



Bids and Awards Committee


Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Member

REQUEST FOR QUOTATION (RFQ) No. 2021 - 37 (Negotiated Procurement – Two Failed Biddings)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.1 – Two Failed Biddings of the 2016 Revised IRR of R.A. No. 9184 for the project: **PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes “A-B” for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,


ATTY. ARISTOGERSON T. GISMUNDO
Assistant Commissioner
BAC Chairman



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REQUEST FOR QUOTATION (Negotiated Procurement – Two Failed Biddings)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS** in accordance with Section 53.1 – Two Failed Biddings of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project:	PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS
Approved Budget for the Contract:	Two Million Four Hundred Seventy Two Thousand and Two Hundred Pesos (Php2,472,200.00) inclusive of all bank and government charges
Location:	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification:	See attached Annex “A” for the Term of Reference and Schedule of Delivery, and Annex “B” for Financial Bid

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 in the morning of September 13, 2021** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **September 13, 2021, at 10:30** in the morning. **Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC’s official email address.**

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.



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5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Omnibus Sworn Statement
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)
5. Secretary's Certificate / Authorization to sign as representative

- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

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ANNEX "A"

TERMS OF REFERENCE (TOR) PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

(Through Negotiated Procurement Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

Approved Budget for the Contract

The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Two Million Four Hundred Seventy Two Thousand and Two Hundred Pesos (Php2,472,200.00)** inclusive of all applicable bank and government charges.

I. BACKGROUND

The Professional Regulation Commission (PRC) is the official government body responsible for qualifying and ensuring the competence of professionals in the country. It administers examinations for admission to practice for all Philippines professions under its jurisdiction.

The PRC implements and enforces the various professional regulatory laws governing each particular profession including the conduct of their respective continuing professional development. In pursuit of this mandate, the PRC reviews and accredits providers which offer such services.

The Commission issued Resolution No. 1283 (s. 2020) scheduling the licensure examinations for calendar year 2021. Under the same resolution, the Licensure Examination for Professional Teachers (LEPT) was scheduled on September 26, 2021 in the cities of NCR, Bacolod, Baguio, Bohol, Butuan, Cagayan de Oro, Catanduanes, Catarman, Cauayan, Cebu, Davao, Dumaguete, Iloilo, Koronadal, Legaspi, Lucena, Pagadian, Palawan, Pampanga, Romblon, Rosales, Tacloban, Tuguegarao, Zamboanga, Marinduque, Masbate, Occidental Mindoro, Oriental Mindoro, Jolo, Sulu, and Tawi-tawi.

Due to the cancellation made in year 2020 and March 2021 LEPT that has impact to September 2021, thus the accumulated number of examinees are around 170,000 which the PRB for Professional Teachers and the Commission find it necessary to divide the said exam in four (4) batches to comply with the required health protocols. For this September 2021 LEPT, the first batch of the said exam, the estimated number of examinees is 48,500.

Due to the large number of examinees. the printing and shredding of test questions for the September 2021 LEPT will have to be done through a printing contractor wherein the test booklets will be printed and delivered to various PRC Regional Offices and Non-Regional Offices/LGUs governed by the concerned Regional Offices.



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II. OBJECTIVES

To effectively address the large number of examinees, PRC is looking for a bidder to fulfil its mandate especially in the printing and shredding of the September 2021 Licensure Examination for Professional Teachers.

This Terms of Reference (TOR) shall determine the requirements and qualifications of the bidder, including services and scope of work, deliverables, the technical specifications and, the budget for the said project.

III. SERVICES AND SCOPE OF WORK

1. The printing house shall be located within Metro Manila, must be made of concrete with suitable working area for quarantine work, and likewise guaranteed for the **safety and protection** of PRC personnel in the premises.
2. The printing house, facilities, equipment and specifically the quarantine area must be completely secured and isolated from other printing jobs, if any, of the winning Bidder for the duration of the contract period.

Before the quarantine period, the Commission representatives, **Professional Regulatory Board for Professional Teachers (Board)**, PRC Quarantine Team, and assigned Security Officers shall conduct an ocular inspection of the quarantine premises to ensure that all requirements are in place.

3. Complete quarantine and isolation of all personnel involved shall be guaranteed from a minimum of five (5) days to a maximum of fifteen (15) days from start of quarantine.
4. All windows of the printing house shall be locked, with only exhaust fans provided. All door/entrances shall be closed and sealed during the quarantine period. Entry to the premises shall be strictly monitored and exit prohibited.

The entire building shall have floor-markings showing the uni-directional flow of traffic of people inside the building pursuant to Memorandum No. 68 s. 2020

Pursuant to DOLE Department Order No. 224, s. 2021:

A. Air-Conditioned Spaces

- a. For HVAC systems, outdoor air supply should conform to the recommended breathing zone ventilation rates, for the purpose of general air dilution and comfort control.
- b. Run the ventilation system for at least 30 minutes before and after spaces are occupied.
- c. In workplaces that only have local air conditioning units, dilution ventilation may be done through the use of exhaust fans, and filters



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MERV13 or higher, or high-efficiency particulate air (HEPA) filter rating applicable to the unit may be installed. Ensure that enough exhaust fans relative to the room volume are available to have the required breathing zone minimum ventilation rates.

d. Where ventilation is greatly recirculated or access to outside air is not feasible, filters such as HEPA filtration air purifiers can be used to clean recirculated air, provided that the unit is adequate for the size of the room in which it is installed in. Ensure proper maintenance by following manufacturer recommendations of these devices.

e. Keep the louvers of local air conditioning units in an upward position to prevent the air flowing from one person to another, while observing minimum health protocols.

f. Frequently open the windows, doors, and other openings to supplement the mechanical ventilation systems to achieve dilution.

g. Establish a cleaning and maintenance program for mechanical systems. Ensure that no molds or stagnant water will be circulated in the atmosphere. Filters must be changed when necessary. Appropriate Personal Protective Equipment must be worn by workers involved in the cleaning and maintenance.

B. Local Exhaust Ventilation (LEV) or Portable Disinfection Fogging Machines

a. The LEV system shall conform to the existing local code. It shall have the basic components of hoods, ductworks, air cleaning device, fans or blowers and exhaust stack. All installed LEV shall be equipped with a proper air cleaning device to treat, filter and minimize airborne contaminants being exhausted to the atmosphere.

b. Continuous operation of LEVs when workers are present in order to allow additional air change in the workplace. Ensure that running hoods of LEVs are properly secured when not being used during a specific operation to avoid disruption.

c. The Portable disinfection fogging machines shall be installed inside the quarantine facility to be used for the daily disinfection schedule.

D. Restrooms and Water Closets

a. Ensure that exhaust fans in restroom facilities are functional and operational at full capacity whenever the building is occupied.



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- b. When toilets/water closets are used, close the toilet bowl seat lid before flushing, if available. This aims to minimize the release of droplets into air caused by flushing.
 - c. Do not use hand blowers or jet dryers as it contributes to the dispersion of potentially contaminated air inside the restrooms.
5. The facilities to be used must be in good condition during the entire process.
 6. The Chairman and Members of the Board, three (3) Professional Regulation Commission (PRC) Supervising Staff, three (3) PRC Computer Operators, one (1) roving PRC personnel from Internal Audit Division, two (2) PRC Security Officers, two (2) NBI personnel and two (2) PNP Security Officers shall be quarantined at the Printing House to oversee printing operations. In addition, three (3) Security Personnel from the winning bidder shall be posted outside the entrance/exit of the quarantine area.
 7. The Board, all authorized PRC quarantine personnel, and assigned security officers shall be required to present the proof of COVID-19 vaccination for two (2) doses to ensure the health and safety of all concerned. Only those who are vaccinated shall be allowed to enter the printing plant.
 8. Winning-Bidder's Printing Plant personnel shall be required to undergo RT-PCR swab/saliva test to ensure the health and safety of all concerned unless fully vaccinated with two (2) doses against COVID 19. Only those who are vaccinated or with RT-PCR negative result shall be allowed to enter the printing plant at the expense of the bidder.
 9. The winning Bidder shall provide the Personal Protective Equipment (PPE) such as long-sleeved gown, surgical face mask, face shield, and disposable non-sterile gloves.
 10. The winning Bidder shall provide Physician on-call in the event of medical emergencies;
 11. The winning Bidder shall provide facilities for comfortable board and lodging, air-conditioned working and sleeping quarters of PRC printing and shredding personnel, separate toilets with hot and cold showers for ladies and men, bed cushions, beddings, conference table, clothes lines/cabinets, lights, water and recreation facilities (2 TV sets with cable channels, 2 DVD players, chess sets, billiard/table tennis/ping pong), washing machines, dryers, including food, physician on call, exhaust fans in all working and sleeping areas, industrial fans for workers and clear plastic container/bags for the Board's personal belongings for purpose of easy inspection, to be provided by the winning Bidder to the PRC and printing personnel during the whole period of quarantine.



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The location of the sleeping quarters of the PRC employees must be contiguous with the sleeping quarters of the employees of the winning bidder.

12. The winning Bidder shall also provide facilities for the Chairman and Members of the Board, for comfortable board and lodging, air-conditioned working and sleeping quarters with separate toilets for ladies and men with hot and cold showers, bed cushions, beddings, conference table, clothes lines/cabinets, lights, water and recreation facilities (TV sets with cable channels, DVD players, chess sets, billiard/table tennis/ping pong, etc.), Newspaper/broadsheet (such as Philippine Daily Inquirer, Manila Times, Daily Tribune, and the like) washing machine, dryer, including food, physician on call, exhaust fans in all working and sleeping areas, and clear plastic container/bags for the Board's personal belongings for purpose of easy inspection during the whole period of quarantine. Further, the service provider shall also provide utility staff to keep always clean the working and eating areas, the sleeping quarters including comfort rooms.

The Board's receiving and dining room must be separate from the PRC staff.

13. The winning Bidder shall provide staff to prepare special meal for the Chairman and members of the Board and coordinate with the Board for the requested meals taking into consideration their dietary requirements.

The winning Bidder shall also provide utility staff to keep the working area clean, including the sleeping quarters.

14. Round-the-clock 24-hour security system manned by Security Guards shall be provided by the winning bidder to cover the entire area from the start of quarantine. In the event of any loss or damage within the premises of the quarantine area and/or to the personal belongings or to the person of the personnel involved, the winning bidder shall be held liable and shall reimburse the amount equivalent to such loss or damage. Moreover, any incident of theft or damage to the personal belongings of quarantined personnel shall be sufficient ground to blacklist the winning bidder to participate in future competitive public bidding activities.

15. Communication network, one (1) telephone set between PRC and the winning Bidder located at the Security guard's station at the Printing House provided that the same shall be strictly and exclusively for the use of the winning Bidder in the presence of PRC Officials and the Plant Manager for urgent business of, and with PRC, subject to the Bidder's close supervision and control. Only emergency calls, as determined by the Head of the PRC Quarantine Team shall be allowed and only with the PRC Chairman of the Board, provided that during extreme medical emergencies, the Chairman of the Board or his designated representative may be allowed to directly communicate with the physician on call in coordination with the quarantined PRC Quarantine.



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16. All computers of PRC and the winning Bidder in the quarantine area shall have no internet services during quarantine period. There shall be no telephone/cable lines in the computer room and working areas. No personal calls, mobile phones, and other communication gadgets shall be allowed inside the quarantined area. To ensure that there will be no internet services inside the quarantined area, aside from the body inspection of the quarantined personnel by the winning Bidder's Security Personnel, all personal belongings of the PRC group shall be inspected in the PRC before proceeding to the Printing area. Personal belongings shall be placed in a box which will be sealed and labeled with box number and the contents of each box inside the PRC premises. The winning Bidder's Security Personnel will conduct body inspection on the PNP and NBI Personnel. The winning Bidder's personnel and their belongings shall also be inspected by PNP, NBI and PRC Security. All gadgets that shall be brought to the printing house must be placed in a transparent plastic and must be properly sealed. All quarantined personnel of PRC and the winning Bidder shall not communicate with anybody outside the quarantined area, except the winning Bidder's Manager in case of technical problems relating to printing, packing and delivery, and only with the PRC Chairman of the Board or his designated representative and vice versa.
17. All deliveries, including food and containers, being brought in and out of the quarantine area shall be subjected to inspection. Additional deliveries other than food shall need an approval from the PRC Chairman of the Board.
18. A CCTV with roving cameras shall be installed in the computer room, entrance/exit doors, and the working areas which include lay-outing, printing, collating, stitching and packaging areas. The hard drives shall be surrendered to the Director, Licensure Office one (1) day after the quarantine period. Failure to surrender the said hard drives shall be a ground for refusal of payment.
19. PRC and the winning Bidder's personnel involved in all the processes during the quarantine period shall issue a Certification of the extent of their participation in each procedure in the printing and supply of Licensure Examination for Professional Teachers Booklets for each subject.
20. The winning Bidder shall provide a standby generator with sufficient generating capacity and sufficient number of rechargeable emergency lights. The expenses covering its operation and maintenance shall be for the account of the winning Bidder.
21. The winning Bidder shall ensure that all supplies and materials needed for the printing and packing of the Test Booklets shall be made available and within the printing house at the start of the contract period.
22. The PRC shall provide the winning Bidder with instructions as to the format and content of the Test Booklets and for the packing and distribution of the Confidential Materials.
23. The winning Bidder shall guarantee the quality of the printed materials, with particular regard to the completeness and accuracy of the paging of each Test Booklet.
24. The designated winning Bidder's Supervisor, with the authority to make decision, shall personally and strictly direct and supervise the printing work under the direction and control of the Chairman and Members of



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the Board, PRC Quarantine Supervisor, Assistant Supervisors, technical and IAD Staff, NBI and PNP Security Officers.

25. Each plastic bag, Gauge 3, shall contain 25 Test Booklets or the number of Test Booklets equivalent to the actual number of examinees per room in the Test Centers. The plastic bags containing the booklets shall be heat-sealed, bundled, and tied with straw strings. Each bundle shall contain as many plastic bags as there are rooms assigned to a Floor Supervisor. The plastic bags shall be packed in carton boxes, tied with nylon straps – two (2) lengthwise and one (1) crosswise and sealed by three (3) metal straps. In addition, the boxes shall be clear wrapped and tied with plastic strap with metal clasp for handling purposes two (2) lengthwise and two (2) crosswise.
26. The winning Bidder shall properly label the boxes of Test Booklets by using color codes for each subject and according to School and Test Center.
27. The cost of carton boxes and the labor for the packing and labeling of the materials, including the Confidential Materials, which shall be in accordance with the Materials Distribution Guide, shall be for the account of the winning Bidder.
28. All extra and spoiled Test Booklets, printing plates, TB Lay-outs and TQ master copy shall be shredded by the winning Bidder. The shredding shall be witnessed and certified by the PRC staff, Professional Regulatory Board for Professional Teachers, PNP, NBI, Company Guards, IAD, COA and other witnesses at no extra cost to PRC.
29. The sealed boxes of test booklets shall be placed at of the winning Bidder's designated withdrawal area. The winning bidder shall provide enough cargo vehicles with driver including the gasoline and allowance of its personnel, for pick-up of the materials from its delivery area to airport and specified Testing Centers provided by the Procuring Entity.
30. The Test Booklets should be ready for pick-up, shipment & delivery to the Regional Test Centers three (3) days before the first day of examination.
31. The winning Bidder shall provide adequate and balanced diet meals for the PRC's Security Officers and Hauling Team in charge of the turnover of the boxes of Test Materials in the quarantine area. Furthermore, the winning bidder shall provide transportation exclusively for the Chairman and Members of the Board and PRC Quarantine Team from the PRC premises to the printing and shredding compound from the start of the quarantine period and at the end of the shredding activity.
32. The winning bidder shall provide transportation for the shredding team from the PRC premises to the printing & shredding compound on the shredding schedule and shall be transported back to the PRC after the completion of the shredding activity. Meals and beverages shall also be provided for the shredding team during the said activity. In case the shredding activity will be finished by 11:00 in the evening, the winning bidder shall provide comfortable board and lodging for the shredding team.
33. The winning bidder shall pick-up from the central distribution center located at the PRC Main Building the used and unused test booklets coming from all test centers from the NCR Regional Office, provide temporary storage prior to shredding and shred the same based on the schedule provided them by PRC. The shredding shall be witnessed and



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certified by the Board, PRC staff, PNP, NBI, Company Guards, IAD, NAP, and other witnesses.

34. The winning bidder shall provide a fully secured storage area with CCTV where the used and unused test booklets from the testing centers in NCR shall be stored for fifteen (15) calendar days after the conduct of licensure examination, in compliance with the revised Records Disposition Schedule of the Commission as approved by the National Archives of the Philippines. All windows, doors, and entrances of the said storage area shall be locked and sealed by the duly authorized representative from the NCR Regional Office (NCR-RO). The room keys shall be kept by the said NCR-RO's authorized representative and shall be turned over to the Head of the NCR RO Shredding Team on the day of shredding of the test booklets. Shredding shall be scheduled after fifteen (15) calendar days upon coordination with the winning bidder and shredding team.
35. The winning bidder shall provide space to the official buyer of PRC of disposable/shredded papers for pick-up and loading by the official buyer's laborers at the end of shredding activity.
36. All used and unused test booklets from the testing centers in NCR shall be shredded by the winning bidder within three (3) hours upon opening of the sealed boxes of TBs.
37. There will be a 2.5% extra Test Booklets for each subject at no cost to PRC, subject to adjustment of both the number of pages and the number of copies at the time of actual printing.
38. The winning Bidder shall print, without cost on the part of PRC, at least Five Thousand (5,000) pieces of the eighteen (18) page Room Watcher/Proctor's Instruction Manual or Examination Badges, the contents of which shall be provided by PRC Licensure Division.
39. PRC shall assume responsibility for the security of the Materials while in transit to the Test Centers.
40. There shall be forfeiture of the entire value of the Contract Price should a breach of security be committed by any act or omission directly imputable to the winning Bidder or its employees or personnel, resulting in the leakage of Test Questions.
41. For every delay in the delivery of the Test Booklets to PRC and which delay has not been caused by any fortuitous event, a fine of 1/10 of 1% of contract price irrespective of quantity shall be imposed on the winning Bidder. The said fine shall be deducted from the contracted price. However, should the delay renders beyond the control of PRC to deliver the Test Booklets to the Test Centers for the use of the examinees on examination day(s) PRC shall not be liable for the cost of the Test Booklets which have not been used in the examination by reason thereof and shall have the right to claim for damages against the winning Bidder.
42. The winning Bidder's Officials and designated Supervisor, PRC Officials, Professional Regulatory Board for Professional Teachers, PRC Quarantine Supervisor, Computer Operators, Roving and Security Staff shall meet one to two days before the start of printing to discuss the procedures and controls to be done inside the Printing House. Schedule of activities, including Gantt Charts, floor plan, and arrangement for food, medicines and other necessities shall be finalized during the meeting.



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43. It is understood that the President and any official of the winning Bidder have not offered and will not offer any sum of money or non-financial favor to any member of the Bids and Awards Committee (BAC), or any official or employee of the Commission; and acknowledge and agree that such act of offer constitutes bribery for which the President shall be liable for sanctions under existing laws and outright termination of the contract.

IV. TECHNICAL SPECIFICATIONS

The TEST BOOKLETS shall conform to the following specifications and requirements:

1. NUMBER OF TEST QUESTIONS SETS:

Two sets (Test "A" and Test "B"), to wit:

A. FOR ELEMENTARY TEACHERS

- a. Test Booklet I – General Education
- b. Test Booklet II – Professional Education

B. FOR SECONDARY TEACHERS

- a. Test Booklet I – General Education
- b. Test Booklet II – Professional Education
- c. Test Booklet III – Specialization
 - i. English
 - ii. Filipino
 - iii. Biological Sciences
 - iv. Physical Sciences
 - v. Mathematics
 - vi. Social Studies
 - vii. Values Education
 - viii. MAPEH
 - ix. Agriculture and Fishery Arts
 - x. Technology and Livelihood Education

2. **PRINTING SIZE:** 21 cms. X 26.7 cms. (8 ¼" X11")

3. **COVER PAPER STOCK:** Newsprint with colored ink for cover, different color for each subject and set.

4. **INSIDE PAPER STOCK:** Newsprint, GSM 48.8 (5%+,-)
Black and white printing with **DOST Certification**

5. **BINDING:** Saddle stitch

6. **NUMBERING:** Consecutive serial number at the front cover for accounting purposes (for each subject)

7. **PROCESS:** Offset printing/Digital printing

8. **STRAP:** Plastic strap with metal clasp



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9. NUMBER OF PAGES:

A. FOR ELEMENTARY TEACHERS

- Twenty-four (24) pages more or less, including cover page for General Education.
- Thirty-two (32) pages more or less, including cover page for Professional Teachers

B. FOR SECONDARY TEACHERS

- Twenty-four (24) pages more or less, including cover for General Education
- Thirty-two (32) pages more or less, including cover page for Professional Education
- Thirty-two (32) pages more or less, including cover page for each Field of Specialization/Major

10. MINIMUM NUMBER OF MACHINE/EQUIPMENT REQUIREMENTS

Quantity	Type	Description
1	Web Machine	24 pages or more
1	Saddle Stitching Machine	2,000 test booklets/hour
2	Cutter	for trimming of test booklets
1	Numbering Machine	Offset
1	Personal Computer	Pentium III or higher with VCD and Floppy Disk Drive
1	Laser Printer	must be compatible with the computer
3	Cutter/Shredder	For shredding of test booklets, Industrial Shredder/Cutter, Size of Shredded Paper: 3.0-5.0 mm strip cut Office Shredder acceptable
1	Cutter	For Aluminum plates, heavy duty

11. PRINTING OF TEST BOOKLETS

A. ESTIMATE NUMBER OF COPIES

SUBJECTS	(a) ESTIMATED NO. OF EXAMINEES	(b) NO. OF PAGES	(c) TOTAL NO. OF PAGES FOR PRINTING (a) x (b) = (c)
I. ELEMENTARY LEVEL			
General Education	16,000	24	384,000
Professional Education	16,000	32	512,000
SUBTOTAL			896,000
II. SECONDARY LEVEL			
General Education	32,500	24	780,000
Professional Education	32,500	32	1,040,000
Field of Specialization	32,500	32	1,040,000
SUBTOTAL			2,860,000
OVERALL TOTAL			3,756,000



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With 2.5% extra for each subject, the printing and shredding of which shall be at no cost to PRC.

12. SHREDDING OF ONE (1) SET TEST BOOKLETS FOR EACH EXAMINEE IN NCR

ESTIMATE NUMBER OF EXAMINEES IN MANILA		DATE OF EXAM
Elementary:	2,200	September 26, 2021
Secondary:	3,800	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX "B"

PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)
PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS:

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____