Not Started, In Progress, Completed • Visual progress bars on each plan • Summary Charts for: Task Distribution, Completion Rates, Member Workloads
	Security & Access Control • Managed through Microsoft 365 Groups • Role-based access based on group membership • Hosted securely in the Microsoft 365 cloud
MS Project	

	Advanced Project Scheduling • Build detailed projects plans using: Gantt Charts, Task Dependencies, Milestones, Task constraints and deadlines • Create and manage multiple projects with task hierarchies and WBS (Work Breakdown Structure)
	Resource Management • Assign people and equipment to tasks • Track resource allocation and availability • Prevent overallocation through workload balancing • View capacity planning and usage charts
	Co-Authoring & Collaboration • Real-time task updates and collaboration • Integrates with Microsoft Teams for project discussions • Share project plans with stakeholders securely • Commenting and @mentions in tasks
	Access & Platform Support • Use Project for the web from any browser • Project desktop app available for advanced features • Mobile access via Microsoft 365 apps
	Security & Compliance • Built on Microsoft 365 security framework • Role-based permissions and group access • Hosted on Microsoft's secure and compliant cloud

6. Item/Description: Visio Plan 2, complies with the following minimum requirements:

	Visio Desktop App • Access to the fully installed Visio Professional desktop application (Windows only) • Rich Features for: Detailed process maps, Engineering schematics, Floor plans, Network diagrams, UML and software architecture • Advanced diagramming tools, including: Layering, Shape grouping, Advanced formatting and design, Custom shapes and templates
	Visio Web App • Create and edit diagrams directly in the browser • Work on diagrams from any device without needing the desktop app • Collaboration via real-time co-authoring, comments, and @mentions
	Collaboration & Co-Authoring • Multiple users can edit diagrams simultaneously in the web app • View version history and track changes

	• Share diagrams securely using OneDrive for Business or SharePoint Online • Commenting and @mentions to notify collaborators
	AI-Powered Features and Automation • Use Auto Align and Auto Space for clean diagram layouts • Diagram validation for BPMN and other standards • Apply rules and constraints for structured diagrams • Integration with Power Automate to trigger flows from Visio diagrams (e.g., approvals, alerts)
	Integration with Microsoft Ecosystems Embed Visio diagrams in: • Microsoft Teams • Power BI • SharePoint Online Use Excel add-ins for importing data-driven diagrams Collaborate using Microsoft 365 Groups
	Data-Linked Diagrams Link shapes to external data sources, such as: • Excel • SharePoint lists • SQL Server database • Azure Active Directory • Microsoft Power BI Access to industry-specific standards like BPMN 2.0 and IEEE Ideal for dashboards, process optimization, and reporting
	Cross-Platform Access View diagrams from any browser or mobile device via Visio for the web Desktop editing available only on Windows OS

7. Item/Description: Adobe Acrobat Pro Enterprise, complies with the following minimum requirements:

	• View, create, edit, and comment on PDF content from desktop, mobile device, or web browser
	Access a list of documents you need to view, review, or sign along with detailed information about the task.
	Store, manage, and share files online with instant access to recently viewed files across devices
	Access, edit, and store PDFs in Box, Dropbox, Google Drive, Microsoft OneDrive, and SharePoint accounts
	Access important files easily across devices by starring them.
	Create PDFs from any application that prints
	Convert documents and images into PDFs; convert web pages into interactive PDFs with links.
	Convert PDFs to other file formats from computer, mobile device, or web browser

	Turn Adobe Photoshop (PSD), Illustrator (AI), or InDesign (INDD) files into PDFs from desktop or mobile device
	OCR converts scanned documents & images into searchable, editable PDFs with fonts that match the original
	Combine multiple documents and file types into one PDF file
	Compare two versions of a PDF to review all differences
	Edit text and images in a PDF with full-page paragraph reflow from desktop
	Add audio, video, and interactive objects to PDFs
	Turn paper or Word files into fillable PDF forms.
	Add Bates numbering to legal documents
	Preflight and prepare files for high-end printing

8. Item/Description: Adobe Photoshop Enterprise, complies with the following minimum requirements:

	Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.
Key features	
	• **Home screen**—Get started quickly with the Photoshop home screen. Access it at any time to find out about new features, connect to learning content, and open documents. • **Cloud documents**—With Photoshop now on the iPad, use cloud documents to work across Mac, Windows, and iPad; Saved to Adobe's cloud as you work • **Frame tool for easy masking**—Turn shapes or text into frames that you can use as placeholders or fill with images. Easily replace an image by dropping another one into the frame — it automatically scales to fit. • **Improvements to presets**—Explore new swatches, gradients, patterns, shapes, and styles effortlessly. Presets are now more intuitive to use and easier to organize • **Live blend mode previews**—No more guessing which blend mode to use. Scroll over different options to see how it looks on image • **Symmetry mode**—Paint brush strokes in a symmetrical pattern—even on curves. Symmetry mode lets you define an axis or axes and then choose from preset types, including

9. Item/Description: Adobe Express Enterprise, complies with the following minimum requirements:

	• Edit and bulk resize content with a consistent look and feel, for multiple media and platforms. • Perform image and video edits—for example, remove image or video backgrounds. • Use unlimited Quick Actions to perform complex edits in a single click. • Add motion and animate elements in static designs.
	Produce content faster with generative AI features.
	Create and edit high-quality outputs—images, design templates, text effects—from a text description. Built with AI ethics principles, Adobe Firefly generative AI features are designed to be commercially safe for business.
Features in Adobe Express include:	• Generate template: Generate templates with desired style and theme for social posts, posters, flyers, and cards. • Rewrite and generate captions: Rewrite, shorten, or lengthen text and captions for social posts. • Generate image: Generate professional images from a detailed description. • Generative fill: Replace, remove, or insert content in images. • Generate text effects: Add style effects and textures to text
	• Access the entire Adobe Stock collection of 200 million+ on-trend, royalty-free photos, videos, and music tracks. • Kick-start projects with static and video templates and other design elements. • Streamline social posts: Use Content Scheduler to plan, preview, schedule, and publish to all channels. • Multi-account publishing: Add up to three accounts per social platform for streamlined social content publishing.
	• Share and link Adobe Photoshop and Illustrator files across teams so all edits within Adobe Express stay synced. • Use Microsoft OneDrive, Dropbox, and Google Drive add-ons to easily access and edit files. • Collaborate in real time, and get inputs and edits done with live commenting, co-editing, and version history
	• Create and share brand kits that store brand fonts, colors, logos, and approved assets. • Share locked templates with teams to remix and make last-minute edits while upholding brand standards.

10. Item/Description: Adobe Premiere Pro Enterprise, complies with the following minimum requirements:

Key features	• **Multiple project productivity**—Open, access, and work on multiple projects simultaneously. Jump between episodes or scenes organized as separate projects, edit and copy portions of one project into another, and more. • **End-to-end VR180**—Immersive video with support for VR 180, including optimized ingest and effects. Publish videos in the Google VR180 format on YouTube or other platforms. • **Shot comparison and color matching**—Compare the looks of two different shots across a sequence of shots and match colors while retaining skin tones with a single click. All changes made are visible and accessible to the user and can be manipulated further if necessary. • **Take the guesswork out of curve adjustments**—With Lumetri Color tools, each curve has two axes with paired values, making selective color grading easy and accurate. • **Shared Projects with locking feature**—Teams in the same facility can access a single project simultaneously. Managed access allow users to lock projects when actively editing and give read-only access to other users. • **Automatically reformat videos**—Auto Reframe helps accelerate workflow and optimize footage for social media with intelligent reframing that keeps important content in frame, whether it's square, vertical, 16:9, or in 4K resolution.

VI. BIDDER'S QUALIFICATION

1. The bidder must submit a Manufacturer's authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the offered product in the Philippines. Certification must be addressed to the procuring entity and specific to the project name.
2. A brochure and/or certification of the productivity software listing the technical specifications should be submitted in the technical proposal.
3. The winning bidder shall indemnify PPA from and against all liabilities with respect to the manufacturer's requirements such as software inventory etc.
4. The winning bidder shall be responsible for gathering & submitting the requirements needed by the software manufacturer.
5. Must have completed a single contract similar to the contract to be bid whose value must be at least equivalent to fifty percent (50%) of the ABC. For this purpose, a similar contract means contract for the "Procurement of Productivity Software".

SSM

VII. WARRANTY & GUARANTEES

The winning bidder must ensure that PPA will be given the following:

1. Must provide a one (1) year on support services for all items in the technical specifications. The reckoning date of warranty shall be based on acceptance date.
2. Must address every incident encountered promptly in accordance with the Service Level Agreement as follows:
    - The local technical support shall be available by phone and email, eight (8) hours per day, (from 8:00 am until 5:00 pm) and five (5) days a week, (Monday through Friday) for problem resolution.
    - Remote Support for major problems must have a response time within four (4) hours.

VIII. DELIVERY & PAYMENT

a. The Productivity Software shall be delivered within ninety (90) days from the winning bidder's receipt of the Notice to Proceed (NTP). Upon completion of the license registration, installation, and configuration of the software, PPA shall issue a Certificate of Acceptance.

b. Payment shall be made within thirty (30) days upon acceptance.

IX. TRAINING

1. The winning bidder must provide free online training to PPA personnel on the concept of effective utilization of all software indicated in the Technical Specifications. The training shall have a minimum duration of eight (8) hours and will be conducted within the delivery period.

   A Certificate of Completion must be provided after the training has been completed.

2. Submit the Training Syllabi and Materials used during the training.

WILFRED THOMAS B. GORRE
Manager
Information and Communications Technology Department

ANNEX A - QUANTITIES

1. NATIONWIDE INSPECTION AND ASSESSMENT OF PPA'S ICT ENVIRONMENT CY 2024–2025

The Nationwide Inspection and Assessment of PPA's ICT Environment Report CY 2024–2025 provided a basis for determining the software applications utilized by personnel and the corresponding licensing requirements across the PPA Head Office and PMOs.

The assessment yielded the following findings related to software utilization and licensing:

Assessment	Head Office	PMOs	Total
No. of employees requiring Office Productivity Software	6	825	**831**
No. of employees requiring PDF Productivity Tool	1	715	**716**
No. of employees requiring Video Presentation Tool	36	93	**129**
No. of employees requiring Graphic Presentation Tool	33	127	**160**

2. PERSONNEL INVENTORY

Based on PPA's Personnel Inventory Data as of April 30, 2025, PPA had a total workforce of 5,556 personnel, distributed as follows:

Office/Personnel Category	Total
Head Office	939
Field Offices/PMOs	4,617
Grand Total	**5,556**

3. CURRENT MICROSOFT 365 LICENSING STATUS

The current Microsoft 365 Admin Center licensing information provides a factual basis for determining whether existing software subscriptions should be renewed, maintained, adjusted, or supplemented with additional licenses.

Software	Current Allocation/Utilization	Expected Utilization
Office 365 E1	700 out of 700	**700**
Office 365 E3	2,202 out of 3,000	**3,000**
Exchange Online Plan 1	1 out of 1	**1**
Planner and Project Plan 3	45 out of 50	**50**
Power BI Pro	8 out of 10	**10**
Visio Plan 2	10 out of 10	**10**

4. CURRENT ADOBE LICENSING STATUS

The current Adobe Admin Console licensing information provides a factual basis for determining whether existing Adobe software subscriptions should be renewed, maintained, adjusted, or supplemented with additional licenses.

Software	Current Allocation/Utilization	Expected Utilization
Adobe Express for Enterprise - GOV	159 out of 180	**180**
Adobe Photoshop - Edition 4	140 out of 140	**140**
Adobe Premiere - Edition 4	135 out of 140	**140**
Adobe Acrobat Pro	726 out of 750	**750**

H.O. - BIDS AND AWARDS COMMITTEE - PGCS
CHECKLIST OF BIDDING DOCUMENTS
PROCUREMENT OF PRODUCTIVITY SOFTWARE
ABC = Php 164,000,000.00

REQUIREMENTS	SUPPLIER
I. TECHNICAL COMPONENT ENVELOPE (1 orig. and 6 copies)	
CLASS "A" DOCUMENTS	
LEGAL DOCUMENTS	
(a) Valid PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR of R.A. 12009	
TECHNICAL DOCUMENTS	
(b) Statement of the bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the procurement project	
(c) Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the procurement project.	
(d) Bid Security in the prescribed form and amount in accordance with ITB Clause 16. If in the form of a Surety Bond, Submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration	
(e) Conformity with the Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable	
(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder, in accordance with Section 54.3 of the IRR of RA 12009	
FINANCIAL DOCUMENTS	
(g)The bidder's computation of the Net Financial Contracting Capacity (NFCC). or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	

H.O. - BIDS AND AWARDS COMMITTEE - PGCS
CHECKLIST OF BIDDING DOCUMENTS
PROCUREMENT OF PRODUCTIVITY SOFTWARE
ABC = Php 164,000,000.00

REQUIREMENTS	SUPPLIER
CLASS "B" DOCUMENTS	
(h) If applicable, duly signed joint venture agreement (JVA) in case the joint venture is already in existence;	
or	
duly notarized statements from all the potential joint venture partners stating the following:	
a. that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful; and	
b. failure to enter into JVA in the event of a contract award shall be a ground for bid disqualification and subsequent forfeiture of the bid security.	
Other documentary requirements under RA No. 12009 (as applicable)	
(i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipino]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	
II FINANCIAL COMPONENT ENVELOPE	
(a) Original of duly signed and accomplished Financial Bid Form; and	
(b) Original of duly signed and accomplished Price Schedule(s).	