

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 (TPB) uses professional graphics editing tools to create compelling marketing materials.

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

2. OBJECTIVE

To equip and support the creative team in the production and editing of high-quality photos, videos, and other marketing materials.

3. SCOPE OF WORK / SERVICES / DELIVERABLES

DELIVERABLES

- 3.1. Provision of twenty-five (25) Adobe Creative Cloud for Teams – Pro Edition licenses valid for twelve (12) months.
- 3.2. To load the license on the TPB's VIP account on or before 30 June 2025.
- 3.3. The licenses must be loaded within TPB's Adobe VIP account with number:
4D43F1A3875C9310078A

REQUIRED FEATURES AND FUNCTIONALITIES

3.4. Core Features

- 3.4.1. Access to Adobe's core creative applications, including but not limited to Photoshop, Illustrator, InDesign, Premier Pro, After Effects, Media Encoder.
- 3.4.2. Includes access to Adobe Acrobat Pro for PDF handling.
- 3.4.3. Available for desktop and mobile devices.

3.5. Cloud Features

- 3.5.1. Includes monthly access credits for premium Generative AI features for creatives such as Text to Video, Translate Video and Translate Audio.
- 3.5.2. Unlimited access credits for standard generative AI features such as Text to Image and Generative Fill.
- 3.5.3. Access to cloud-based all-in-one content creation app.
- 3.5.4. Access to a library of stock photos, illustrations, and videos.
- 3.5.5. Access to library of fonts.
- 3.5.6. Access to pre-designed templates.
- 3.5.7. Minimum allocation of 1TB cloud storage space for each user.

3.6. Support and Training

- 3.6.1. Web-based admin console for license and account management.
- 3.6.2. Access to 24/7 technical support through the subscription duration.
- 3.6.3. Conduct of at least three (3) trainings on the use of features and applications included in the subscription.

4. PROJECT IMPLEMENTATION SCHEDULE

Must be delivered within seven (7) calendar days upon receipt of notice to proceed, after which liquidated damages shall be imposed.

5. BIDDER'S ELIGIBILITY REQUIREMENTS

- 5.1. Must be a Filipino-owned, operated, and legally registered Company under Philippine laws and must have been in operation for the last three years.
- 5.2. List of all Ongoing Government & Private Contracts within three (3) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 5.3. Single Largest Completed Contract (SLCC) similar to the project (e.g., Business productivity tools such as Adobe Acrobat / Creative Clouds, Microsoft / Office 365, Google Workspace). Contract to be bid within three (3) years; the contract should be at least 50% of the ABC.
- 5.4. Must be an authorized reseller of the brand/product being proposed and submit a certificate as a reseller together with the technical envelope.

6. APPROVED BUDGET FOR THE CONTRACT (ABC)

- 6.1. Two Million Six Hundred Fifty Thousand Pesos (PHP 2,650,000.00)
- 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	90%	<ul style="list-style-type: none"> ● Delivery of software licenses ● Warranty certificates

2	10%	<ul style="list-style-type: none"> • Conduct of at least three (3) trainings on the use of features and application included in the subscription • Certificate of completion and acceptance signed by the MIS Department Head
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8. CONTRACT DURATION

The contract shall be completed within twelve (12) months and shall commence from the receipt of the Notice to Proceed (NTP)

9. PROJECT OFFICER CONTACT INFORMATION

	Primary	Alternate
Name	Edison Genelazo	Nixie C. Rojo
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