

TERMS OF REFERENCE

1. PROJECT TITLE

Procurement of One (1) Lot of Multimedia Editing Software Licenses for the Bureau of the Treasury (BTr).

2. DESCRIPTION

The project calls for the procurement of Video Editing software, Graphic Design Platform, 3D Design Software, and renewal and additional licenses of Adobe Acrobat Standard DC for the Bureau of the Treasury (BTr). The Video Editing software will be used for editing digital video sequences for BTr events. The Graphic Design Platform will be used for media designs and professional presentations. The 3D Design Software intends to design 3D models for architecture and interior design that will be used by BTr engineers. The Adobe Acrobat Standard will be used for creating, editing, and managing PDF (Portable Document Format) files.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 597,300.00

Item A: Video Editing Software - Php 64,500.00

Item B: Graphic Design Platform – Php 90,000.00

Item C: 3D Design Software – Php 54,000.00

Item D: Adobe Acrobat Standard DC – Php 388,800.00

Note: Inclusive of 12% VAT, installation, delivery cost and all other charges.

4. PROJECT DURATION, DELIVERY, INSTALLATION AND ACCEPTANCE

Must complete the project within thirty (30) calendar days from the receipt of the purchase order.

PART I. AGENCY SPECIFICATION	Supplier's Specification
<p>1. ITEM A: Video Editing Software</p> <ul style="list-style-type: none">1.1. Quantity: Five (5) licenses1.2. Subscription: Twelve (12) Months1.3. It must be the latest version.1.4. Must include but not limited to the following features:<ul style="list-style-type: none">1.4.1. AI Copilot Editing1.4.2. AI Text-Based Editing1.4.3. AI Music Generator1.4.4. AI Thumbnail Creator1.4.5. AI Text-To-Video1.4.6. AI Vocal Remover1.4.7. Compound Clip1.4.8. AI Smart Masking1.4.9. Playback Speed Shortcuts1.4.10. Slow Motion with Optical Flow1.4.11. Pro Video Scopes1.4.12. Keyframe Graph Editor1.4.13. Customizable Backgrounds1.4.14. Effect Collections1.4.15. Optimized Screen Recording1.4.16. Markers1.4.17. AI Skin Tone Protection1.4.18. Marked Favorites1.4.19. AI Translation	

<p>2. ITEM B: Graphic Design Platform</p> <p>2.1. Quantity: Thirty (30) Individual licenses</p> <p>2.2. Subscription: Twelve (12) Months</p> <p>2.3. Must include but not limited to the following features:</p> <p>2.3.1. Video background remover that allows to remove the background of any video in just one click.</p> <p>2.3.2. Create, edit, and save premium videos for any platform.</p> <p>2.3.3. Browse with a vast selection of pre-designed premium templates in various categories, from advocacy, business, education, special events, and more.</p> <p>2.3.4. Download designs with transparent backgrounds.</p> <p>2.3.5. With unlimited premium templates.</p> <p>2.3.6. Magic Switch that instantly resizes designs into many different sizes to create multichannel campaigns in seconds.</p> <p>2.3.7. Convert presentations into an entirely new doc format.</p> <p>2.3.8. Up to 1 TB of cloud storage.</p> <p>3. ITEM C: 3D Design Software</p> <p>3.1. Quantity: One (1) license</p> <p>3.2. Subscription: Twelve (12) Months</p> <p>3.3. Must include but not limited to the following features:</p> <p>3.3.1. V-Ray - Generate real-time and photorealistic renders of your designs with V-Ray Vision, ray-traced renders, Chaos Cosmos, and Chaos Clod.</p> <p>3.3.2. Scan Essentials - Import, view, and interact with point cloud data in SketchUp and Layout.</p> <p>3.3.3. Revit Importer - Save time by accurately and efficiently converting your Revit models into SketchUp geometry.</p> <p>4. ITEM D: Adobe Acrobat Standard DC</p> <p>4.1. Quantity: Thirty-two (32) licenses</p> <p>4.2. Subscription: Twelve (12) Months</p> <p>4.3. Must include but not limited to the following features:</p> <p>4.3.1. Must be capable of converting various file formats, such as Microsoft Word, Excel, PowerPoint, and HTML, into PDF documents.</p> <p>4.3.2. Must be capable of modifying existing PDFs by adding, deleting, and rearranging pages.</p> <p>4.3.3. Must be capable of combining multiple files into one PDF file.</p> <p>4.3.4. Must be capable of password encryption to restrict access, set permissions for viewing, printing, or editing PDFs, and add digital signatures for authentication and document integrity.</p>	
<p>PART II. BIDDER'S COMPLIANCE</p>	<p>Supplier's Statement of Compliance</p>
<p>1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE</p> <p>1.1. Vendor must be a certified partner for the product being offered for Item A: Video Editing Software Item C: 3D Design Software Item D: Adobe Acrobat Standard DC Must submit certificate/s as proof.</p> <p>1.2. The vendor must be operating in the Philippines for the past five (5) years providing Software Licenses, IT Solutions, or Services. Must submit a certificate/s as proof.</p>	

<p>2. MODE OF PAYMENT</p> <p>2.1. One-time payment shall be made upon acceptance of the supply and delivery of software components and upon issuance of a certificate of completion.</p>	
<p>3. NON-GRAFT CLAUSE</p> <p>3.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.</p>	

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