



Republic of the Philippines
Department of Education
Procurement Management Service

ACQUISITIONS COMMITTEE

Request for Quotation (RFQ)

Reference No.:	2021-BLR2(033&034)-AC-NPSVP-079
End-user Unit:	BUREAU OF LEARNING RESOURCES – LEARNING RESOURCES PRODUCTION DIVISION (BLR-LRPD)
Due date:	February 14, 2022
If further information is required, please contact:	BUREAU OF LEARNING RESOURCES – LEARNING RESOURCES PRODUCTION DIVISION (BLR-LRPD) Contact Nos. 8634-0901

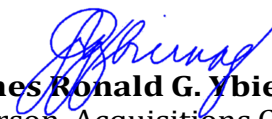
February 8, 2022

To: All Prospective Proponents

1. The **Department of Education**, through its **Acquisitions Committee (AC)**, requests price quotation for the project ***Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and for the Delivery of Accessible Format Production Materials*** particularly described and detailed in the **Project Reference**, hereto attached as **Appendix “A”**.
2. Said quotation shall be received on or before **3:00 P.M. on February 14, 2022** by courier or by hand-delivery at the address given below:
Acquisitions Committee
Rm. M-511, 5th Floor, Mabini Bldg.
DepEd Complex, Meralco Avenue, Pasig City, Philippines
depedcentral.bacsecretariat@deped.gov.ph
3. The successful proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions of Contract** provided as Item V of the Project Reference. The terms and conditions provided under the General Conditions of Contract of Procurement of Goods and Services under the Philippine Bidding Documents as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
 - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - 3.3. The **Technical Specifications** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
4. If proponent is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of RA 9184 within five (5) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:			Date:

5. Proponents are required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESO SEVEN HUNDRED THIRTEEN THOUSAND, SEVEN HUNDRED SIXTY-FIVE and 78/100 (PhP713,765.78)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Acquisitions Committee (AC).
6. Quotation shall be enclosed in a sealed envelope and addressed to the AC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no.2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
 - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.


James Ronald G. Ybiernas
 Chairperson, Acquisitions Committee

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and for the Delivery of Accessible Format Production Materials

II. PROJECT OWNER:

Department of Education – Bureau of Learning Resources-Learning Resources Production Division (BLR-LRPD)

III. OBJECTIVE:

To procure the project *Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and for the Delivery of Accessible Format Production Materials* in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The supplier with the Single / Lowest Calculated Bid (SCB or LCB) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the AC, which documents shall be validated to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number;
- (iii) Duly Notarized Omnibus Sworn Statement (**for ABCs above Php50K**) (See attached **Annex "A"**)
 - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in Item no. 2 of the attached Omnibus Sworn Statement);
- (iv) Income Tax Returns ((Annual Income Tax Returns of the preceding tax year) (**for ABCs above Php500K**); and
- (v) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months) (**for ABCs above Php500K**)

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

V. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. Proponent shall be responsible for sourcing its Goods/equipment and services, and shall make the deliveries and provide services in accordance with the schedule, and specifications of the award or contract. Failure of the proponent to comply with this provision shall be ground for cancellation of the award or contract issued to the proponent.

2. Proponent shall pick-up the Contract and Notice to Proceed issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A Fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the contract remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Proponent who accepted a Contract and Notice to Proceed but failed to deliver the required Goods and Services within the time called for in the contract 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 Revised IRR against the Proponent.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the Proponent subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.

6. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The delivery terms applicable to this Contract are delivered to the **Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City**. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods / Services at their final destination.

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in Schedule of Requirements, as indicated in **Annex "B"** and Technical Specifications as indicated in **Annex "C"**.

Upon delivery of the Goods/Equipment to the Delivery Site, the Supplier shall notify DepEd thru BLR-LRPD and present the following documents:

- i. Original and 4 copies of the Supplier's Invoice showing Goods'/ service' description, quantity, unit price, and total amount;
- ii. Original and four copies of the Manufacturer's and/or Supplier's Warranty Certificate, where applicable;
- iii. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing number and description of items received and duly signed and dated by the Authorized Receiving Personnel (ARP).

For this purpose, the DepEd's Representative at the Project Site: **DepEd Central Office – MS. MILDIADEMA BLANDO-LUSTRIA for the End-User Unit, and MS. MARITESS L. ABLAY for the Inspectorate Team** as designated by the Assistant Secretary for Procurement and Administration per D.O. 027 s. 2020.

Packaging

The items must be repacked in a 20-kgs box with a minimum dimension of 12.5" x 12.5" x 12.5" or 32cm x 32cm x 32 cm (in which 11"x8.5"x11.5" or less dimension items could fit in), supplied by them that is waterproof or wrapped in a cling wrapper.

As may be applicable for goods to be delivered and as may be indicated in the contract, the Supplier shall provide such packaging as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points of transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions of DepEd.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on a conspicuous part of the outer packaging. If this is not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation

Transport of the Goods shall be arranged by the Supplier, and related costs shall be included in the contract price.

DepEd accepts no liability for the damage of Goods during transit. Risk and title will not pass to DepEd until its receipt and final acceptance at the final destination, through its authorized receiving personnel.

Intellectual Property Rights

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

C. Schedule of Payment

Supplier may submit a request for payment based on the Progress Reports which shall be attached to the progress billing and include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and Acceptance Reports, including certification by Supplier, as approved by the duly authorized DepEd representative, that the items have been delivered and/or properly installed and commissioned in accordance with the contract.

Delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

(NOTE: The Supplier must furnish copy of the above-mentioned documents to the End-user [(BLR-LRPD)] and the Contract Management Division of the Procurement Management Service, Central Office.

Payments shall be subject to the **“Warranty”** provision in the form of either retention money in an amount equivalent to at least 3% of every progress payment, or a special bank guarantee in the amount equal to at least 3% of the Contract Price required in Section 62 of RA 9184 and its IRR.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:

Advance Payment

An advance payment not to exceed **fifteen percent (15%)** of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

The **initial progress payments**, shall be paid to the Supplier upon a minimum of 25% delivery and acceptance of the Goods.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.

All progress payments shall first be charged against the advance payment until the latter have been fully recouped.

D. Inspections

Pre-delivery

Where applicable for goods to be delivered, pre-delivery inspections shall be conducted by DepEd thru the duly designated Inspectorate Team. The said inspections shall be made upon notice to the DepEd of the readiness of the goods for inspection.

VI. SCHEDULE OF REQUIREMENTS as indicated in Annex "B".

VII. TECHNICAL SPECIFICATIONS as indicated in Annex "C".

VIII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of two (2) lots. Prospective Proponents shall submit their quote for two (2) lots.
3. Proponent must fill up the spaces with the required and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

6. Proponent shall accomplish, provide correct and accurate information

and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial Proposal (**Annex "D"**) otherwise, non- submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Memorandum of Agreement (MOA) under **Annex "E"**.

7. Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Acquisitions Committee
Department of Education
Room M-511, 5th Floor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depedcentral.bacsecretariat@deped.gov.ph
Look for: Patricia P. Munoz (Project in Charge)

IX. FINANCIAL PROPOSAL QUOTATION FORM as indicated in **Annex "D"**.

Omnibus Sworn Statement**For the Conduct of Procurement Activities under Republic Act No. 11494 or the *Bayanihan* to Recover as One Act**

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]*;

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-

user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____ at _____, Philippines.

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Item	Description	Quantity (in kg.)	UOM	Delivery Period
1		Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)		unit	The materials must be delivered to all the identified Regional Offices within 45 working days after the logistics service provider receives the Authority to deliver from the BLR
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	176.60		
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	171.10		
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	216.80		
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	226.00		
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	192.30		
	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	216.80		
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	182.10		
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	237.10		
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	248.40		
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	204.60		
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	218.10		
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	215.90		
	13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	252.80		
	14	Delivery Service to DepEd BARMM Office End-user - 1 way;	6.60		
	Total	2,765.20			

The Tactile Format Production Materials are the items to be delivered to the identified Regional Offices (ROs)

The Logistics Service Provider must start to repack the items allocated for delivery per identified Regional Offices (RO) upon receiving the issued Authority to Deliver by the Bureau of Learning Resources (BLR)

The logistics service provider must repack the items in a 20-kgs box with a minimum dimension of 12.5" x12.5" x 12.5" or 32cm x 32cm x 32 cm (in which 11"x8.5"x11.5" or less dimension items could fit in), supplied by them that is waterproof or wrapped in a cling wrapper

Lot No.	Item	Description	Quantity (in kg.)	UOM (unit)	Delivery Period
2		Procurement of Logistics Service for the Delivery of Accessible Format Production Materials (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)			The materials must be delivered to all the identified Regional Offices within 45 working days after the logistics service provider receives the Authority to deliver from the BLR
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	321.60	unit	
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	360.20		
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	343.55		
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	392.20		
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	355.40		
	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	716.40		
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	569.80		
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	592.20		
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	567.40		
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	329.20		
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	402.60		
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	402.60		
	13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	398.40		
	14	Delivery Service to DepEd BARMM Office End-user - 1 way;	290.45		
	Total	6,045.60			

- The Accessible Format Production Materials are the items to be delivered to the identified Regional Offices (ROs)
- The Logistics Service Provider must start to repack the items allocated for delivery per identified Regional Offices (RO) upon receipt of the issued Authority to Deliver by the Bureau of Learning Resources (BLR)
- The logistics service provider must repack the items in a 20-kgs box with a minimum dimension of 12.S" x12.S" x 12.5" or 32cm x 32cm x 32 cm (in which 11"x8.S"x11.S" or less dimension items could fit in), supplied by them that is waterproof or wrapped in a cling wrapper

A. Delivery Schedule

Complete delivery of the items shall be made within **Forty-Five (45) working days** from the receipt of the Notice to Proceed (NTP), or from the commencement date indicated therein, in coordination with DepEd BLR-LRPD.

B. Project Site

Goods/Services shall be delivered to **DepEd Central Office, Meralco Avenue, Pasig City.**

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

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

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
- 3) Price-Lowest Unit Cost

Statement of Compliance

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 Contract shall be accepted by us at any time before expiration of this period.

The DepEd- Acquisitions Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative

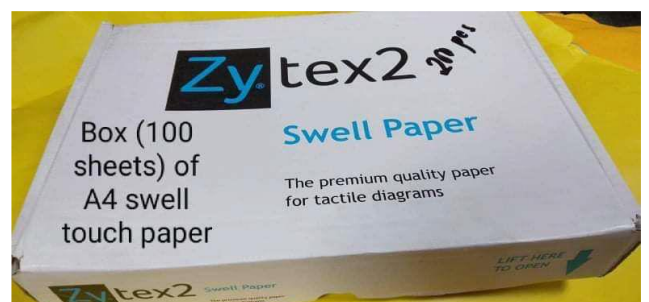
Technical Specifications

Detailed Technical Specification

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources	Item	Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)	Quantity (in kg.)	
		1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	176.60	
		2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	171.10	
		3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	216.80	
		4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	226.00	
		5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	192.30	
		6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	216.80	
		7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	182.10	
		8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	237.10	
		9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	248.40	
		10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	204.60	
		11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	218.10	
		12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	215.90	
		13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	252.80	
		14	Delivery Service to DepEd BARMM Office End-user - 1 way;	6.60	
	Total	2,765.20			

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
2	Procurement of Logistics Service for the Delivery of Accessible Format Production Materials	Item	<p>Procurement of Logistics Service for the Delivery of Accessible Format Production Materials</p> <p>(Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)</p>	Quantity (in kg.)	
		1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	321.60	
		2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	360.20	
		3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	343.55	
		4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	392.20	
		5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	355.40	
		6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	716.40	
		7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	569.80	
		8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	592.20	
		9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	567.40	
		10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	329.20	
		11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	402.20	
		12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	406.20	
		13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	398.40	
		14	Delivery Service to DepEd BARMM Office End-user - 1 way;	290.45	
	Total	6,045.60			

Sample box for reference



STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specification for the Project: ***Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and for the Delivery of Accessible Format Production Materials***

Name and Signature of Authorized representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:			Date:

ANNEX "D"

Lot No.	item	Description	Quantity (In Kg.)	Unit Price (Php)	Price Ceiling (Php)	Supplier' Offer (state brand, model, make And specifications)	Unit Price	Total Price
1		Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)			254,347.62			
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	176.60	16,111.60				
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	171.10	15,752.90				
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	216.80	18,360.23				
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	226.00	20,918.77				
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	192.30	17,575.51				
	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way	216.80	18,972.52				
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	182.10	16,19.77				
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	237.10	21,629.82				
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	248.40	23,066.84				
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	204.60	19,001.89				
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;	218.10	19,931.28				
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;-user	215.90	21,002.20				

	13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	252.80	22,876.25					
	14	Delivery Service to DepEd BARMM Office End-user - 1 way;	6.60	2,775.03					
		Total	2,765.20	254,347.62					
		TOTAL ABC	PhP254,347.62					Total Price Offer	

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/goods within **Forty-Five (45)** Working days from the date of receipt of the NTP or the date indicated in the NTP.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ. We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative

Name of the Company:

Company Address:

Contact Number/s:

Email Address:

Lot No.	item	Description	Quantity (In Kg.)	Unit Price(Php)	Price Ceiling (Php)	Supplier' Offer (state brand, model,make And specifications)	Unit Price	Total Price
2		Procurement of Logistics Service for the Delivery of Accessible Format Production Materials (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)			459,418.16			
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	321.60	24,243.47				
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	360.20	27,755.34				
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	343.55	24,142.35				
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	392.20	30,613.22				
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	355.40	27,094.30				
	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way	716.40	44,939.26				
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	569.80	42,801.77				
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	592.20	45,311.75				
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	567.40	46,538.78				
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	329.20	25,775.67				
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;	402.20	32,091.47				
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;-user	406.20	32,746.44				
		Delivery Service to DepEd CARAGA Office End-user - 1 way;	398.40	31,565.30				
	Delivery Service to DepEd BARMM Office End-	290.45	23,804.23					

		user - 1 way;						
		Total	6,045.60	459,418.16				
		TOTAL ABC	PhP459,418.16			Total Price Offer		

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/goods within **Forty-Five (45)** Working days from the date of receipt of the NTP or the date indicated in the NTP.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ. We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative

Name of the Company:

Company Address:

Contact Number/s:

Email Address:



Republic of Philippines
DEPARTMENT OF EDUCATION

Deped Complex, Meralco Avenue, Pasig City
 Trunk Line (02) 632-13-61, Website <http://www.deped.gov.ph>



PROJECT: *Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and for the Delivery of Accessible Format Production Materials*

MOA NO.: **2021-BLR2(033&034)-AC-NPSVP-079**

MEMORANDUM OF AGREEMENT (MOA)

THIS Agreement is made and entered into this ____ day of _____ **2022** by and between:

DEPARTMENT OF EDUCATION, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by _____, as per DepEd Order No. 008, s. 2021, as amended by DO No. 023, s. 2021, (hereinafter referred to as the "**DEPED**"); and _____, _____, a with office address at _____, _____, Philippines represented herein by its _____, _____ (hereinafter referred to as the "_____").

DEPED and _____ are collectively called "**Parties.**"

WITNESETH: That

WHEREAS, DEPED through the Bureau of Learning Resources-Learning Resources Production Division (BLR-LRPD), is in need of a logistics provider or courier to handle, transport, and deliver of **DEPED**, to and from various parts of the Philippines;

WHEREAS, Section 53.5 and Annex "H" of the Republic Act (R.A.) 9184 and its revised Implementing Rules and Regulations (IRR) provide that Negotiated Procurement – Small Value Procurement Arrangement may be resorted to for the procurement of goods or services from another private establishment as alternative mode of procurement;

WHEREAS, _____ certifies that (i) it has the mandate to provide the collection, handling, transportation, delivery of packages, parcels and like materials, throughout the Philippines; (ii) pursuant to agreement entered into, it offers a wide array of logistic services and other relative services which are not compulsory, discriminatory nor unfairly competing with similar private entities;

WHEREAS, DEPED, through the Bureau of Learning Resources-Learning Resources Production Division, and pursuant to the approved Resolution to Award No. **2021-BLR2(033&034)-AC-NPSVP-079** dated _____, engages the services of _____ for the Lot No. 1: Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources and Lot No. 2: Procurement of Logistics Service for the Delivery for the Delivery of Accessible Format Production Materials.

NOW, THEREFORE, PREMISES CONSIDERED, the Parties hereby agree as follows:

I. CONTRACT DOCUMENTS

1. Resolution to Award No. **2021-BLR2(033&034)-AC-NPSVP-079** dated _____ and all its attachments;
2. Notice of Award;
3. Technical Specifications.

II. DURATION OF ENGAGEMENT

This Agreement shall be in force and effect for the duration of _____ to _____.

III. DUTIES AND RESPONSIBILITIES

A. Of DEPED:

1. Pay _____ the amount that corresponds to the actual services availed of by the **DEPED**.

B. Of _____:

1. Undertake to pick-up and deliver of the packages to and from various parts of the Philippines. Covered Area of Delivery Services are as indicated in the Technical Specifications;
2. The Logistics Service Provider must start to repack the items allocated for delivery per identified Regional Offices (RO) upon receiving the issued Authority to Deliver by the Bureau of Learning Resources (BLR);
3. The logistics service provider must repack the items in a 20-kgs box with a minimum dimension of 12.5" x12.5" x 12.5" or 32cm x 32cm x 32 cm (in which 11"x8.5"x11.5" or less dimension items could fit in), supplied by them that is waterproof or wrapped in a cling wrapper;

DEPED's Witness

Department of Education

Lot No.	Item	Description	Quantity (in kg.)	UOM	Delivery Period
1		Procurement of Logistics Service for the Delivery of Tactile Production Materials for Tactile Format Learning Resources (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg. office)			The materials must be delivered to all the identified Regional Offices within 45 working days after the logistics service provider receives the Authority to deliver from the BLR
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	176.60	unit	
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	171.10		
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	216.80		
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	226.00		
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	192.30		
	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	216.80		
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	182.10		
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	237.10		
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	248.40		
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	204.60		
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	218.10		
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	215.90		
	13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	252.80		
	14	Delivery Service to DepEd BARMM Office End-user - 1 way;	6.60		
	Total	2,765.20			

Lot No.	Item	Description	Quantity (in kg.)	UOM (unit)	Delivery Period
		Procurement of Logistics Service for the Delivery of Accessible Format Production Materials (Quantity= per 1-way = computed kgs. per recvg. office = computed cost of freight per recvg.office)			
	1	Delivery Service to DepEd Regional Office 1 End-user - 1 way;	321.60		The materials must be delivered to all the identified Regional Offices within 45 working days after the logistics service provider receives the Authority to deliver from the BLR
	2	Delivery Service to DepEd Regional Office 2 End-user - 1 way;	360.20		
	3	Delivery Service to DepEd Regional Office 3 End-user - 1 way;	343.55		
	4	Delivery Service to DepEd CAR Office 1 End-user - 1 way;	392.20		
	5	Delivery Service to DepEd Regional Office 5 End-user - 1 way	355.40		
2	6	Delivery Service to DepEd Regional Office 6 End-user - 1 way;	716.40	unit	
	7	Delivery Service to DepEd Regional Office 7 End-user - 1 way;	569.80		
	8	Delivery Service to DepEd Regional Office 8 End-user - 1 way;	592.20		
	9	Delivery Service to DepEd Regional Office 9 End-user - 1 way;	567.40		
	10	Delivery Service to DepEd Regional Office 10 End-user - 1 way;	329.20		
	11	Delivery Service to DepEd Regional Office 11 End-user - 1 way;-user	402.60		
	12	Delivery Service to DepEd Regional Office 12 End-user - 1 way;	402.60		
	13	Delivery Service to DepEd CARAGA Office End-user - 1 way;	398.40		
	14	Delivery Service to DepEd BARMM Office End-user - 1 way;	290.45		
		Total	6,045.60		

IV. FORCE MAJEURE

1. _____ shall not be liable for delay, losses, payment of liquidated damages, termination of the contract by reason of default, rescission, or cancellation of contract, as may be applicable, if such failure in the performance of its obligations under this contract is the result of a force majeure or an event which _____ could have not foreseen, or although foreseen, is inevitable. It shall not, however, include ordinary unfavorable weather conditions, and any other cause the effect of which could have been avoided with the exercise of reasonable diligence by _____.
2. Force majeure may include acts of God or the public enemy, war, riot, embargo, fire, explosion, sabotage, flood, earthquake, accident, labor disputes, default of common carrier and any other analogous causes.
3. The liability of _____ for any loss, theft, and or damage to **DEPED** domestic deliveries and such other similar circumstances shall be governed by the pertinent provisions of the Civil Code of the Philippines and other relevant laws. _____ shall notify **DEPED** immediately upon discovery of such loss, theft or delay, damage and other analogous circumstances.
4. In case _____ encounters any of the situations above-mentioned and/or condition(s) impeding timely performance of services under this Agreement, _____ shall immediately notify **DEPED** in writing of such situation(s) or condition(s) and any request for work suspension and/or contract delivery period extension shall be promptly done as soon as circumstances providing justification for such requests have become apparent. _____ must provide sufficient proof to support any request for work suspension and/or contract delivery period extension.

V. PAYMENT

DEPED shall pay, subject to government accounting and auditing rules and regulations, the services of _____ in the amount of _____

VI. DATA PRIVACY, SECURITY AND NON-DISCLOSURE CLAUSE

_____ acknowledges that this Agreement is dependent on the trust and confidence reposed on it by **DEPED**. It also acknowledges that, in the course of carrying out the duties under this Agreement, it may receive documents, or become privy to confidential matters and/or sensitive discussions with or between **DEPED** officials (the "Confidential Information"). Accordingly, it shall comply with the relevant provisions of the Data Privacy Act of 2012, its Implementing Rules and Regulations and other pertinent circulars of the National Privacy Commission. _____ shall not use any confidential information, or make copy, record, duplicate any document or reduce it into writing, without the prior written consent of **DEPED**, acquired during the term of this agreement, unless otherwise provided by law.

VII. AMENDMENTS

All amendments to this Agreement shall be made in writing and signed by the duly authorized representatives of the Parties, subject to the requirement for contract amendment under Republic Act No. 9184 and its revised Implementing Rules and Regulations (IRR).

VIII. MISCELLANEOUS

DEPED shall have the right to engage the services of other service providers, at any time at its sole discretion, for records that have not been referred to _____.

DEPED reserves the right to amend any of the above terms and conditions upon written notice to _____. Such changes shall become effective and binding upon _____ in the event it does not object or reply to such written notice within a period of ten (10) days from _____'s receipt of said notice.

VIII. LIQUIDATED DAMAGES

_____ shall be liable for the damages for the delay in its performance of services within the period specified in this Agreement and under applicable law, and deduct from the contract price as liquidated damages an amount equal to one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. **DEPED** shall deduct the liquidated damages from any money due or which may become due to _____, or collect from any of the securities posted by _____, whichever is convenient. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind the Contract without prejudice to other causes of action and remedies open to it.

IX. SETTLEMENT OF DISPUTES

The Parties shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the parties in connection with the implementation of the Agreement. Should such dispute not be resolved amicably, it shall be submitted to arbitration in the Philippines according to the provisions of Presidential Decree No. 242 and Executive Order No. 292. Provided, however, that by mutual agreement, the parties may agree in writing to resort to other alternative modes of dispute resolution.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in accordance with governing laws on the day and year first above written.

SIGNED, SEALED AND DELIVERED BY:

Department of Education

SIGNED IN THE PRESENCE OF:

DEPED's Witness

_____ 's Witness

CERTIFIED FUNDS AVAILABLE:

Chief Accountant

REPUBLIC OF THE PHILIPPINES)
_____, **METRO MANILA**) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for _____, Philippines, this
____ day of _____ 2021 personally appeared:

NAME

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)

DEPED

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledge to me that the same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a MEMORANDUM OF AGREEMENT consisting of six (6) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witness on the left hand margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

NOTARY PUBLIC

's Witness

DEPED's Witness

Department of Education