



**Republic of the Philippines
Department of Education**

Procurement Management Service

BIDS AND AWARDS COMMITTEE V

Request for Quotation (RFQ)

Reference No.:	2022c-BEA2(019)-BV-NPSVP-023
End-user Unit:	Bureau of Education Assessment – Education Assessment Division (BEA-EAD)
Due date:	June 5, 2023
If further information is required, please contact:	Bureau of Education Assessment – Education Assessment Division (BEA-EAD) Contact No. 8631-6921

June 1, 2023

To: All Prospective Proponents

- The **Department of Education**, through its **Bids and Awards Committee (BAC) V**, requests price quotation for the project **Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)**
- particularly described and detailed in the **Project Reference**, hereto attached as **Appendix “A”**.
- Said quotation shall be received on or before **10:00 A.M. on June 5, 2023** by courier or by hand-delivery at the address given below:


 Bids and Awards Committee V
 Rm. M-511, 5th Floor, Mabini Bldg.
 DepEd Complex, Meralco Avenue, Pasig City, Philippines
- The successful proponent must be able to meet the following requirements:
 - The **Terms and Conditions** provided as Item V of the Project Reference as may be applicable, as well as the provisions of IRR of R.A. 9184 are deemed to be read into this project.
 - The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - The **Technical Specifications** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
- 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:			

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

6. Proponents are required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESO FOUR HUNDRED FIFTY-TWO THOUSAND, NINE HUNDRED NINETY-EIGHT and 94/100 (PhP452,998.94)**. 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 Bids and Awards Committee (BAC) V.
7. Quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 7.1. 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.
 - 7.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
8. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
9. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
10. 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.
11. 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.
12. 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.

(SGD.)

Atty. SUZETTE T. GANNABAN-MEDINA
 Vice-Chairperson, Bids and Awards Committee V 

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)

II. PROJECT OWNER:

Bureau of Education Assessment – Education Assessment Division (BEA-EAD)

III. OBJECTIVE:

To procure the project *Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)* in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The Proponent 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 BAC, which documents shall be validated to determine if the Proponent is technically, legally and financially capable prior to the award:

- (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 (**for ABCs above Php500K**) (Annual Income Tax Returns of the preceding tax year);
- (v) Business Tax Returns (**for ABCs above Php500K**) (Value Added Tax or Percentage Tax Returns covering the previous six months);

To facilitate post-qualification, the Proponent **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,

provision shall be ground for cancellation of the award issued to the proponent.

2. Proponent shall pick-up the Contract or Purchase Order (PO), 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 or PO 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 or PO, and Notice to Proceed but failed to deliver the required goods within the time called for in the Contract or PO 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 goods be delivered to the **Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City**. Risk and title will pass from the Proponent to DepEd upon receipt and final acceptance of the goods at their final destination.

The goods must conform to and comply with the standards mentioned in the Schedule of Requirements, as indicated in **Annex "B"** and Technical Specifications as indicated in **Annex "C"**.

Upon delivery of the goods to the Delivery Site, the Proponent shall notify DepEd through BEA-EAD and present the following documents:

- i. Original and 4 copies of the Proponent's Invoice showing goods' description, quantity, unit price, and total amount;
- ii. Original and four copies of the Proponent'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: **shall be Mr. PERCIVAL M. GONZALES for the End-User Unit, and the designated Inspectorate Team.**

Packaging

As may be applicable for goods to be delivered and as may be indicated in the Contract or PO, the Proponent 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 subsequent instructions of DepEd.

The goods should be well protected from damage during transport. It should be reinforced with heat, water, impact resistant materials.

Incidental Services

The Contract/PO Price for the goods shall include the prices charges by the Proponent for incidental services and shall not exceed the prevailing rates charged to other parties.

The Proponent shall be required to conduct orientation to the End-User on the proper use and handling of supplied goods.

Transportation

Transport of the Goods shall be arranged by the Proponent, and related costs shall be included in the Contract/PO 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.

C. Schedule of Payment

The Proponent 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;
- (ii) duly signed Delivery Receipt(s);
- (iii) (ii) Inspection and Acceptance Reports, including certification by the Proponent, 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.

Other delivery documents as may be subsequently prescribed by DepEd shall be

provided by the Proponent.

One hundred percent (100%) of the Contract/PO Price shall be paid to the Proponent within three (3) months upon delivery and acceptance of goods by the duly authorized DepEd representative, and receipt of the billing statement of account.

(NOTE: The Supplier must furnish copy of the above-mentioned documents to the End-user [(BEA-EAD)] 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 1% of every progress payment, or a special bank guarantee in the amount equal to at least 1% of the Contract Price required in Section 62 of RA 9184 and its IRR.

Release of the retention money shall be at the expiration of the warranty period, or the remaining amount in case it has been utilized pursuant to the warranty provision.

Other payment schedules – 100% payment upon completion of printing, packaging, and delivery of answer sheets, scoring /rating sheets, certificate of ratings, and processing of test results and statistical data output requirements.

D. Inspections

Pursuant to DO 041, s. 2021, inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.

The Proponent shall coordinate with DepEd, through the **Procurement Management Service-Contract Management Division (ProcMS-CMD)**, on the conduct of inspection or pre-delivery inspection (PDI). Any request for inspection or PDI shall be done in writing, and contain the following information:

- a. Project Title and Contract/PO Number;
- b. Specific goods for inspection;
- c. Quantity of goods for inspection;
- d. Venue/Address of inspection site; and
- e. Proposed schedule of inspection which must be at least three (3) calendar days from the submission of the request.

The request for inspection or PDI shall be addressed to Atty. Omar Alexander V. Romero, Assistant Secretary for Procurement, and must be submitted through email at oasp@deped.gov.ph and procms.cmd@deped.gov.ph.

Prior to and for purposes of inspection, the Proponent shall ensure convenient access to the goods for inspection. The Proponent shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing and sorting of the goods prior to, during and after the inspection.

DepEd shall have the right to visit and inspect the Proponent’s premises covered by the Contract/PO, at any time or stage of contract implementation, to monitor

and assess the Proponent's capacity to discharge its contractual obligations.

Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by DepEd and replaced by the Proponent in accordance with the warranty provision. The replacement goods for this reason shall be subject to re-inspection.

Goods are considered defective when they are unfit for the use for which it is intended or its fitness for such use is diminished to such an extent that, had DepEd been aware thereof, it would not have acquired it or would have given a lower price for it.

Defects in the goods can either be patent or latent. A patent defect is one that is apparent to the buyer or normal observation. It is an apparent or obvious defect. On the other hand, a latent defect is one that is not apparent to the buyer by reasonable observation. A latent defect is hidden or one that is not immediately determinable.

E. Warranty

A one-year comprehensive warranty for the goods will be applied. The said warranty period shall reckon from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered goods have been duly inspected and accepted (i.e. final acceptance).

The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the payment or a special bank guarantee equivalent to one percent (1%) of the Contract/PO Price.

Replacement of the goods may be requested within seven (7) calendar from the date of acceptance of goods by DepEd. Replacement shall be made within seven (7) calendar days upon claim or request therefor.

In case the Proponent opts for retention money, the amount shall only be released after the lapse of the entire warranty period, unless during the remainder of the warranty period, the retention money is substituted with a special bank guarantee as prescribed above.

The Special Bank Guarantee shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition or alteration affects any materials information or feature of the document

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 one (1) lot. Prospective Proponents shall submit their quote for one (1) lot. Quotation that exceeds the ABC for the said lot shall be rejected.
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 Purchase Order under **Annex "E"**.
7. Proponent requesting any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Bids and Awards Committee V
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: Tiffany T. Arcaya (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 Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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 Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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 Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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

Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)					
Lot	Description	Item	Qty.	UOM	Delivery Period
2	Printing Scannable Answer Sheets, Rating/Scoring Sheets and Certificates of Ratings (CORs); Processing of Individual Test Results and Statistical Data Output Requirements	Scannable Answer Sheets	1,200	sheet	July 4-6, 2023 (2 calendar days)
		Scoring/Rating Sheets	3,600	sheet	
		Certificate of Ratings	1,200	sheet	October 16-20, 2023 (5 calendar days)
		Warehousing period	-	-	July 19, 2023 - July 19, 2024 (1 year)

A. Delivery Schedule

In coordination with the Bureau of Education Assessment – Education Assessment Division (BEA-EAD), complete delivery shall be made within the following schedule:

Lot No. 2: within **30 calendar days from the receipt of the NTP.**

B. Project Site

Item	Destination
Scannable Answer Sheets	Plant of the printer/bidder
Scoring/Rating Sheets	BEA-Education Assessment Division, Bonifacio Building DepEd Complex, Meralco Avenue, Pasig City
Certificate of Ratings	

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Proponent 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 DepEd is present during the date and time of delivery.
- 3) The Proponent 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 authorized receiving personnel reserves the right to refuse to receive/accept delivered goods made before 8:00 A.M. to 2:00 P.M., and on non-working days.
- 4) The Proponent 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- Bids and Awards Committee V 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.

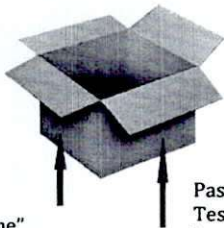
Name and Signature of Provider's Authorized Representative

Technical Specifications

General Requirements/Specifications:

Printing, designing, programming, packaging and labeling of Scannable Answer Sheets, Scannable Scoring/Rating Sheets and Certificate of Rating

Detailed Technical Specifications

SPECIFICATIONS	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
Lot 2 : Scannable Answer Sheets		
1. Printing size	8 ¼ inches x 11 inches (back to back printing)	
2. Estimated number of pages	1 page back to back	
3. Paper stock	Scannable OMR paper, 110 GSM	
4 Number of copies	1,200 copies	
5 Process	Offset printing	
6 Numbering	Consecutive serial numbering	
7 Packaging	<ul style="list-style-type: none"> 15 AS per sealed plastic (gauge 3) & with label/batch slip containing the region, division, testing center and serial numbers AS's shall placed in a box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 <div style="text-align: center;">  <p>Paste region, division and Testing Center and no. of boxes</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 15%;"> <p>Print or Paste "Project name" In both sides</p> <p style="text-align: center;">Project EMT</p> </div> <div style="border: 1px solid black; padding: 10px; width: 60%; text-align: center;"> <p>NCR Division of Makati Makati Science High School</p> <p>Box _ of _</p> </div> </div>	

8. Scanning machine and software	OMR scanners (back to back scanning) w/ built-in Bar Code Readers and software		
9. Designing and programming	Customized		
Scannable Scoring/Rating Sheets			
1. Printing size	5 inches x 8 inches (back to back printing)		
2. Estimated number of pages	1 page, front only		
3. Paper stock	Scannable OMR paper, 110 GSM		
4 Number of copies	3,600 copies		
5 Process	Offset printing		
6 Numbering	Consecutive serial numbering		
7 Packaging	As per instruction of BEA		
8. Scanning machine and software	OMR scanners (back to back scanning) w/ built-in Bar Code Readers and software		
9. Designing and programming	Customized		
Certificate of Ratings			
1. Printing size	6 ½ inches x 7 ½ inches (back to back printing)		
2. Estimated number of pages	1 page, front only		
3. Paper stock	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background, photo of examinee (for Passers only) and bar codes		
4 Number of copies	1,200 copies		
5 Process	Offset printing		
6 Numbering	Consecutive serial numbering		
7 Packaging	As per instruction of BEA		
8. Scanning machine and software	-----		
9. Designing and programming	Customized and NCS compatible, includes the UV ink for BEA security logo, DepEd silhouette background, bar codes		

QUALIFICATIONS OF BIDDERS/PRINTERS

To submit the following

A. During bid opening:

- Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%

B. During post-qualification:

- Sworn Statement stating that the Bidder/Printer has no previous terminated contract due to the fault of Bidder/Printer with any government agency or private institution within the last five (5) years from the date of bid opening

- Letter specifying the exact location of plant and warehouse to be used for the Project
- List of OMR machines w/ built-in Bar Code Readers, desktop/laptop computers, servers, pre-printing, printing, numbering, perforating, packaging and labeling machines/equipment in excellent running condition to be used for the Project
- List of personnel with the following information: complete name, age, gender and corresponding job description
- Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.
- Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired
- Samples of packaging materials, two-ply boxes (double wall, 350 lbs), plastic bag (gauge 3), palette stretch film, plastic twine straps, clear tape and packaging tape

REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT

QUANTITY	DESCRIPTION	MINIMUM CAPACITY
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour
1	Plate maker	
At least 1	Digital Paper Cutter, high capacity – or its equivalent	35 inch length 5 to 7 inches height
At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	1,000 sheets per hour
At least 10	Desktop/Laptop Computers	
1	Server	
At least 3	High Speed, Heavy Duty Laser Printer – or its equivalent	1,000 sheets per hour
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	1,000 sheets per hour
At least 1	Perforating Machines – or its equivalent	1,000 sheets per hour
At least 1	Plastic Sealer	N/A
At least 1	Strapping Machine	N/A
At least 1	Plastic Shrinkable Sealer	N/A
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours

- Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificate of ratings

PLANT AND OTHER FACILITIES

Plant area	At least 400 square meters is roofed
Parking area	Adequate space for at least two (2) delivery trucks and vans
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration
Wall/Fence	At least 6 feet

- DepED – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results

- In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets
- Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)

REQUIRED WAREHOUSE/STORAGE (after test administration)

Warehouse	At least 20 square meters, ten (10) feet in height
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA
Security	24 hours security, 1 Security Guard per shift

- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)
- One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration
- In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets
- Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepED - BEA

MANPOWER REQUIREMENTS

Scope of Work:	Manpower Requirement
A. Programming and data processing for BEAs Computer Output Requirements	1 Computer Programmer with knowledge in statistics
B. Before Test Administration	
a. Quality Control	1 Quality control staff
b. Supervising and roving quality control	1 Supervising Quality Control
c. Encoding	1 Encoder
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms	at least 5 workers
e. Act on request for additional test materials	1 Task Force
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	3 Security Guards per shift
C. After Test Administration	
g. Batching, sorting and accounting of scannable answer sheets	at least 5 workers
h. Cleaning, editing, proof-reading of answer sheets	at least 5 workers per day
i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 5 workers per day
j. Printing, numbering, bar coding of Certificate of Ratings**	at least 2 workers per day/shift
k. Packing and labeling of Certificate of Ratings**	at least 2 workers per day
l. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards

Note: ** May come from item g (15 workers)

- Bidder/printer must provide quarantined personnel with uniforms and IDs

HEALTH AND SAFETY REQUIREMENTS

- In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider
- Installation of thermal scanners, sanitation/hygiene stations, alcohol stations

CONTENTS OF ANSWER SHEETS

- EMT scannable answer sheets and shall be printed using OMR paper (110 GSM) using green and black ink
- For the scannable answer sheets, the following information/data shall be printed:

FRONT SIDE

1. DedED Logo and BEA Logo
2. Last Name, First name, Middle Initial w/ bubbles/options
3. Learner Reference Number (LRN)
4. Examinee Number
5. Year
6. Region and Division w/ bubbles/options
7. Birth date w/ bubbles/options
8. Age w/ bubbles/options
9. Highest Grade/Year Level completed w/ bubbles/options
10. Civil status w/ bubbles/options
11. Gender w/ bubbles/options
12. Name and Address of Examination Center
13. Home Address
14. Employed, Yes or No
15. Bar Code and Serial Numbers
16. Timing Marks
17. Marking Instructions

DORSAL PORTION

1. Examinees with work experience (continued) w/ bubbles/options
2. Answer for Examinee's Descriptive Questionnaire (EDQ)
Questions 1 to 30 w/ bubbles/options
3. Questions 1 to 300 w/ bubbles/options
4. Timing marks

NOTE – information/data, questions, bubbles/options may be added/deleted by DepEd – BEA

PRINTING OF SCANNABLE ANSWER SHEETS

- DepED-BEA shall provide the variable/contents of the scannable answer sheets on **July __, 2023**
- Printer must present the customized design of answer sheets based on the variable/contents provided by DepED-BEA. Design must be approved by DepED-BEA
- Answer sheets must have serialized numbering and bar codes
- Printing, packing and labeling period of answer sheets is on **July __ - __, 2023 (2 calendar days)**
- Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)
- Data of NAS shall be provided by BEA prior to the start of the Project
- Preparation of NAS shall be by school, division and region

- Program to be used in the preparation of NAS must be evaluated and approved by DepED – BEA
- Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS
- Automated printing of Allocation List and Packing Guides

DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS

- Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets is on _____. 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
- Delivery destination:
PRINTER'S WAREHOUSE _____> Printer of test booklets

Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and ASs of BEA representative
July __, 2023	July __, 2023	July __, 2023

PACKAGING MATERIALS AND REQUIREMENTS

- Two ply boxes, small, medium and large (double wall, 350 lbs)
- Plastic bags (gauge 3) for packing of answer sheets by 20's
- Palette stretch film (at least 3 layers) to protect box from water and other liquids
- Plastic twine straps
- Packing tapes and clear tapes
- Boxes must be properly labeled with Project Name, region, division and school

BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS

- Answer sheets must be batched, sorted and accounted per testing room, per school, per division
- Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report
- In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepED-BEA

SCANNING OF SCANNABLE ANSWER SHEETS

- Service provider must develop a program to scan the used scannable answer sheets and school headers
- DepED-BEA shall perform manual checking/scoring to validate the test results of scanning and programming
- Randomly picked scannable answer sheets shall be manually checked/scored by DepED-BEA representatives, results of which shall be compared to the scanned output or raw score
- Quantity of randomly picked answer sheets (sample size) shall be determined by DepED-BEA
- If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements

PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS

- Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes
- Program development and automated processing of test result
- Develop program and software to process individual test results
- Program development for the automated printing of individual Certificate of Ratings

- Printing of Certificate of Rating forms and processing period is from **October ____ - ____ 2023 (5 calendar days)**
- Please see attached for the statistical data output requirements
- Certificate of Ratings must be delivered to DepED – BEA on **October ____, 2023**
- Statistical data output requirements in printed and electronic copies must be delivered at DepED - BEA on or before **October __, 2023**

SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES

- Twenty-four (24) hour security system
- DepEd – BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price
- If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind 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 scannable answer sheets during the **delivery** shall be replaced by the Printer
- 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
- Lost and/or wet scannable answer sheets during the one (1) year warehousing (**storage period**) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer

Formula:

No. of Items x No. of scannable answer sheets x Php 50.00 = Amount of Deduction

- Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection, delivery and administration of the test
- Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of answer sheet

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: ***Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)***

**_____
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:

Statistical Output Requirements for 2022 Educational Management Test

Descriptive

- I. Distribution (Frequency, Percentage) by**
 1. Gender
 2. Age
 3. Number of Years in Teaching
 4. Number of Years in Instructional Supervision
 5. No. of times CESWE was Taken
 6. Region
 7. Division
 8. Current Position
 9. Year Superintendent Exam Taken Before
 10. Highest Educational Attainment
 11. Licensure Examination Passed
 12. No. of times EMT was taken

- II. Total Test Mean Scores by**
 1. Subtest (Multiple Choice)
 2. Total Test (Multiple Choice)
 3. Essay Score # 1
 4. Essay Score # 2
 5. Essay Score # 3
 6. Total Essay Score

- III. Pearson r Inter-correlations of Scores on Subtests of EMT with Variables in I with II above**

- IV. T-test and ANOVA of EMT Subtest Scores based on Variables in I and II**

- V. Stepwise Prediction Analysis of Total Test Scores in Multiple Choice, in Essay and in Total Test using Variables in I and II**

- VI. Item Analysis**
 1. Identification of really good items
 2. Comparison of item performance(s) indices for items which have been used at least in the last 3 years from storing in an item bank

- VII. Percentile Listing and Cut-off**

ANNEX "D"

Lot No.	Description	Item	Qty.	Unit of Measurement (UOM)	Price Ceiling (Php)	Supplier's Offer (state brand, model make and specifications)	Total Price
2	Printing, designing, programming, packaging and labeling of Scannable Answer Sheets, Scannable Scoring/Rating Sheets and Certificate of Rating	Scannable Answer Sheets	1,200	sheet	452,998.94		
		Scoring/Rating Sheets	3,600	sheet			
		Certificate of Ratings	1,200	sheet			
		Warehousing period	-	-			
TOTAL ABC					PHP 452,998.94	Total Price Offer	
Total Price Offer (in words)							

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 thirty (30) calendar days from the date of receipt of Notice to Proceed (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:



PURCHASE ORDER

Supplier : _____ P.O. No. : _____
 Address : _____ Date : _____

Email Address : _____ Mode of Procurement : **BEA-Education Assessment Division**
 Telephone Nos. : _____ End-User : **Division**
 TIN : _____


Gentlemen: NP-SVP
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DepEd Central Office Delivery Term : _____

Date of Delivery : within thirty (30) calendar days from the date of receipt of the NTP or from the date indicated in the NTP.

Payment Term : (see Terms and Conditions)

Project Title: Procurement of Test Materials for CY 2022 Educational Management Test (Lot 2)

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
Printing, designing, programming, packaging and labeling of Scannable Answer Sheets, Scannable Scoring/Rating Sheets and Certificate of Rating LOT 2 Scannable Answer Sheets 1. Printing size 8 ¼ inches x 11 inches (back to back printing) 2. Estimated number of pages 1 page back to back 3. Paper stock Scannable OMR paper, 110 GSM 4 Number of copies 1,200 copies 5 Process Offset printing 6 Numbering Consecutive serial numbering 7 Packaging <ul style="list-style-type: none"> 15 AS per sealed plastic (gauge 3) & with label/batch slip containing the region, division, testing center and serial numbers AS's shall placed in a box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 layers) with label and plastic twine straps <div style="text-align: center;">  Print or Paste "Project name" In both sides Paste region, division and Testing Center and no. of boxes <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Project EMT NCR Division of Makati Makati Science High School Box _ of _ </div> </div>				
Scannable Scoring/Rating Sheets 1. Printing size 5 inches x 8 inches (back to back printing) 2. Estimated number of pages 1 page, front only 3. Paper stock Scannable OMR paper, 110 GSM 4 Number of copies 3,600 copies 5 Process Offset printing 6 Numbering Consecutive serial numbering 7 Packaging As per instruction of BEA				

Certificate of Ratings	
1. Printing size	6 ½ inches x 7 ½ inches (back to back printing)
2. Estimated number of pages	1 page, front only
3. Paper stock	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background, photo of examinee (for Passers only) and bar codes
4 Number of copies	1,200 copies
5 Process	Offset printing
6 Numbering	Consecutive serial numbering
7 Packaging	As per instruction of BEA
8. Scanning machine and software	-----
9. Designing and programming	Customized and NCS compatible, includes the UV ink for BEA security logo, DepEd silhouette background, bar codes

TOTAL

PHP

and 00/100 Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

G.H.S AMBAT
 Assistant Secretary for Curriculum and Instruction
 Learning Delivery and Alternative Learning System
 Department of Education

Conforme:

 Signature Over Printed Name of Supplier

 Date

Funds Available: _____

OR No. : _____

Amount : _____

TERMS AND CONDITIONS

1. Supplier shall be responsible for the source(s) of its goods/items/materials/equipment and shall make deliveries in accordance with the delivery time, place of delivery, descriptions and specifications provided by the award or purchase order (PO). Failure by the Supplier to comply with the same shall be a ground for cancellation of the award or PO issued and for issuance of a new PO in favor of the next lowest calculated responsive bid at the Procuring Entity's option.

2. The Request for Quotation (RFQ) and the Supplier's offer including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted by the Supplier as required by the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 shall be deemed to form and be read and construed as part of this PO.

3. The Supplier shall personally claim the issued PO within three (3) calendar days after receipt of notice to that effect. A fax transmission or electronic mail sent to the Supplier shall constitute an official notice. Thereafter, if the PO remains unclaimed, the said PO shall be cancelled.

4. Subject to the provisions of the preceding paragraph, where the Supplier had claimed the PO but failed to deliver the required goods within the delivery time provided in the PO, the Supplier shall be charged of liquidated damages (LD). The amount of LD, deductible from payments due to the Supplier, shall be one tenth of one percent (0.1%) of the total price of the undelivered goods in the PO for every day of delay. Once the accumulated amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions available to DepEd under RA 9184 and its IRR, and other laws.

5. The Supplier shall be precluded from delivering substitute goods or items. Rejected deliveries shall be construed as non-delivery of goods or items so ordered and shall be subject to the imposition of LD and termination or rescission of the PO as prescribed in paragraph 3 4 hereof.

6. The Supplier shall deliver the goods at the Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

7. All deliveries of the Supplier shall be subject to inspection and acceptance by DepEd. All necessary tests undertaken or caused to be undertaken by DepEd on the goods shall be for the account of the Supplier.

Pursuant to DO 041, s. 2021, inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.

The Supplier shall coordinate with DepEd, through the Procurement Management Service-Contract Management Division (ProcMS-CMD), on the conduct of inspection or pre-delivery inspection (PDI). Any request for inspection or PDI shall be done in writing, and contain the following information:

- a. Project Title and Contract Number;
- b. Specific goods for inspection;
- c. Quantity of goods for inspection;
- d. Venue/Address of inspection site; and
- e. Proposed schedule of inspection which must be at least ten (10) calendar days from the submission of the letter request.

The request for inspection or PDI shall be addressed to Atty. Omar Alexander V. Romero, Assistant Secretary for Procurement, and must be submitted through email at oasp@deped.gov.ph and procms.cmd@deped.gov.ph

8. Supplier shall guarantee its deliveries to be free from defects and shall commit a one (1) year comprehensive warranty commencing from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered Goods have been duly inspected and accepted. Any defective goods or items that may be discovered by the Procuring Entity within the warranty period shall be replaced by the Supplier within seven (7) calendar days upon receipt of a written notice to that effect. Cost of replacement of defective goods or items shall be solely for the account of the Supplier.

9. The Supplier shall be required to conduct orientation to the End-User on the proper use and handling of the supplied goods.

10. As a pre-condition to payment, importation documents specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the Supplier to DepEd.

11. All duties, excise and other taxes and revenue charges, if any, shall be for the Supplier's account. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93

12. The Supplier may submit a request for payment based on the following:
- (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract;
 - (ii) duly signed Delivery Receipt; and
 - (iii) duly signed Inspection and Acceptance Reports (IAR), including certification by Supplier, as duly signed by the authorized DepEd representative, that the goods or items have been delivered in accordance with the Contract. Other delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to at least 1% of the payment, or a special bank guarantee in the amount equal to at least 1% of the Contract Price required in Section 62 of RA 9184 and its IRR.

Release of the retention money shall be at the expiration of the warranty period, or the remaining amount in case it has been utilized pursuant to the warranty provision.

Conforme:

Signature over printed name of Supplier

Date

SAMPLE