



Republic of the Philippines
Department of Education
BIDS AND AWARDS COMMITTEE IV

SUBJECT : **BID BULLETIN NO. 1**

PROJECT : **Procurement of Test Materials for the 2024 National Achievement Test for Grade 10 (NAT G10)-(Rebid for Lot No. 3)**

PROJECT NO. : **2024-BEA2(003)-BIV-CB-012a**

DATE : **June 4, 2024**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders. It shall form an integral part of the bidding documents issued earlier relative to the above project.

I. Section I. Invitation to Bid

1. Item No. 5, page 8, is hereby amended to be read as follows:

5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd ProcMS-BACSD, Room M-512, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a bidder's information sheet and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier.

Payment in checks should be made payable to DECS OSEC Trust.

2. Item No. 6, page 8, is hereby amended to be read as follows:

The **DepEd** will hold a Pre-Bid Conference for this Project on **June 13, 2024, 10:00 A.M.** at **BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.

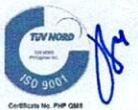
3. Item No. 7, page 8, is hereby amended to be read as follows:

Bids must be duly received by the BAC Secretariat on or before **9:30 A.M. of June 24, 2024** at **BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City**.



Room M-512, 5th Floor, Mabini Building
DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-9343; 8637-8292
Email Address: depedcentral.bacsecretariat@deped.gov.ph

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Late bids shall not be accepted.

4. Item No. 9, page 8, is hereby amended to be read as follows:

Bid opening shall be on **June 24, 2024, 10:00 A.M. at BCD Conference Room, 3rd Floor, Bonifacio Building, DepEd Complex, Meralco Ave., Pasig City**, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Only **two (2) representatives** per bidder will be allowed to enter inside the venue.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

II. Section VI. Schedule of Requirements

A. List/Description of Goods / Service, page 33, is hereby amended to be read as follows:

Original Provision				Provision as Amended			
Lot No.	Description	Quantities (Copies)	Delivery Period	Lot No.	Description	Quantities (Copies)	Delivery Period
3	Delivery of Test Materials	5,149,000	May-June 2024	3	Delivery of Test Materials	5,149,000	Within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).
	Retrieval of Test Materials	5,149,000	June-August 2024		Retrieval of Test Materials	5,149,000	Within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

B. Contract Duration, on page 34, is hereby amended to be read as follows:

Original Provision	Provision as Amended
B. Contract Duration Complete delivery shall be made within the contract duration stipulated below, from the date of receipt of the Notice to Proceed (NTP).	B. Delivery Period Complete delivery shall be made within Thirty (30) Calendar days from the date of receipt of the Notice to Proceed (NTP).

C. Delivery Sites, on page 34, is hereby amended to be read as follows:

Original Provision	Provision as Amended
C. Delivery Sites C.1 Delivery, Matching and Pick-Up Schedules Attached as Annex "C" is the allocation list for the test material.	C. Delivery Sites Test Materials shall be delivered by the contractor to the SDO through Door-to-Door and inspected at the Recipient Schools Division Offices (SDOs), please see Annex "C" for the Allocation List.

Lot 3			
Delivery and Retrieval of Test Materials, Non-Classified Materials and Answer Sheets	Delivery of Test Materials	May 15- June 14, 2024	30 Calendar Days
	Retrieval of Test Materials	June 27 - August 1, 2024	30 Calendar Days

DELIVERY OF ANSWER SHEETS AND SCHOOL HEADER

- Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets and must start on or before **May 12, 2024** and end on or before **June 10, 2024**. Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay
- Delivery destination:

PRINTER'S WAREHOUSE
 → Printer of test booklets

DELIVERY AND PICK-UP SCHEDULE

Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder
Priority 1 - 10	May 10, 2024	May 11, 2024	May 14, 2024
Priority 11 - 16	May 15, 2024	May 16, 2024	May 17, 2024
Priority 17 - 24	May 20, 2024	May 21, 2024	May 22, 2024
Priority 25 - 30	May 25, 2024	May 26, 2024	May 27, 2024
Priority 31 - 36	May 30, 2024	May 31, 2024	June 1, 2024
Priority 37 - 41	June 3, 2024	June 4, 2024	June 5, 2024
Priority 42 - 46	June 8, 2024	June 9, 2024	June 10, 2024

Test Booklets, Scannable Answer Sheets and Non-classified Materials		
Delivery Period	Test Administration	Retrieval Period
May 15-June 14, 2024 (30 calendar days)	June 20, 2024	June 27-August 1, 2024 (35 calendar days)

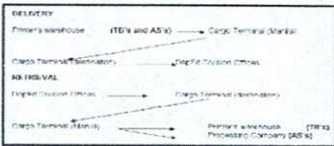
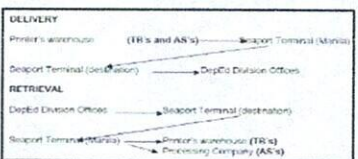
I. Section VII. Technical Specifications

A. General Specification, page 36, is hereby amended to be read as follows:

Original Provision				Provision as Amended			
Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER	Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
3	Delivery and Retrieval of NAT G10 Test Materials			3	Delivery to the respective Schools Division Offices (SDOs) and Retrieval of NAT G10 Test Materials		

B. Detailed Technical Specification, page 37, is hereby amended to be read as follows:

Original Provision		Provision as Amended	
Detailed Project Specific Requirements Specification			
Lot 3		Lot	
Delivery and Retrieval of Test Materials, Non-Classified Materials and Answer Sheets		Specification	
1. Trucks/Van	Forwarder/Courier must at least have ten (10) units of delivery trucks/vans in excellent running condition	Lot 3 Delivery and Retrieval of Test Materials, Non-Classified Materials and Answer Sheets	Service Provider shall: Delivery Mechanics 1. pick up the test materials at the printer's warehouse; 2. deliver the test materials via Door-to-Door delivery from the printer's warehouse to the Recipient Schools Division Offices (SDOs); 3. be responsible and accountable for ensuring security and confidentiality of the logistics and distribution management of the test materials. 4. inspect the test materials during the delivery of test materials from the SDOs; as per the BEA loading checklist 5. unload the test materials only in the presence of the authorized SDO personnel. The Service Provider should depart the division/school premises only after the inspection and verification of the inventory by the authorized SDO personnel, which includes delivery receipts and other delivery documents. 6. assist the authorized SDO personnel in dispatching the delivered test materials to
2. Means of Transportation (Test Booklets, Answer Sheets, School Headers and Non-Classified Materials) By Land/Truck	<ul style="list-style-type: none"> Forwarder/Courier shall pick up the test materials by cluster/region at the Printer's warehouse using close vans/trucks or other vehicles with similar specification and capacity After loading of test materials, close vans must be pad locked and must only be open at DepEd Division Offices Forwarder/Courier must have at least ten (10) units of close vans/trucks or other vehicles with similar specifications and capacity in excellent running condition During retrieval, Forwarders/Courier must comply with the same requirements Boxes of test materials shall be brought directly at DepEd Division Offices during the delivery period and the boxes of test booklets at Printer of test booklets warehouse and the boxes of answer sheets at the 		

	<p>Processing Company during the retrieval period</p> 	<p>their proper location within the SDO premises.</p>
<p>3. Means of Transportation (Test Booklets, Answer Sheets, School Headers and Non-Classified Materials) By Sea/Boat</p>	<ul style="list-style-type: none"> Forwarder/Courier shall pick up the test materials by cluster at the Printer's warehouse using close vans/trucks Test materials must be brought directly at Seaport Terminal for loading and upon arrival at the destination, Forwarder/Courier must pick up the test materials and deliver it to DepEd Division Offices using close vans Test materials must be loaded/transported using passenger vessels Close vans must be pad locked and must only be open at DepEd Division Offices Vehicles must be in excellent running condition During retrieval, Forwarders/Courier must comply with the same requirements Boxes of test materials shall be brought directly at DepEd Division Offices during the delivery period and the boxes of test booklets at Printer of test booklets warehouse and the boxes of answer sheets and at the Processing Company during the retrieval period 	<ol style="list-style-type: none"> ensure that the security arrangement of the test materials must be observed for air and water transportation; these materials should be tightly stowed with the other test materials and should be separated from non-testing-related cargo. the test materials should be delivered ten (10) to fifteen (15) days before the schedule of the test administration in all SDOs. provide the end-user with a consolidated list of deliveries from ALL SDOs indicating the date when the test materials are delivered, affixing the signature of the receiving official and their contact details. deliver the test materials during working days (Monday to Friday) and office hours. However, if there is a need to deliver on a weekend or holiday, the Service Provider must seek approval from the receiving SDOs and must agree on a specific schedule. inform the recipient SDOs of the upcoming delivery at least three (3) calendar days prior to the actual delivery schedule. Submit an update and report on the status of delivery to the end user. Emerging issues and concerns encountered in the filed should be coordinated with the end user. <p>Retrieval Mechanics</p> <ol style="list-style-type: none"> retrieve the test materials from the recipient SDOs and deliver them separately to the respective warehouses of the printer of test booklets (Lot 1) and the printer of answer sheets (Lot 2).
<p>4. Delivery of Test Booklets, Answer sheets and Non-Classified Materials</p>	<p>Delivery Period:</p> <ul style="list-style-type: none"> Means of transportation for the delivery by scheme and priority clusters/regions must be strictly followed. In case of force majeure, the forwarder/courier must advise DepEd - BEA (end-user) Accompanied cargo utilizing container vans must not be mixed cargo. For billing purposes forwarder/courier must attach/submit Bills of Lading to validate compliance, otherwise a penalty of 1/10 of 	<ol style="list-style-type: none"> report immediately to the end-user any delays in the retrieval process. provide appropriate documentation of the delays in the delivery and retrieval due to natural calamities, civil disorder, and other localized suspensions based on emerging concerns in the affected areas. The Service Provider should obtain certification from the concerned government entity and/or affected SDO attesting to the cited conditions that caused the delay of the delivery, a copy of which should be part of the set of delivery

	<p>1% shall be deducted to the total contract price</p> <ul style="list-style-type: none"> • Delivery of test materials must be ten (10) days for divisions outside Metro Manila and three (3) days for divisions within Metro Manila before examination day to be coordinated with DepEd - BEA. Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay • Forwarder/Courier shall pick up the test materials from the Printer's warehouses and deliver is simultaneously to DepEd Division Offices 	<p>documents that will be submitted to the End-User.</p> <ol style="list-style-type: none"> 16. provide the end-user with a consolidated list of retrieval from ALL SDOs indicating the date of retrieval, affixing the signature of the authorized representative of the service provider and their contact details 17. submit an update and report on the status of retrieval to the end-user. Emerging issues and concerns encountered in the field should be coordinated with the end-user <p>Other conditions for the delivery and retrieval.</p>
<p>5. Retrieval of Test Booklets and Answer Sheets</p>	<ul style="list-style-type: none"> • Means of transportation for the retrieval by priority clusters must be strictly followed • During the retrieval, accompanied cargo utilizing container vans must not be mixed cargo. For billing purposes, bidder/forwarder must attach/submit Bills of Lading to validate compliance, otherwise a penalty of 1/10 of 1 % shall be deducted to the total contract price • Prior to retrieval Forwarder/Courier must conduct coordination with DepEd Offices to ensure that test materials are complete • In case the Division/s failed to collect all the boxes of test materials from all the schools within its jurisdiction before the agreed date of retrieval, the Forwarder/Courier may still retrieve the collected boxes of test materials from the Division/s • The Forwarder/Courier, however must secure a written confirmation that the Division/s failed to collect all the boxes of test materials before the agreed date of retrieval signed by Schools Division Superintendent, Assistant Schools Division Superintendent, Division Testing Coordinator or any authorized school division personnel • Expenses for the mailing of boxes of test materials not retrieved by the Forwarder/Courier shall be shouldered by the Division/s • All test materials must be at the Printer's warehouse (TB.s) and 	<ol style="list-style-type: none"> 18. Ensure safety and security of test materials during the delivery and retrieval period. 19. Any damage of the test materials during the delivery and retrieval is the sole accountability of the service provider. Damages shall be computed using the formula below. <p><i>Formula</i> <i>No. Test Booklets*PhP 100.00 = Amount of Deduction</i> <i>No. Answer Sheets*PhP50.00 = Amount of Deduction</i></p> 20. All expenses in the delivery and retrieval, including licenses, permits, shall be charged against the service provider. 21. Billing and payment shall be based on the existing provisions in the DepEd Order 004, s. 2024 and as specified in the contract.

	Processing Company (AS's) on August 2, 2024
Detailed Project Specific Requirements	
Guidelines, Qualifications, Requirements of Bidders/Forwarders/Couriers and Technical Specifications	
Specification	
Manpower Requirements	
1. Checker	Quantity: 2 personnel Scope of work: To account and receive boxes of test materials
2. Drivers	Quantity: 15 personnel Scope of work: To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)
3. Workers /Helper	Quantity: 30 personnel Scope of work: To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval
Additional Project Requirements	
4. Security requirements for test materials, inspection and liquidated damages	<ul style="list-style-type: none"> • A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials • Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract • DepEd - BEA has the right to inspect the vehicles and security procedures being applied by the Forwarder/Courier with regards to its conformity with the Technical Specifications • If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace or make the necessary adjustments/corrections to meet the requirements • If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services • If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd - BEA shall terminate/rescind the contract • Lost and/or wet test booklets, scannable answer sheets, school headers, non-classified materials during the delivery must be

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	replaced by the Bidder/Printer and penalized accordingly	
	<p>Formula No. Test Booklets X PhP 100.00 = Amount of Deduction No. Answer Sheets X PhP 50.00 = Amount of Deduction</p> <ul style="list-style-type: none"> Lost and/or wet test booklets and answer sheets during the retrieval shall be penalized accordingly <p>Formula No. Test Booklets X PhP 100.00 = Amount of Deduction No. Answer Sheets X PhP 50.00 = Amount of Deduction</p> <ul style="list-style-type: none"> Further, all expenses for the re-test shall be shouldered by the Forwarder/Courier including the test materials to be used <p>Payment shall be</p> <ul style="list-style-type: none"> 50 % of the total contract price upon completion delivery of test materials 50 % of the total contract price upon completion retrieval of test materials <p>Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover for defects, mis-sent, incomplete delivery and retrieval</p>	

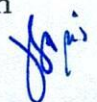
All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

FOR THE BIDS AND AWARDS COMMITTEE IV:



FRANCIS CESAR B. BRINGAS
 Assistant Secretary and BAC IV Chairperson



BACSD/Joaquin