



Republic of the Philippines  
**Department of Education**

PROCUREMENT MANAGEMENT SERVICE

PROCUREMENT MANAGEMENT SERVICE

**BIDS AND AWARDS COMMITTEE V**

**Request for Quotation (RFQ)  
(Repost)**

Reference No.:	2023c-BLR2(014)-BV-NPSVP-033a
End-user Unit:	Bureau of Learning Resources- Learning Resources Production Division (BLR-LRPD)
Due date:	July 6, 2023
If further information is required, please contact:	Bureau of Learning Resources-Learning Resources Production Division (BLR-LRPD) Contact No. 8631-5057/ 8633-7202

July 1, 2023

**To: All Prospective Proponents**

1. The Department of Education, through its Bids and Awards Committee (BAC) V, requests price quotation for the project **Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software** particularly described and detailed in the Project Reference, hereto attached as **Appendix "A"**.
2. Said quotation shall be received on or before **10:00 A.M. on July 6, 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  
depedcentral.bacsecretariat@deped.gov.ph
3. The successful proponent must be able to meet the following requirements:
  - 3.1. The **Terms and Conditions** provided as Item V of the Project Reference-as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
  - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
  - 3.3. The **Technical Specifications** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
4. If the 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, technical, and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.

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

5. The 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 NINETY-TWO THOUSAND NINETY-FOUR and 51/100 (PhP492,094.51)**. 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.
6. 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.
  - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
  - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.

*G. H. S. Ambat*

**ASec. G.H. S. Ambat**

Chairperson, Bids and Awards Committee V

*alic  
29 June 2023*

Received Copy:

Remarks:

*alic*

**PROJECT REFERENCE****I. PROJECT TITLE:**

Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software

**II. PROJECT OWNER:**

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

**III. OBJECTIVE:**

To procure the project *Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software* 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 Quotation (SCQ/LCQ) 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 (IRR) of Republic Act No. 9184.

**V. TERMS AND CONDITIONS OF CONTRACT:****A. Instructions**

1. The Proponent shall be responsible for sourcing its

goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award. Failure of the Proponent to comply with this provision shall be a ground for cancellation of the award issued to the Proponent.

2. The Proponent shall pick up the Contract or Purchase Order (PO), and Notice to Proceed (NTP) issued in its favor within three (3) calendar days from the 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 Proponents shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. The Proponent who accepted a Contract or PO, and NTP 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 required services shall be rendered at the **DepEd Central Office, DepEd Complex, Meralco Ave., Pasig City.**

The services 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 performance of the required services the Proponent shall notify DepEd through AS-AMD and present original and four (4) copies of the Proponent's invoice showing item's description, and total amount.

For this purpose, the DepEd's Representative at the Project Site shall be **Ms. Shiela D. Cabisidan for the End-User Unit, and the designated Inspectorate Team.**

### **Incidental Services**

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

1. Performance or supervision of on-site start-up of the software;
2. Furnishing of tools required for the assembly and/ or maintenance of the software;
3. Furnishing of a detailed operations and maintenance manual of the software; and
4. Performance or supervision or maintenance of the software for a period of time agreed by the parties.
5. Training of DepEd personnel on the start-up, operation, maintenance, and/or repair of the software.
6. Assistance to BLR in case the license unsuccessfully runs or encounters problems within the duration of the license.

### **C. Schedule of Payment**

The Proponent may submit a request for payment based on the following:

- (i) actual value of services rendered based on the schedule of deliveries and other relevant terms and conditions of the contract; and
- (ii) certification by the Proponent, as approved by the duly authorized DepEd representative, that the required services have been rendered 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 30 calendar days in accordance with the existing Government disbursement procedure, upon acceptance of services by the duly authorized DepEd representative, and submission of the above-stated required documents.

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

## **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 (PO) under **Annex "E"**.
7. Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson  
Bids and Awards Committee V  
Department of Education  
Room M-511, 5<sup>th</sup> Floor, Mabini Bldg.,  
DepEd Complex, Meralco Avenue, Pasig City  
Tel Nos. 8633-9343 / 8636-6542  
depedcentral.bacsecretariat@deped.gov.ph  
Look for: Ms. Daisy E. Adriatico (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. Make 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 a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software			
Lot	Description	Quantity	Delivery Period
1	Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software	8	Within 30 calendar days from the date of receipt of the NTP.

**A. Delivery Schedule**

Complete performance of services shall be made within 30 calendar days from the date of receipt of the NTP.

**B. Project Site**

The required services shall be rendered at **Learning Resources Production Division, BLR, Ground Floor, Bonifacio Bldg., DepEd Complex, DepEd Central Office, Meralco Avenue, Pasig City.**

**C. Delivery and Receiving Instructions**

The Supplier shall observe the following instructions:

- 1) Services as specified in this Schedule of Requirements and/or Technical Specifications shall be rendered only to the address indicated herein. The Proponent shall notify the indicated authorized receiving personnel at the Project Site of the scheduled performance of services at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the DepEd is present during the said date and time.
- 2) The Proponent shall perform services at 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 services made before 8:00 A.M. to 2:00 P.M., and on non-working days.

**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
- 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 of 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.

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Name and Signature of Provider's Authorized Representative

Technical Specifications

General Requirements/Specifications:

1. The item must be branded and of good quality.
2. This braille translation software imports many document formats, translates into braille and sends the braille-to-braille embosser.
3. This braille translator software accepts old windows version and many other modern file formats and support for the Filipino Language
4. This braille translator software has a modern, flexible user interface. Whether you are blind or sighted, the software is fully accessible and fully in tune with the latest advances in operating systems and sister applications.

Detailed Technical Specifications

ITEM	SPECIFICATIONS	QTY. & UOM	STATEMENT OF COMPLIANCE (State Complyor Not Comply)	BIDDER'S ACTUAL OFFER
<p>Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software</p>	<p>Quantity: Eight-Single (8) Licenses</p> <ul style="list-style-type: none"> <li>• Translates the text contents of a file into Braille</li> <li>• Supports the English and Filipino alphabet, numbers, and punctuation</li> <li>• Can connect to existing DepEd's Braille embossers for printing/embossing of the Braille text</li> <li>• With Software Maintenance Agreement with access to latest updates for at least one year</li> <li>• Runs in 32-bit and 64-bit of Windows 10 and 11</li> <li>• Recognizes and translates imported Word 2013/2016/2019/365, Open Office, and LaTeX files</li> <li>• Can connect to Index Everest-D V5, BASIC-D V5, and other commercial braille embossers</li> <li>• Provides user guide in English</li> <li>• Provides tutorial videos for installation, setup, use, and maintenance of the items delivered</li> <li>• Provide one-day training for installation and use of the software</li> <li>• Provides at least 3-month user support via email</li> <li>• Brand: BTS latest version or released after November 2021 that is:                             <ul style="list-style-type: none"> <li>- compatible with the Formatting Style and Embossers of DepEd; and</li> <li>- supports the KWF-Filipino Alphabet (Filipino, Tagalog, Iloko, Hiligaynon, and Cebuano languages) when converting to braille code</li> </ul> </li> </ul>	<p>8 Single-user software licenses</p>		

**STATEMENT OF COMPLIANCE**

I hereby commit to provide the above-specified requirements in compliance with the Technical Specifications for the Project: ***Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software***

**Name and Signature of Authorized Representative**

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

**ANNEX "D"**

Lot No.	Description	Qty.	Unit of Measurement (UOM)	Price Ceiling (Php)	Supplier's Offer (state brand, model, make and specifications)	Total Price
1	Procurement of a One-Year Subscription of Eight (8) Single-Seat Braille Translation Software	8	Single-user software licenses	492,094.51		
<b>TOTAL ABC</b>				<b>PHP 492,094.51</b>	<b>Total Price Offer</b>	
<b>Total Price Offer (in words)</b>						

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 receipt of 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 : <u>BLR-LRPD</u>
Telephone Nos. : _____	End-User : _____
TIN : _____	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:	

Place of Delivery : Learning Resources Production Division, BLR, Ground Floor, Bonifacio Bldg., DepEd Complex, DepEd Central Office, Meralco Avenue, Pasig City. Delivery Term : \_\_\_\_\_

Date of Delivery : within thirty (30) calendar days to commence within Three (3) calendar days from the receipt of NTP.

Payment Term : (see Terms and Conditions)

Project Title: Procurement of One-Year Subscription of Eight (8) Single-Seat Braille Translation Software

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
<p><b>Detailed Technical Specifications:</b></p> <ol style="list-style-type: none"> <li>The item must be branded and of good quality.</li> <li>This braille translation software imports many document formats, translates into braille and sends the braille-to-braille embosser.</li> <li>This braille translator software accepts old windows version and many other modern file formats and support for the Filipino Language</li> <li>This braille translator software has a modern, flexible user interface. Whether you are blind or sighted, the software is fully accessible and fully in tune with the latest advances in operating systems and sister applications.</li> </ol> <p>Quantity: Eight-Single (8) Licenses</p> <ul style="list-style-type: none"> <li>Translates the text contents of a file into Braille</li> <li>Supports the English and Filipino alphabet, numbers, and punctuation</li> <li>Can connect to existing DepEd's Braille embossers for printing/embossing of the Braille text</li> <li>With Software Maintenance Agreement with access to latest updates for at least one year</li> <li>Runs in 32-bit and 64-bit of Windows 10 and 11</li> <li>Recognizes and translates imported Word 2013/2016/2019/365, Open Office, and LaTeX files</li> <li>Can connect to Index Everest-D V5, BASIC-D V5, and other commercial braille embossers</li> <li>Provides user guide in English</li> <li>Provides tutorial videos for installation, setup, use, and maintenance of the items delivered</li> <li>Provide one-day training for installation and use of the software</li> <li>Provides at least 3-month user support via email</li> <li>Brand: BTS latest version or released after November 2021 that is: <ul style="list-style-type: none"> <li>compatible with the Formatting Style and Embossers of DepEd; and</li> <li>supports the KWF-Filipino Alphabet (Filipino, Tagalog, Iloko, Hiligaynon, and Cebuano languages) when converting to braille code</li> </ul> </li> </ul>	8	Single-user software licenses		

**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,  
  
**GLORIA JUMAMIL-MERCADO**  
Undersecretary  
Human Resource and Organizational Development  
Head of Procuring Entity  
Department of Education

Conforme: \_\_\_\_\_  
Signature Over Printed Name of Supplier

\_\_\_\_\_ Date

Funds Available: _____	OR No.: _____
	Amount: _____

**TERMS AND CONDITIONS**

1. Service Provider shall be responsible for the source(s) of its materials/equipment and shall render services in accordance with the award or purchase order (PO). Failure by the Service Provider 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 quotation at the Procuring Entity's option.
2. The Request for Quotation (RFQ) and the Service Provider's offer including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted by the Service Provider 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 Service Provider 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 Service Provider may submit a request for payment based on the following:
  - (i) Actual services rendered based on the schedule of deliveries and other relevant terms and conditions of the PO; and
  - (ii) Certification by Service Provider, as duly signed by the authorized DepEd representative, that the required services have been rendered in accordance with the PO. Other delivery documents as may be subsequently prescribed by DepEd shall be provided by the Service Provider.

One hundred percent (100%) of the Contract/PO Price shall be paid to the Service Provider within \_\_\_ calendar days, in accordance with the Government disbursement procedure, upon completion of services and acceptance by the duly authorized DepEd representative, and submission of the required documents.

Conforme:

\_\_\_\_\_  
Signature over printed name of Supplier

\_\_\_\_\_  
Date