



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
AMBASSADE I REPUBLIKKEN FILIPPINERNE
COPENHAGEN



LTR-LHL-42-2024

December 12, 2024

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Copenhagen, Denmark intends to procure an online graphic design tool for its visual content design needs.

Name of Project : **Online Graphic Design Tool for 1 Year for 2 user accounts**

Approved Budget

for the Contract : Five hundred dollars (US\$500.00)

Location : 1st Floor, Arne Jacobsens Alle 13, Copenhagen 2300, Denmark

Specifications : See "Annex A" for the Technical Specifications

Delivery Date : See "Annex B" for the Schedule of Requirements

Below are the Terms and Conditions relative to this request for quotation:

1. Companies shall provide accurate pricing and service information.
2. Price quotation shall be denominated in Danish Krone (DKK) or US Dollars (US\$) and shall include all taxes, duties and/or other lawful charges.
3. Companies shall comply with the Technical Specifications attached to this Request for Quotation.
4. Submission of quotation is on or before **23 December 2024**.
5. The Embassy of the Republic of the Philippines reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Should you require further clarification, please contact the Embassy at telephone no. +45 7141 5952 or send an email to philemb.dk@gmail.com.

Very truly yours,


ANNE KRISTINE D. SALVADOR

Consul and Chairperson of the Bids and Awards Committee

Technical Specifications

I. Background

The Philippine Embassy in Copenhagen, Denmark intends to procure an online graphic design tool that can be a valuable asset to enhance its visual branding and empower its employees with beginner-level experience to create professional and quality designs for its visual content design needs.

II. System Requirements

1. User-friendly interface
2. Wide range of templates and design elements for social media graphics, presentations, reports, infographics, banners, posters, eBook and more
3. Easy-to-use Design tools
4. Drag-and-drop interface
5. Access to free, safe stock photos, videos and graphics
6. Image background removal
7. At least 100GB cloud storage
8. Resize design capability
9. Output can be exported to jpg, png, pdf, MP4 video, gif, pptx etc.
10. Compatible with the platform used by our stakeholders

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