



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
**MANILA**



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **Supply, Delivery, and Installation of Optical Mark Recognition (OMR) System for the Insurance Commission**, subject to the attached Terms of Reference (TOR):

|                                  |                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>NAME OF PROJECT</b>           | <b>Supply, Delivery, and Installation of Optical Mark Recognition (OMR) System for the Insurance Commission</b> |
| <b>PURCHASE REQUEST/REF. NO.</b> | <b>2018 – 02 – 053</b>                                                                                          |
| <b>LOCATION</b>                  | IC Building, 1071 United Nations Avenue, Ermita, Manila                                                         |
| <b>APPROVED BUDGET</b>           | Three Hundred Thousand Pesos (PhP300,000.00)<br><i>including all applicable taxes</i>                           |

Please use the attached Reply Slip in submitting price quotation to the Insurance Commission or through email at the contact information indicated below. The deadline of submission of the proposal/quotation is on **21 February 2018 12:00 Noon** at the following contact information:

**Contact Person:** Jo-Dann N. Darong / IC Planning Officer III  
**Office Address:** 2/F Planning and Management Division  
INSURANCE COMMISSION Building  
1071 United Nations Ave.  
Ermita, Manila  
**Telephone Nos.:** 523-8461 to 70 local 144  
**Email:** [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph)

**- Originally Signed -**  
**EDWIN CORNELIUS A. LAUZ**  
Head, Logistics Sub-Committee  
2018 IC Strengthening Week

## TERMS OF REFERENCE

### Supply, Delivery, and Installation of Optical Mark Recognition (OMR) System For the Insurance Commission

#### I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Three Hundred Thousand Pesos Only (Php300,000.00)**. Prices are inclusive of taxes and all applicable charges.

#### II. Item Specifications

|                |                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ITEM I</b>  | <b>OPTICAL MARK RECOGNITION SOFTWARE</b><br>Answer Sheet Checker and Form Reader with Question Paper Generator<br>Quantity: Two (2) Licenses |
|                | <i>Has OMR built-in sheet designer and export sheet file to .svg file extension</i>                                                          |
|                | <i>Can upload and download sheet design</i>                                                                                                  |
|                | <i>Has Index Points in OMR Sheet</i>                                                                                                         |
|                | <i>Able to read data generated from Variable Data Printing</i>                                                                               |
|                | <i>Can read black and white, or colored OMR sheet</i>                                                                                        |
|                | <i>Has OMR built-in reports (progress report, score list, question wise report, candidate response, assessment report and many more)</i>     |
|                | <i>Able to show/display test report in the order of rank or name or roll number per respondent and group</i>                                 |
|                | <i>With multi-column report for multiple subject OMR test</i>                                                                                |
|                | <i>Export data in excel format with captured images</i>                                                                                      |
|                | <i>Able to use SMS application for sending result</i>                                                                                        |
|                | <i>Able to integrate result in Online Software made by the same developer</i>                                                                |
|                | <i>With question bank and able to generate questionnaire</i>                                                                                 |
| <b>ITEM II</b> | <b>DOCUMENT SCANNER EQUIPMENT</b><br>Quantity: Two (2) Scanners                                                                              |
|                | <i>Scanning Speed (Binary / Color): 45ppm</i>                                                                                                |
|                | <i>Scanning Side: Simplex / Duplex / Double Exposure</i>                                                                                     |
|                | <i>Image Output: Binary, Greyscale (8 bit), Color, MultiStream</i>                                                                           |
|                | <i>Document Size Minimum: 1.9 in. x 2.1 in.</i>                                                                                              |
|                | <i>Document Size Maximum: 8.5 in. x 220 in.</i>                                                                                              |
|                | <i>Daily Duty Cycle: 6,000 scans per day</i>                                                                                                 |
|                | <i>Feeding Capacity: 100 sheets</i>                                                                                                          |
|                | <i>Scanning Resolution: 100 to 600 dpi and 1200 dpi (Interpolated)</i>                                                                       |
|                | <i>Interface : USB 2.0</i>                                                                                                                   |
|                | <i>Warranty: 3 years warranty on parts and labor</i>                                                                                         |

#### Other Requirements

*Software must be installed and must work on a virtual machine system.*

*Modifications in the forms, questionnaires, and reports should be free of charge.*

*Supplier must provide three (3) years technical support in times of software and hardware malfunction and should be free of charge.*

### III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

### IV. Schedule of Delivery

Supply, Delivery, and Installation of Optical Mark Recognition (OMR) System for the Insurance Commission must be not more than **three (3) days** upon receipt of the **Notice To Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

### V. Contract Cost and Payment

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

### VI. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. ***PhilGEPS Registration Certificate, Notarized Omnibus Sworn Statement, Mayor's Permit, SEC Registration and Income/Business Tax Return*** shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 5238461 to 70 loc. 107 or 5240151. The **QUOTATION** may be submitted through e-mail at [jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph) and [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph) or delivered to the following address:

#### **BIDS AND AWARDS COMMITTEE SECRETARIAT**

Ground Floor, Insurance Commission Bldg.,  
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

**- Originally Signed -**  
**EDWIN CORNELIUS A. LAUZ**  
Head, Logistics Sub-Committee  
2018 IC Strengthening Week

15 February 2018