



RFQ-XN-2026-02-0008

### REQUEST FOR QUOTATION

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of subscriptions of the China-based version of Canva (Canva Pro China). The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Subscriptions of the China-based version of Canva  
(Canva Pro China)

Location : Philippine Consulate General Grounds, No. 4 Consulate  
Road, Siming District, Xiamen City, PROC

Technical Specification: Please see attached Annex A

Approved Budget : Not to exceed CNY 170.00

Deadline for Submission of Quotation : 5:00 p.m., 25 February 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

#### **BIDS AND AWARDS COMMITTEE SECRETARIAT**

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

**CHARLESON C. HERMOSURA**  
BAC Chairperson

20 February 2026

No. 4 Consulate Road, Siming District, Xiamen City, P.R.C. 361008  
Tel Nos.: +86 (592)-513-0355, 513-0366 Fax No: + 86 (592)-513-0803  
Email: [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) Website: [xiamenpcg.dfa.gov.ph](http://xiamenpcg.dfa.gov.ph)



**TECHNICAL SPECIFICATIONS & TERMS OF REFERENCE**

**PROCUREMENT OF SUBSCRIPTIONS OF THE CHINA-BASED VERSION OF CANVA (CANVA PRO CHINA)**

<b>I.</b>	<p><b>Background:</b></p> <p>The Philippine Consulate General in Xiamen, China requires subscription to <b>Canva Pro China</b> (Annual License) for the preparation of official publications, visual materials, presentations, and information dissemination requirements of the Office.</p>				
<b>II.</b>	<p><b>Scope of Work:</b></p> <p>The supplier shall provide a subscription to <b>Canva Pro China</b> (Annual License).</p>				
<b>III.</b>	<table border="1"> <tr> <td data-bbox="178 743 1248 900"><b>Technical Specifications</b></td> <td data-bbox="1254 743 1461 900"><b>Statement of Compliance.</b> (State "Comply" or "Not Comply")</td> </tr> <tr> <td data-bbox="178 909 1248 1397"> <p><b>1.</b> The China-based version of Canva (Canva Pro China) is required to ensure accessibility and functionality within Mainland China without the use of VPN services;</p> <p>The said subscription service is proprietary and exclusively owned, developed, and operated by Canva;</p> <p>The subscription is obtainable only through the official Canva China platform and there are no authorized third-party resellers or distributors offering the same proprietary service;</p> <p>No other platform provides identical features, compatibility, and operational accessibility required by the Office within the area of assignment.</p> </td> <td data-bbox="1254 909 1461 1397"></td> </tr> </table>	<b>Technical Specifications</b>	<b>Statement of Compliance.</b> (State "Comply" or "Not Comply")	<p><b>1.</b> The China-based version of Canva (Canva Pro China) is required to ensure accessibility and functionality within Mainland China without the use of VPN services;</p> <p>The said subscription service is proprietary and exclusively owned, developed, and operated by Canva;</p> <p>The subscription is obtainable only through the official Canva China platform and there are no authorized third-party resellers or distributors offering the same proprietary service;</p> <p>No other platform provides identical features, compatibility, and operational accessibility required by the Office within the area of assignment.</p>	
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NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]  
 [Name of the Bidder/Bidder's Authorized Representative/s]  
 [Position]  
 [Date]



ANNEX B

**PRICE QUOTATION FORM**

20 February 2026

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
Subscriptions of the China-based version of Canva (Canva Pro China)	1 lot	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company: \_\_\_\_\_

Name/Signature of Representative: \_\_\_\_\_

Contact No.: \_\_\_\_\_