



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
**BIDS AND AWARDS COMMITTEE I**



Room 508, 5<sup>th</sup> Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines

Website: <http://www.deped.gov.ph>; e-mail: [deped\\_procurementservice@yahoo.com](mailto:deped_procurementservice@yahoo.com)

Direct Line: 636-65-43 / Telefax: 636-65-42

Trunk Line: 632-13-61 Local: 2019

**Request for Quotation**

Date: **January 7, 2010**

Quotation No. **10-01-003-NP**

**To all Eligible Suppliers:**

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation at DepED Procurement Service, Rm. 508, 5<sup>th</sup> Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City not later than **January 14, 10:00 A.M.** For more information please call DepED-Procurement Service at Telephone No.: 636-6543 & telefax no. 636-6542, or browse DepED Website **Prospective provider shall be responsible to verify the quoted items from DepED NETRC at Telephone Nos. 631-2571, 631-6921 or 632-1361 loc. 2131 to 2145.**

**JESUS G. GALVAN**  
Assistant Secretary & BAC I Chairperson

Package No.	ITEM/DESCRIPTION	Bidder's Statement of Compliance: State "Comply" or "Not Comply" (see instructions below)	Total Bid
A.	<p><b>Printing of Scannable Answer Sheets and Scannable School Headers</b></p> <p><b>PRE-PRINTING PHASE</b></p> <ul style="list-style-type: none"> <li>Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>Preparation of NAS shall be by school, by district and by division</li> <li>Data of NAS shall be provided by DepEd – NETRC. In case of additional answer sheets as requested by the school thru DepEd – NETRC, Printer shall print the additional answer sheets based on the approved unit cost</li> <li>Design, color and other specifications of answer sheets shall be given by DepEd – NETRC</li> <li>Program to be used in the preparation of NAS must be evaluated and approved by DepEd – NETRC</li> </ul> <p><b>PRINTING OF SCANNABLE ANSWER SHEETS AND SCANNABLE SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>Develop a program for scanning the answer sheets and school headers</li> <li>Automated printing of Allocation Lists and Packing Guides</li> </ul>		

Service Provider's Company Name:		TIN No.:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Service Provider's Authorized Representative Signature over Printed Name:		Date:	

	<ul style="list-style-type: none"> <li>• Answer sheets and School Headers must have serialized numbering and bar codes</li> <li>• Exclusive use of plant, equipment/machines and warehouse during the entire printing period up to the delivery of all test materials nationwide</li> </ul> <p><b>DELIVERY OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• NAS showing the total number of enrollment to be prepared by the Printer prior to packing and delivery. In case additional answer sheets are requested by schools thru NETRC, Printer shall print the additional copies based on the approved unit cost.</li> <li>• Delivery by priority clusters <b>must be strictly followed</b>. In case of force majeure, the Printer must advise DepEd – NETRC (end-user)</li> <li>• Delivery of answer sheets must be <b>three (3) weeks</b> before examination day except for those divisions within Metro Manila, the delivery must be <b>one (1) week</b> before examination day to be coordinated with DepEd – NETRC. Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay</li> <li>• Delivery destinations:  PRINTER'S WAREHOUSE → Printer of test booklets</li> </ul>		
<b>B.</b>	<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Location must not be in a security risk area</li> <li>• Exclusive use of the entire area for the duration of the project</li> <li>• Provide at least fifty (50) personnel who shall batch, sort and account the scannable answer sheets</li> <li>• Provide at least thirty (30) personnel who shall clean, edit and proof read the answer sheets</li> <li>• Develop program and software to process individual test results</li> <li>• Process individual NCAE results</li> <li>• Print NETRC's computer output requirements and provide copies in CD's</li> </ul>		
<b>C.</b>	<p><b>PRINTING and PROCESSING OF CERTIFICATE OF RATINGS</b></p> <ul style="list-style-type: none"> <li>• Customized designing and printing of Certificate of Ratings with Security Logo</li> <li>• Program development and automated processing of individual test results</li> <li>• Automated printing of individual test results</li> <li>• Packing of Certificate of Rating as per instruction of NETRC must be free of charge</li> <li>• Delivery of Certificate of Ratings is free of charge</li> <li>• Provide twenty (20) personnel who shall edit and proof read the individual Certificate of Ratings</li> </ul>		

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<p><b>ADDITIONAL REQUIREMENTS/ SPECIFICATIONS</b></p>	<p>Bidder's Statement of Compliance: State "Comply" or "Not Comply" (see instructions below)</p>
<p><b>PRINTING EQUIPMENT/MACHINES</b></p> <ul style="list-style-type: none"> <li>• Two (2) units of High-capacity – two colors offset press/impressions 48,000 sheets per hour per machine</li> <li>• Back-up with similar capacity</li> <li>• Two (2) units, two color offset printer for continuous form 7,000 sheets per hour</li> <li>• One (1) unit plate maker</li> <li>• Two (2) units of high-capacity digital paper cutter 45 inch maximum length, 5 to 7 inch maximum height</li> <li>• Six (6) units high capacity bar code readers and numbering machines 6,000 sheets per hour</li> <li>• Two (2) units of perforating machines 12,000 sheets per hour</li> <li>• Three (3) units plastic sealer</li> <li>• Three (3) units strapping machine</li> <li>• Two (2) units plastic shrinkable sealer</li> <li>• Provide two (2) back-up units of OMR scanners <b>compatible with NETRC</b></li> <li>• Thirty (30) desktop computers</li> <li>• One (1) Server</li> <li>• Ten (10) high speed heavy duty dot matrix printers 600 sheets per hour</li> <li>• Ten (10) high speed heavy duty laser printers 900 sheets per hour</li> <li>• Power Generators</li> <li>• Exclusive use of all printing equipment/machines and storage area (<b>prior to delivery of test materials</b>) for the entire duration of the project</li> <li>• Equipment/Machines must be in <b>excellent</b> running condition</li> </ul>	
<p><b>PLANT AND OTHER FACILITIES</b></p> <ul style="list-style-type: none"> <li>• Spacious and well ventilated place for printing, packaging and labeling</li> <li>• Land area – 1,000 square meters</li> <li>• At least 800 square meters is roofed</li> <li>• Adequate parking space for delivery trucks and vans</li> <li>• Exclusive use of the entire plant for the entire duration of the project</li> <li>• Printer should specify the exact plant to be used for the project</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - NETRC (land line and cellular phones)</li> <li>• Plant should not be located at a security risk area</li> </ul>	

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Service Provider's Authorized Representative Signature over Printed Name:		Date:	

**WAREHOUSE/STORAGE (after test administration)**

- Storage area – 200 square meters
- At least seven (7) feet in height
- Walls must be made up and enclosed of solid concrete or double walled plywood or Galvanized iron sheet without breaks, tear and gaps. If with windows, must be permanently locked. Keys must be turned over to DepEd – NETRC
- Roofing must concrete or galvanized iron sheet without holes, leak, gaps and cracks
- Must have iron accordion doors or solid metal doors, with padlocks
- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)
- Printer must identify/specify the warehouse to be used for the storage of test materials and should be inspected and approved by DepEd - NETRC
- Printer must provide adequate, decent, suitable, enclosed, safe and well secured warehouse
- One (1) year warehousing shall commence ten (10) days after test administration
- Exclusive use of the entire warehouse for one (1) year
- Printer should not transfer the answer sheets without the written approval of DepEd - NETRC
- Warehousing of answer sheets for one (1) year is **free of charge**

**SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES**

- Twenty-four (24) hour security system
- Two (2) Security Guards per shift
- A Task Force from the Printer to be headed by and coordinated by NETRC representative one day before and during the examination day for possible emergency delivery of test materials
- DepEd – NETRC has the right to inspect and test the goods delivered by the Printer with regards to its conformity with the Technical Specifications
- If the goods fail to conform to the Technical Specifications, the Printer shall replace or make the necessary adjustments/corrections to meet the requirements **free of charge**
- If the Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - NETRC shall deduct one tenth of one percent (1/10 of 1 %) for every day of delay in the delivery from the total contract price
- If the deduction reaches more than ten percent (10 %) of the total contract price, DepEd – NETRC may consider termination of the contract
- The Printer shall shoulder the expenses to rectify the error in cases of **mis-labeled and/or mis-sent** test materials or **lacking** as to the allocation list per school, per district, per division and per region
- Lost and/or wet answer sheets during the **delivery** shall be replaced by the Printer

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Service Provider's Authorized Representative Signature over Printed Name:		Date:	

<ul style="list-style-type: none"> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet test answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly, amount of which shall determined by DepEd – NETRC</li> <li>• Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection, delivery and administration of the test</li> <li>• Upon request for 100 % payment the Printer must issue GSIS Bond,, Cashier's Check or Manager's Check amounting to ten percent (10 %) of total contract price as a guarantee to cover the one (1) year warehousing of answer sheets</li> <li>• DepEd – NETRC reserves the right to vary/change anytime upon issuance of written order signed by the Undersecretary for Programs and Projects or his duly appointed representative issued to the Printer, the following, but not limited to the items listed below:             <ol style="list-style-type: none"> <li>1. Number of copies</li> <li>2. Delivery mode</li> <li>3. Delivery destination</li> <li>4. Delivery date</li> </ol> </li> <li>• If these variations/changes results in an increase or decrease per item or unit cost, an equitable adjustment shall be made in the contract price</li> </ul>	
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Statement of Compliance. Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

**Bidder’s Statement of Compliance:** \_\_\_\_\_  
**Bidder’s signature** : \_\_\_\_\_

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

**Additional Specification on Annex “A”**

Service Provider’s Company Name:		TIN No.:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Service Provider’s Authorized Representative Signature over Printed Name:		Date:	

## II. Terms and Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee I (BAC I) at Rm. 508, 5<sup>th</sup> Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603.
2. The Lowest Calculated Bidder (LCB) shall submit the following requirement within three (3) days upon receipt of notice from BAC I as part of post-qualification.
  - a. Tax Clearance per Executive Order 398, Series Of 2005;
  - b. Latest income and business tax return;
  - c. Certificate of PhilGEPS Registration;
  - d. Valid Mayor's Permit;
  - e. Original Brochures of the items offered showing its performance characteristics or certifications, if applicable

### A. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission of Documentary Requirements during Post-Qualification;
2. Compliance with Technical Specifications, and
3. Lowest Price Proposal

### B. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Contract/ Purchase Order after evaluation by the BAC I.

### C. Delivery

- Delivery Schedule

Goods shall be delivered within the period provided in the delivery schedule reckoned from the date of receipt of the Notice to proceed by the Supplier.

Package No.	Description	Quantity	Indicative Period of Printing, Forwarding and Retrieval
1	Printing, packaging and labeling of National Achievement Test (NAT) Scannable Answer Sheets and School Headers; and Printing, packaging, labeling and processing of Certificate of Ratings	<b>Answer Sheets</b> 6,400,000 <b>School Headers</b> 100,000 <b>Certificate of Ratings</b> 4,200,000	January 2010

- Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

1. Goods as specified in the Technical Specifications shall be delivered only to the address indicated below and as specified in the Allocation List of the next succeeding pages;
2. The Supplier shall notify in advance the authorized receiving personnel identified by the NETRC of the scheduled date of delivery and shall ensure that authorized representatives of the Purchaser are present during date and time of delivery;
3. The Supplier shall not make deliveries to Project Site before 8:00 A.M. or after 5:00 P.M.
4. During delivery, delivery receipts and Inspection and Acceptance Report (IAR) must be signed by the authorized DepED officials or representatives at the project site.

- Retrieval Instructions

1. Retrieval of test materials from Division Offices shall be undertaken by the Bidder/ Forwarder. Upon retrieval, test booklets will be brought directly to the Printer's warehouse while answer sheets shall be brought directly to DepED - NETRC. Retrieval must be one (1) week after test administration. Accompanied cargo utilizing container vans **must not be mixed cargo**.
2. Bidder/ Forwarder shall include the retrieval of additional test materials from division Office, if any, without any charges.

- Incidental Services

1. Exclusive use of entire plant, all printing equipments and storage area for the duration of the project.
2. Twenty-four (24) hours communication network (telephone lines and cellular phones).
3. Living quarters for quarantined personnel with specifications indicated in Section VII. Technical Specifications.
4. An in-house Computer Programmer to prepare the National Allocation Summary (NAS) by Testing Center, by Division. Data for the NAS shall be provided by NETRC.
5. Warehouse to be utilized for the project must be specified and compliant with specifications indicated in Section VII. Technical Specifications.
6. Keys to all locks of windows and doors of the printing plant and warehouse shall be surrendered and kept by the NETRC until approval of the paper disposal by the National Archives.
7. Printer must provide office supplies, e.g. tapes markers, plastics, etc. accounting of Test Booklets.

**D. Instructions**

1. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
3. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.
7. All transaction is subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

**E. Packing**

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in boxes with label identifying content and quantity per box, and other applicable packaging symbols with the name of the Purchaser.

**F. Inspection**

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the DepED Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepED on the Goods shall be to the account of suppliers.
2. For the purpose of this condition, Purchaser's representative at Project Site is Ms. Marites L. Ablay of the Property Division of DepED.

**G. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

**H. Warranty**

Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

**I. Payment**

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods at Project Site and submission of the documents provided under **C. Delivery**.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

