



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



Bid Bulletin No. 2
May 3, 2019

Public Bidding No. 19-140-2

**PRINTING, SUPPLY AND DELIVERY OF GRADE 8 LEARNING RESOURCES
FOR THE DEPARTMENT OF EDUCATION (DEPED)**

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the **Pre-Bid Conference** held on **25 April 2019**, likewise, respond to bidders' written queries received within the prescriptive period for filing.

This Bid Bulletin is being issued to amend¹ portions of the bidding documents. Specifically, the following portion of the bidding documents shall now be read as follows:

I. AMENDMENTS

1. SECTION III: BID DATA SHEET

Clause	Reference		Bases for Amendment/s
	From	To	
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts. xxx Lot No. 3: Grade 8 Araling Panlipunan TX & TM xxx	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts. xxx Lot No. 3: Grade 8 Araling Panlipunan English TX & TM xxx	To amend the requirement for better understanding as approved by the BAC.
18.5		In case the Bidder opts to post a Surety Bond/Bank Guarantee as provided under ITB Clause 18, all grounds enumerated under ITB Clause 18.5 must be included in the coverage of the policy. The said grounds may also be included through a rider clause of the original contract of the surety. Otherwise, the same shall be non-complying.	To include the requirement for better understanding as approved by the BAC.

¹ For the purpose of this Bulletin and for the Bidding Documents, the following terms shall apply: "Strike out" – denotes deletion; "Insert" – denotes inclusion or new item/requirement; "Underline" – denotes inclusion or new item/requirement; "Delete and insert" – denotes deletion of the old item/requirement and inclusion of the new item/requirement. **Trunk line: (02) 6897-7500 helpdesk@ps.philgeps.gov.ph**



29.2	<p>No Permits and Licenses required:</p> <p>xxx</p> <p>2. The Latest Value Added Tax Returns (Forms 2550M or 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months.</p>	<p>No Permits and Licenses required:</p> <p>xxx</p> <p>2. The Latest Value Added Tax Returns (Forms 2550M or <u>and</u> 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months.</p>	<p>To amend the requirement for better understanding as approved by the BAC.</p>
29.2	<p>Xxx</p> <p>7. Certificate or test results from the FPRDI dated within three (3) months prior to the date of the deadline for the submission and opening of bids for this project. Sample paper will no longer be accepted.</p> <p><i>Paper requirement is as follows:</i> Cover Page: Foldcote #12, solid white; no less than 230gsm with $\pm 5\%$ tolerance;</p> <p>Inside Page: Uncoated Paper (white); Basis weight of 70gsm with $\pm 5\%$ tolerance; Brightness of 80% with $\pm 3\%$ tolerance; Opacity of 90% with $\pm 5\%$ tolerance</p>	<p>Xxx</p> <p>7. Certificate or test results from the FPRDI dated within three (3) months prior to the date of the deadline for the submission and opening of bids for this project. Sample paper will no longer be accepted.</p> <p><i>Paper requirement is as follows:</i> Cover Page: Foldcote #12, solid white; no less than 230gsm with $\pm 5\%$ <u>-5%</u> tolerance;</p> <p>Inside Page: Uncoated Paper (white); Basis weight of 70gsm with $\pm 5\%$ <u>-5%</u> tolerance; Brightness of 80% with $\pm 3\%$ <u>-3%</u> tolerance; Opacity of 90% with $\pm 5\%$ <u>-5%</u> tolerance</p>	<p>To amend the requirement for better understanding as approved by the BAC.</p>

2. SECTION V: SPECIAL CONDITIONS OF CONTRACTS

Clause	Reference		Bases for Amendment/s
	From	To	
10.2	<p>One Time Payment on Complete Delivery per Region and Final Acceptance</p> <p>xxx</p> <p>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 special bank guarantee in the amount equal to at least 10% of the Total Contract Price required in Section 62 of R.A. 9184 and its IRR.</p>	<p>One Time Payment on Complete Delivery per Region and Final Acceptance</p> <p>xxx</p> <p>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 special bank guarantee in the amount equal to at least 10% one percent (1%) of the Total Contract Price required in Section 62 of R.A. 9184 and its IRR.</p>	<p>To amend the requirement for better understanding as approved by the BAC.</p>
<i>Annex to Special Conditions of Contract</i>			
Page 73	<p>5. The Procuring Entity, through the End User, shall facilitate and follow-up issuances of Certificates of Acceptance (CA) by the DO confirming delivered Goods and shall use the CA to appraise contract compliance, processing, and release of payment to Supplier</p>	<p>5. The Procuring Entity, through the End User, shall facilitate and follow-up issuances of Certificates of Acceptance (CA) by the DO confirming delivered Goods and shall use the CA to appraise contract compliance, processing, and release of payment to Supplier</p>	<p>To delete the requirement as approved by the BAC.</p> <p>(Refer to Appendix 3 – Annex to Special Conditions of Contract)</p>
Page 73	<p>The Procuring Entity will pay the supplier upon submission of the following documents based on GCC Clause 6.2 (i to iii) of Section V. Special Conditions of the Contract:</p> <ul style="list-style-type: none"> a. Acknowledgment Receipt duly signed by the Division Supply Officer (DSO) b. Delivery Receipt duly signed by the School Property Custodian/Supply Officer c. Inspection and Acceptance Report (IAR) duly signed by the Head of School 	<p>The Procuring Entity will pay the supplier upon submission of the following documents based on GCC Clause 6.2 (i to iii) of Section V. Special Conditions of the Contract:</p> <ul style="list-style-type: none"> a. Acknowledgment Receipt duly signed by the Division Supply Officer (DSO) b. Delivery Receipt duly signed by the School Property Custodian/Supply Officer c. Inspection and Acceptance Report (IAR) duly signed by the Head of School d. <u>Property Transfer Report (PTR)</u> 	<p>To include the requirement as approved by the BAC.</p>

3. SECTION VI: SCHEDULE OF REQUIREMENTS

Page	Reference		Bases for Amendment/s
	From	To	
75	<p>➤ Press Proofing and approval by the DepEd within Fifteen (15) Calendar Days upon receipt of Notice to Proceed.</p> <p>➤ The mass production and delivery to Central Office Warehouse and District Offices Nationwide shall reckoned upon issuance of "Certificate of Mass Printing" issued by DepED within One Hundred Fifty Calendar Days (150CD). <i>(Soft Copy of Distribution List will be provided)</i></p> <p><i>Note:</i> 1. The mentioned Learning Resources shall be provided by the End-user Agency with CD/DVD (cover and inside pages) in pdf file.</p>	<p>➤ Press Proofing and approval by the DepEd within Fifteen (15) Calendar Days upon receipt of Notice to Proceed.</p> <p>➤ The mass production and delivery to Central Office Warehouse and District Offices <u>Public High School Nationwide</u> shall reckoned upon issuance of "Certificate of Mass Printing" issued by DepED within One Hundred Fifty Calendar Days (150CD). <i>(Soft Copy of Distribution List will be provided)</i></p> <p><i>Note:</i> 1. The mentioned Learning Resources shall be provided by the End-user Agency with CD/DVD (cover and inside pages) in pdf file.</p>	<p>To amend the recipient for better understanding as approved by the BAC.</p> <p>(Refer to Appendix 1)</p>

4. SECTION VII: TECHNICAL SPECIFICATIONS

	Reference		Bases for Amendment/s
	From	To	
For All Lots	<p>Xxx</p> <p>a. Cover</p> <p>xxx</p> <p>- Basis Weight: 230gsm (±5%)</p> <p>b. Inside Pages</p> <p>xxx</p>	<p>Xxx</p> <p>a. Cover</p> <p>xxx</p> <p>- Basis Weight: 230gsm (±5%) <u>(-5%)</u></p> <p>b. Inside Pages</p> <p>xxx</p>	<p>To amend the requirement for better understanding as approved by the BAC.</p> <p>(Refer to Appendix 2)</p>

	<ul style="list-style-type: none"> - Basis Weight: 70gsm ($\pm 5\%$) - Brightness: 80% ($\pm 3\%$) - Opacity: 90% ($\pm 5\%$) 	<ul style="list-style-type: none"> - Basis Weight: 70gsm ($\pm 5\%$) (-5%) - Brightness: 80% ($\pm 3\%$) (-3%) - Opacity: 90% ($\pm 5\%$) (-5%) 	
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II. CLARIFICATION/S FROM PROSPECTIVE SUPPLIERS:

Item No.	Queries/Issues/Concerns	BAC Response/Remarks
1	Are those proofs of Single Largest Completed Contracts (SLCC) in Item No. 3 of BDS Clause 29.2 exclusive?	No. the proofs of SLCC listed in Item No. 3 of BDS Clause 29.2 are not exclusive and not limited therein. Any one of which may be submitted as proof but the BAC may request to submit all of the documents listed therein or any other documents that may prove the SLCC.
2	Is 2017 Audited Financial Statement for those companies following the fiscal year be acceptable?	Yes. If the company follows a Fiscal Year audit.
3	Is a contract considered ongoing even if there is a complete delivery but not yet paid?	Yes. the Value of Outstanding contracts must be declared for purposes of computing the Net Financial Contract Capacity.
4	Is a contract considered ongoing even if the only remaining collection for payment is the retention money?	No. The Contract is considered completed.
5	Can a Memorandum of Agreement that all the listed equipment will be leased when the contract is awarded?	List of Equipment together with the Memorandum of Agreement (MOA) shall be accepted.
6	Can an Excel File of the Distribution List be requested?	Distribution List in excel format will be given to the awarded supplier/bidder for easy reference together with the digital file of the learning resources to be printed.
7	Will Certificate of Acceptance be required for purposes of payment?	Certificate of Acceptance will not be required from the supplier as one of the documents to be submitted/attached for payment. Instead, Property Transfer Report (PTR) to be provided by the DepED through the Asset Management Division (AMD) will be submitted. See attached copy of PTR for reference. The duly accomplished PTR shall be the basis for the issuance of the

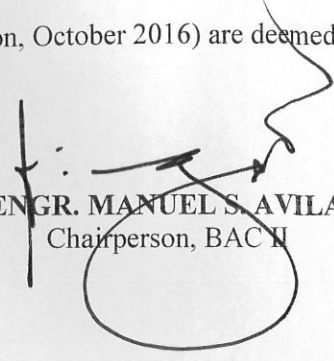
		final acceptance/Inspection and Certification Acceptance Report (ICAR) to be signed by Ms. Marites Ablay, Chief-AMD.
Written Clarification/s:		Reply letter from End-user:
1	Section II. Bid Data Sheet, page 42 - Clarification regarding on contracts that are partially paid and with CFA but has no receipt yet – if it should be included in SLCC or On-going	During the pre-bid conference held on April 25, 2019, it was clarified that a contract is considered ongoing even there was complete delivery but payment is not yet completed. Therefore, it should be included in ANNEC C-1 (Statement of (i) Ongoing Contracts and; (ii) Awarded but not yet started contracts).
2	- Update the details of the paper requirement.	Refer to the amendments above and Appendix 2 – Technical Specifications
3	- Distribution List, if possible to obtain an excel format of the distribution/allocation list aside from pdf.	Distribution List in excel format will be given to the awarded supplier/bidder for easy reference together with the digital file of the learning resources to be printed.
4	- List of Printing and Binding Equipment and their corresponding proof of ownership, clarification if MOA is accepted for printing equipment that are not yet purchased/leased.	List of equipment together with the Memorandum of Agreement (MOA) shall be accepted.
5	- One Time Payment on complete delivery per region and final acceptance, Clarification on the arrangement of 1 year warranty and 3 months retention.	The warranty of the goods is one (1) year after acceptance by the procuring entity of the delivered goods. While, the retention money or special bank guarantee shall be released three (3) months after issuance of the certificate of final acceptance subject to the usual accounting and auditing rules and regulations.
6	- Delivery Documents, Clarification on the issue of CA and PTR upon collection of payment.	Certificate of Acceptance will not be required from the supplier as one of the documents to be submitted/ attached for payment. Instead, Property Transfer Report (PTR) to be provided by the DepED through the Asset Management Division (AMD) will be submitted. See attached copy of PTR for reference. The duly accomplished PTR shall be

		the basis for the issuance of the final acceptance/Inspection and Certification Acceptance Report (ICAR) to be signed by Ms. Marites Ablay, Chief-AMD.
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All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

The changes made in the Philippine Bidding Documents (5th Edition, October 2016) are deemed integrated in the terms and conditions for this project.


ENGR. MANUEL S. AVILA
 Chairperson, BAC II

Schedule of Requirements

Lot No.	Item No.	Qty	Item/Description
1	1	1,785,121 books	Grade 8 Mathematics TX
	2	18,845 books	Grade 8 Mathematics TM
2	1	1,785,121 books	Grade 8 Filipino TX
	2	18,845 books	Grade 8 Filipino TM
3	1	1,785,121 books	Grade 8 English TX
	2	18,845 books	Grade 8 English TM
4	1	1,785,121 books	Grade 8 EsP TX
	2	18,845 books	Grade 8 EsP TM

- Press Proofing and approval by the DepEd within Fifteen (15) Calendar Days upon receipt of Notice to Proceed.
- The mass production and delivery to Central Office Warehouse and ~~District Offices~~ Public High School Nationwide shall reckoned upon issuance of "Certificate of Mass Printing" issued by DepED within One Hundred Fifty Calendar Days (150CD). *(Soft Copy of Distribution List in excel format will be given to the awarded bidder for easy reference together with the digital file of the learning resources to be printed)* ~~will be provided~~

Note:

1. The mentioned Learning Resources shall be provided by the End-user Agency with CD/DVD (cover and inside pages) in pdf file.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

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TECHNICAL SPECIFICATIONS

Lot 1

: Printing, Supply and Delivery of Grade 8 Mathematics Learning Resources

Total Approved Budget for
the Contract

: P 183,816,082.00

Item No.	Item/Description	No. of Pages excluding Cover	Quantity
1	Mathematics TX	472	1,785,121 books
2	Mathematics TM	264	18,845 books
Total Quantity:			1,803,966 books

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Grade 8 Mathematics Learning Resources , complies with the following minimum requirements unless specified:	
Book Size: 8.25" x 10.75"	
Paper Requirement:	
a. Cover	
- Foldcote Cal. #12	
- Solid White	
- Basis Weight: 230gsm (-5%)	
b. Inside Pages	
- Uncoated Paper (white)	
- Basis Weight: 70gsm (-5%)	
- Brightness: 80% (-3%)	
- Opacity: 90% (-5%)	
Colors:	
a. Cover: 4/1 colors with UV coating	
b. Inside Pages: 1 color	
Binding: Perfect Binding	
TECHNICAL SPECIFICATIONS FOR PACKAGING MATERIALS AND PROPOSED PACKAGING DETAILS	
BOX	
The box materials shall have these specifications:	
1. Corrugation: B or C (Single Wall) flute	
2. Burst Strength: 175 psi -2% tolerance	
3. Joint: Taped with 50.8 mm wide packaging tapes or better	
4. Approximate Length: 43.5 cm	
5. Approximate Width: 28.5 cm	
For box with overlap joints, the overlap joint shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	

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PACKAGING TAPE	
50.8mm or 2 inches wide packaging tape	
PLASTIC STRAP	
12.7 mm wide plastic strap	
PROPOSE PACKAGING DETAILS	
The Learning Resources (LRs) shall be packed based on the attached allocation / packaging list per recipient and placed in unused corrugated box and seals to withstand rough handling.	
Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.	
For loose sets, LR's shall be wrapped in plastic or brown kraft paper. Package must be secured by packaging tape or better.	
Box shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal.	
Each box shall be properly labeled to indicate the following:	
Title, Quantity, Purchaser's Name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.	
The maximum weight per box should not be more than 20 kilos.	
Please see sample illustration of proposed packaging:	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

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Lot 2

: Printing, Supply and Delivery of Grade 8 Filipino Learning Resources

Total Approved Budget for the Contract : P 178,536,099.00

Item No.	Item/Description	No. of Pages excluding Cover	Quantity
1	Filipino TX	352	1,785,121 books
2	Filipino TM	264	18,845 books
Total Quantity:			1,803,966 books

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Grade 8 Mathematics Learning Resources , complies with the following minimum requirements unless specified:	
Book Size: 8.25" x 10.75"	
Paper Requirement:	
a. Cover	
- Foldcote Cal. #12	
- Solid White	
- Basis Weight: 230gsm (-5%)	
b. Inside Pages	
- Uncoated Paper (white)	
- Basis Weight: 70gsm (-5%)	
- Brightness: 80% (-3%)	
- Opacity: 90% (-5%)	
Colors:	
a. Cover: 4/1 colors with UV coating	
b. Inside Pages: 1 color	
Binding: Perfect Binding	
TECHNICAL SPECIFICATIONS FOR PACKAGING MATERIALS AND PROPOSED PACKAGING DETAILS	
BOX	
The box materials shall have these specifications:	
1. Corrugation: B or C (Single Wall) flute	
2. Burst Strength: 175 psi -2% tolerance	
3. Joint: Taped with 50.8 mm wide packaging tapes or better	
4. Approximate Length: 43.5 cm	
5. Approximate Width: 28.5 cm	
For box with overlap joints, the overlap joint shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	
PACKAGING TAPE	
50.8mm or 2 inches wide packaging tape	
PLASTIC STRAP	

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12.7 mm wide plastic strap	
PROPOSE PACKAGING DETAILS	
The Learning Resources (LRs) shall be packed based on the attached allocation / packaging list per recipient and placed in unused corrugated box and seals to withstand rough handling.	
Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.	
For loose sets, LR's shall be wrapped in plastic or brown kraft paper. Package must be secured by packaging tape or better.	
Box shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal.	
Each box shall be properly labeled to indicate the following:	
Title, Quantity, Purchaser's Name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.	
The maximum weight per box should not be more than 20 kilos.	
Please see sample illustration of proposed packaging:	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Company	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature Over Printed Name of Authorized Representative	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Lot 3

: Printing, Supply and Delivery of Grade 8 English Learning Resources

Total Approved Budget for the Contract : P 178,536,099.00

Item No.	Item/Description	No. of Pages excluding Cover	Quantity
1	English TX	384	1,785,121 books
2	English TM	264	18,845 books
Total Quantity:			1,803,966 books

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Grade 8 English Learning Resources , complies with the following minimum requirements unless specified:	
Book Size: 8.25" x 10.75"	
Paper Requirement:	
a. Cover	
- Foldcote Cal. #12	
- Solid White	
- Basis Weight: 230gsm (-5%)	
b. Inside Pages	
- Uncoated Paper (white)	
- Basis Weight: 70gsm (-5%)	
- Brightness: 80% (-3%)	
- Opacity: 90% (-5%)	
Colors:	
a. Cover: 4/1 colors with UV coating	
b. Inside Pages: 1 color	
Binding: Perfect Binding	
TECHNICAL SPECIFICATIONS FOR PACKAGING MATERIALS AND PROPOSED PACKAGING DETAILS	
BOX	
The box materials shall have these specifications:	
1. Corrugation: B or C (Single Wall) flute	
2. Burst Strength: 175 psi -2% tolerance	
3. Joint: Taped with 50.8 mm wide packaging tapes or better	
4. Approximate Length: 43.5 cm	
5. Approximate Width: 28.5 cm	
For box with overlap joints, the overlap joint shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	
PACKAGING TAPE	
50.8mm or 2 inches wide packaging tape	
PLASTIC STRAP	

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12.7 mm wide plastic strap	
PROPOSE PACKAGING DETAILS	
The Learning Resources (LRs) shall be packed based on the attached allocation / packaging list per recipient and placed in unused corrugated box and seals to withstand rough handling.	
Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.	
For loose sets, LR's shall be wrapped in plastic or brown kraft paper. Package must be secured by packaging tape or better.	
Box shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal.	
Each box shall be properly labeled to indicate the following:	
Title, Quantity, Purchaser's Name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.	
The maximum weight per box should not be more than 20 kilos.	
Please see sample illustration of proposed packaging:	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name
of Authorized Representative

Date

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Lot 4

: Printing, Supply and Delivery of Grade 8 EsP Learning Resources

Total Approved Budget for
the Contract

: P 176,656,753.00

Item No.	Item/Description	No. of Pages excluding Cover	Quantity
1	EsP TX	312	1,785,121 books
2	EsP TX	232	18,845 books
Total Quantity:			1,803,966 books

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Grade 8 EsP Learning Resources , complies with the following minimum requirements unless specified:	
Book Size: 8.25" x 10.75"	
Paper Requirement:	
a. Cover	
- Foldcote Cal. #12	
- Solid White	
- Basis Weight: 230gsm (-5%)	
b. Inside Pages	
- Uncoated Paper (white)	
- Basis Weight: 70gsm (-5%)	
- Brightness: 80% (-3%)	
- Opacity: 90% (-5%)	
Colors:	
a. Cover: 4/1 colors with UV coating	
b. Inside Pages: 1 color	
Binding: Perfect Binding	
TECHNICAL SPECIFICATIONS FOR PACKAGING MATERIALS AND PROPOSED PACKAGING DETAILS	
BOX	
The box materials shall have these specifications:	
1. Corrugation: B or C (Single Wall) flute	
2. Burst Strength: 175 psi -2% tolerance	
3. Joint: Taped with 50.8 mm wide packaging tapes or better	
4. Approximate Length: 43.5 cm	
5. Approximate Width: 28.5 cm	
For box with overlap joints, the overlap joint shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packaging tape or better. Tin/staple wires shall not be used to reinforce the joints.	
PACKAGING TAPE	
50.8mm or 2 inches wide packaging tape	
PLASTIC STRAP	
12.7 mm wide plastic strap	
PROPOSED PACKAGING DETAILS	

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The Learning Resources (LRs) shall be packed based on the attached allocation / packaging list per recipient and placed in unused corrugated box and seals to withstand rough handling.	
Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.	
For loose sets, LR's shall be wrapped in plastic or brown kraft paper. Package must be secured by packaging tape or better.	
Box shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal.	
Each box shall be properly labeled to indicate the following:	
Title, Quantity, Purchaser's Name and Address, Supplier's Name, Destination, DepEd logo (with flame), International Symbol, Linear Specifications, Volume, and Gross Weight.	
The maximum weight per box should not be more than 20 kilos.	
Please see sample illustration of proposed packaging:	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

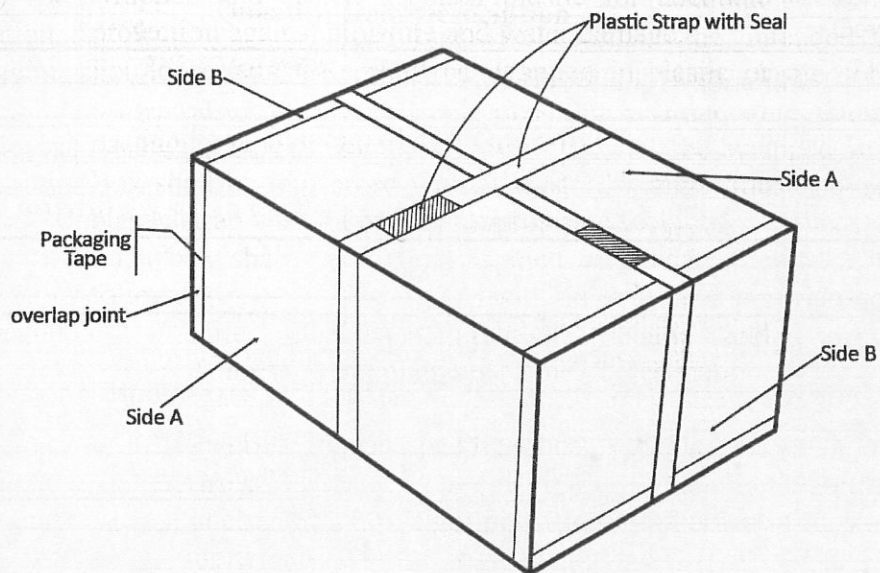
Name of Company

Signature Over Printed Name
of Authorized Representative

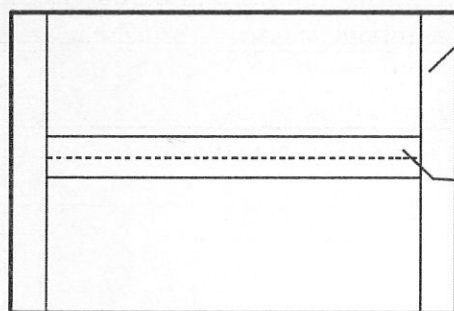
Date

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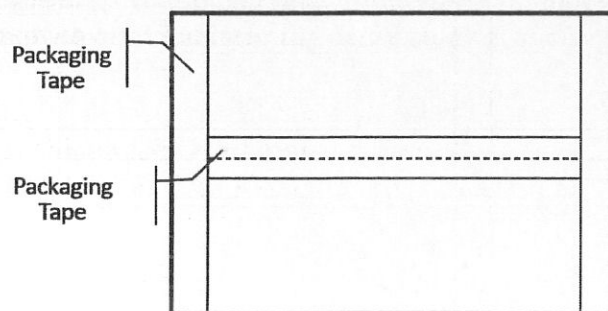
PACKAGE SPECIFICATIONS



PERSPECTIVE



OUTSIDE BOTTOM VIEW



OUTSIDE TOP VIEW

Y

Annex to Special Conditions of Contract

Goods shall be packed, labeled, and delivered to their final destination by the Supplier. Supplier shall bear costs of inland transportation, insurance, and other services required to convey the Goods to their final destinations. The quantities are listed in the Allocation List.

Pre-Production

1. Upon receipt of the Notice to Proceed of the Suppliers, the Procuring Entity, through DepEd-BLR, shall provide the Supplier with the Ready to Print materials (inside and cover page) for proofing. The Supplier shall submit to the Procuring Entity, through DepEd-BLR, a detailed printing/manufacturing, binding, revising, packing, and delivery schedules. The Procuring Entity shall notify the Supplier in writing of the names of members of Procuring Entity's authorized DepEd Quality Control Inspector Teams (DepEd-QCIT).
2. The Supplier shall submit to the Procuring Entity the proofs of the inside and cover page upon receipt of the Ready to Print materials for approval and sign-off. (Refer to the schedule of requirements)
3. Approved and signed-off proofs shall be returned by the Procuring Entity upon receipt from the Supplier. (Refer to the schedule of requirements)
4. The Procuring Entity, through DepEd-BLR, shall provide the Supplier with the allocation list and complete names and addresses of Recipients.

Production and Inspection Activities

1. In case the printing, binding, revising, packing and pre-shipment inspections will not be conducted at Supplier's plant located abroad, the inspection shall be conducted by the Joint PE and End Users' QCIT at Supplier's warehouse(s) located in the Philippines. The inspections shall be conducted before the delivery of Goods to their final destinations. The Supplier shall inform the Procuring Entity of the arrival of the Goods at Supplier's warehouse(s) located in the Philippines. The inspections shall be conducted before delivery of the Goods to their final destinations.
2. The Procuring Entity, through the Joint Inspection of Procuring Entity (PE) and End User QCIT, shall conduct random inspections of the Goods during printing / manufacturing, binding, revising, and packing stages. An inspection report that records observed printing / manufacturing, binding, revising, and packing defects that needs to be corrected, and tracks if corrections previously required are undertaken by the Supplier, shall be both signed by the Joint PE and End User QCIT and Supplier's production/manufacturing supervisor/authorized representative. Likewise, the Joint PE and End User QCIT shall conduct substantial pre-shipment inspection at the Supplier's and its sub-contractor's premises.

Due to the huge volume of items to be inspected, the Joint PS-DepEd Inspectorate Team shall follow these computations:

- a. $\text{Total Quantity} / \text{Total no. of copies per box} = \text{Total no. of boxes};$
 - b. Of the total no. of boxes, 10% will be subjected to random inspection.
3. At any stage of the actual production / manufacturing (printing, binding, revising, and packing) the Procuring Entity, through the Joint Inspection of Procuring Entity (PE) and End User QCIT shall have the option to subject the materials, covers and signatures produced and packed using body stocks, cover stocks, and corrugated boxes for testing at Forest Products Research and Development Institute (FPRDI). All materials, covers, and signatures, produced and packed using body stocks, cover stocks, and corrugated boxes which failed the FPRDI test based on Procuring Entity's specifications shall be rejected.

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Likewise, other materials used which do not comply with required specifications shall also be rejected.

4. The Joint PE and End Users QCIT members are authorized to mark or write the word "rejected" or "X" and affix their signatures on all defective materials, pages, covers, signatures, or the whole Goods by the use of an indelible ink or pen, discovered defective during printing / manufacturing, binding, revising, packing, and pre-shipment inspections without any cost or liability to be charged to the account of Procuring Entity. Defective Goods that have been rejected shall be shredded, cut, or confiscated by the Joint PE and End User QCIT to ensure that these are not delivered to the Recipients.
5. A month prior to the start of delivery, the End User shall provide the Supplier with copies of pre-numbered Inspection and Acceptance Reports (IARs) for use during the delivery of the Goods to their final destinations.

Supplier's Undertakings

1. In case of a foreign supplier, the Supplier shall inform the Procuring Entity in writing of the date of arrival of the Goods from abroad at the Supplier's warehouse located in the Procuring Entity's country. In case printing, binding, revising, packing, and pre-shipment inspections are not conducted by the Procuring Entity at the Supplier's premises located abroad, the Supplier shall submit the Goods to the Procuring Entity for inspection by the DepEd-QCIT at the former's warehouses before delivery.
2. The Supplier shall allow the Procuring Entity, through the DepEd-QCIT, and copyright owner, to observe during printing/manufacturing, binding, and packing stages as safeguard against copyright infringement and overprint. Within a reasonable time after completion of printing services, the Supplier shall return the approved and signed-off proofs and Ready to Print files (PDF Files) to the Procuring Entity upon completion of the printing process.
3. Prior to delivery to the Recipients, the Supplier shall deliver to DepEd-BLR, twenty (20) complimentary copies / samples of each title of the Goods.
4. Supplier shall strictly conform to the agreed contract completion and deliver only Goods that comply with the Procuring Entity's technical and contract specifications.
5. The Supplier shall coordinate the deliveries with the Division Office's Supply Officer at least two (2) weeks before the scheduled delivery so that the latter can organize the required School Inspectorate Team (SIT) to inspect Goods at the time of delivery.
6. The Supplier shall make delivery/ies to the Project site on a regular working days, during office hours from 7:00 A.M. to 5:00 P.M. The supplier may make arrangements with the Authorized Receiving Personnel/Supply Officer of the concerned high schools to make delivery/ies to the project site beyond regular office hours during regular working days; on weekends (Saturdays and Sundays); or non-working holidays. The Supply Officer or its designated Authorized Representative reserves the right to refuse to receive / accept delivered Goods made before 7:00 A.M. or after 5:00 P.M., and on schedules outside the agreed schedules beyond regular office hours during regular working days; during weekends; or non-office hours during holidays.
7. The Supplier shall deliver Goods to the appropriate Recipients only as indicated in the allocation list. Goods intended for a Recipient but delivered to another district, high school, region, or division office shall be rejected and the Supplier penalized. The penalty shall include the imposition of administrative and / or blacklisting of the Supplier as a result of non-compliance and poor contract performance.
8. During delivery, the Supplier shall endorse the Goods, DRs, and duly accomplished IARs to the Supply Officer or authorized representative for inspection and acceptance/approval. These documents shall serve as basis for the issuance of an original or certified true copy of Certificate of Acceptance (CA) duly signed (in blue ink) by the Division Superintendent/Asst. Division Superintendent or authorized representative.


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9. The Supplier shall notify the Procuring Entity immediately from the initial occurrence of conditions impeding timely delivery of the Goods.
10. The Supplier shall replace all rejected Goods, and complete under delivery within fifteen (15) calendar days from receipt of a Notice of Rejection and under delivery from the Procuring Entity. Likewise, if stocks are available on site, the Supplier shall replace defective Goods or complete under delivery immediately. No payment shall be made for deficient delivery or defective Goods regardless of the IARs signed by the ARPs.
11. The Supplier shall authorize the Procuring Entity to procure, upon such terms and in such manner the Procuring Entity deems appropriate, Goods similar to those undelivered or defective and to deduct the costs of such procurement from Supplier's billings under this contract. In case the Supplier has no outstanding billing / contract with the Procuring Entity, the Supplier shall be liable to the Procuring Entity for all the costs of such procured Goods. These remedies shall not prejudice Procuring Entity's other remedial actions inclusive of blacklisting the Supplier from joining future biddings to be conducted by the Procuring Entity.
12. Defective Goods, replaced within the 15-day period, shall be retrieved by the Supplier from the concerned High Schools at no cost to the Procuring Entity.
13. After completion of delivery to Recipients, the Supplier shall submit to DepEd-BLR the documents specified under GCC Clause 6.2 (i to iii) of Section V. Special Conditions of the Contract for validation and as attachments to his / her claim for payment.

Procuring Entity's Undertakings

1. The Procuring Entity (PE), through the joint PE and End Users' QCIT, will do production / manufacturing and packing and pre-shipment (pre-delivery) inspections at the premises of the Suppliers and their sub-contractors.
2. The PE, through the End User, shall provide the Regional Offices (ROs) and Division Offices (DOs) copies of the delivery schedule and distribution list. The End User shall likewise advise the DOs to facilitate dissemination of the delivery schedule and distribution list to the Recipient schools, mobilize the monitoring and inspection of Goods delivered, and validates deliveries and acceptance thereof made by the ARPs.
3. The End User shall monitor, inspect, and validate at random delivery of the Goods, and promptly report discrepancies to the Supplier, DO, and Recipients.
4. Upon receipt of a Notice of Rejection and under delivery from the DO/recipient schools, the PE, through the End User, shall require the Supplier to complete the under delivery and replace defective deliveries within fifteen (15) days. The End User shall furnish the DO with a copy of the letter to the Supplier.
5. The Procuring Entity will pay the supplier upon submission of the following documents based on **GCC Clause 6.2 (i to iii) of Section V. Special Conditions of the Contract:**
 - a. Acknowledgment Receipt duly signed by the Division Supply Officer (DSO)
 - b. Delivery Receipt duly signed by the School Property Custodian/Supply Officer
 - c. Inspection and Acceptance Report (IAR) duly signed by the Head of School
 - d. Property Transfer Report (PTR)

The PE shall accept the documents submitted by the Supplier and coordinate with the PE's accounting for the processing of payment within thirty (30) days from receipt of complete documents. Rejected Goods shall not be paid unless replaced by the Supplier.





Entity Name : _____

Fund Cluster :

From Accountable Officer/Agency/Fund Cluster : _____

PTR No. : _____

To Accountable Officer/Agency/Fund Cluster : _____

Date : _____

Transfer Type: (check only one)

☐ Donation☐ Relocate

- ☐ Denotation
- ☐ Reassignment

☐ Others (Specify) _____[illegible]

Reason for Transfer:

Approved by:

Released/Issued by:

Received by:

Signature : _____

Printed Name : _____

Designation : _____

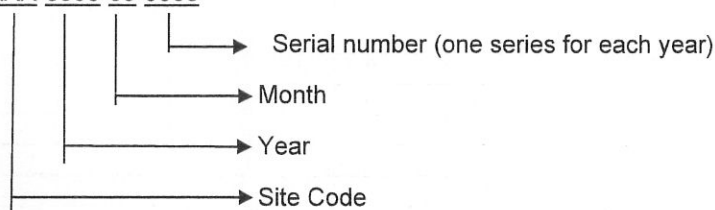
Date : _____

INSTRUCTIONS

A. It shall be accomplished as follows:

1. **Entity Name** – name of the agency/entity
2. **Fund Cluster** – the fund cluster name/code based on UACS
3. **From Accountable Officer/Agency/Fund Cluster** – name of the accountable officer/agency/fund cluster where the property is located
4. **To Accountable Officer/Agency/Fund Cluster** – name of the accountable officer/agency/fund cluster where the property is to be transferred
5. **PTR No.** – number assigned to the report by the Supply and/or Property Custodian for control purposes which shall be as follows:

PTR-XXX-0000-00-0000



6. **Date** – date of the preparation of the PTR
 7. **Transfer Type** – put a check "✓" mark in the appropriate box corresponding to the type of transfer
 8. **Date Acquired** – acquisition date of the property
 9. **Property No.** – property number assigned to the property transferred
 10. **Description** – brief description or details of the property including serial number, if any
 11. **Amount** – acquisition cost of the property
 12. **Condition of PPE** – present condition of the property transferred
 13. **Reason for Transfer** – reason for the transfer of property (i.e., retirement, reassignment or disposal, donation, etc.)
 14. **Approved by** – signature over printed name and designation of Agency/Entity Head for transfer to another agency or Head of Supply and/or Property Unit in case of property transfer to another accountable officer and the date of approval
 15. **Released/Issued by** – signature over printed name and designation of the assigned releasing officer of the Supply and/or Property Unit and specify the date released
 16. **Received by** – signature over printed name and designation of the assigned receiving officer of an agency/entity or employee/user and also indicate the date of receipt
- B. In case of transfer of property/asset from one agency/entity to another, a copy of the JEV of the transferring agency/entity shall be attached to Copy 2 of this report.
- C. It shall be prepared in four (4) copies distributed as follows:

- | | |
|-----------------|--|
| <i>Original</i> | – Chief Accountant or Head of Accounting Division/Unit |
| <i>Copy 2</i> | – Recipient or user of the property |
| <i>Copy 3</i> | – Transferring agency/entity or user/officer |
| <i>Copy 4</i> | – Supply and/or Property Unit file |

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