



Republic of Philippines
DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City
<https://www.deped.gov.ph/>



PROJECT: Procurement of Test Materials for Educational Management Test – Rebid

CONTRACT NO.: 2022-BEA2(003)-BIV-CB005a-C018

CONTRACT

THIS CONTRACT made and entered into this ____ day of _____ 2023 by and between the **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its Assistant Secretary, **G.H. S. AMBAT**, as per Department Order No. 001, s. 2023 and Office Order OO-OSEC-2023-60 (hereinafter referred to as “**DEPED**”); and **TRI-MEGA BUSINESS INTERNATIONAL, INC.**, represented herein by its Authorized Representative, **ROBERTO M. AMURAO**, with office address at 85 Agno Extension, Tatalon, Quezon City, Philippines (hereinafter referred to as “**TRI-MEGA**”), as per Secretary’s Certificate dated 03 January 2023 (hereto attached as Annex “A”).

DEPED and **TRI-MEGA** are collectively called “**PARTIES.**”

WHEREAS, DEPED invited bids for the procurement of test materials for the Educational Management Test consisting of two (2) lots, and received a bid from a lone bidder (**TRI-MEGA**) for Lot No. 1; **DEPED** opened, read, and evaluated the bid of **TRI-MEGA**, and declared **TRI-MEGA** as having the Single Calculated Bid for Lot No. 1; after evaluation, **DEPED** post-qualified and declared the bid of **TRI-MEGA** as the Single Calculated Responsive Bid for Lot No. 1 in the sum of **PHILIPPINE PESOS ONE MILLION, SIXTY-SEVEN THOUSAND, FIVE HUNDRED TWENTY and 00/100 (PhP1,067,520.00) ONLY**, (hereinafter called the “Contract Price”) detailed as follows:

Lot No.	Description	Amount (PhP)
1	Quarantine Printing, Packaging, Labeling and Warehousing of EMT Test Booklets	PhP1,067,520.00

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Contract, viz:
 - a. Philippine Bidding Documents (PBD);
 - i. Invitation to Bid;
 - ii. Instruction to Bidders;
 - iii. Bid Data Sheet;
 - iv. General and Special Conditions of the Contract;
 - v. Schedule of Requirements;
 - vi. Technical Specifications; and
 - vii. Bid Bulletin No. 1, 2, and 3 dated 01 December, 08 December, and 13 December 2022, respectively.

[Signature]
TRI-MEGA's Witness

[Signature]
ROBERTO M. AMURAO
TRI-MEGA

[Signature]
Dr. NELIA V. BENITO, CESQIV
DEPED's Witness

[Signature]
G.H. S. AMBAT
DEPED

- b. **TRI-MEGA's** bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
- c. Performance Security;
- d. Notice of Award of Contract and **TRI-MEGA's** conforme thereto; and
- e. Other contract documents required by existing laws and/or DepEd in the PBD. **TRI-MEGA** agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract.

[Signature]
 TRI-MEGA's Witness

3. **TRI-MEGA** shall post a Performance Security within ten (10) calendar days from receipt of the Notice of Award in the form and amount prescribed therein. The performance security shall be posted in favor of **DEPED**, and shall be forfeited in the event it is established that **TRI-MEGA** is in default of any of its obligations under this contract. **TRI-MEGA** shall be responsible for the extension of its performance security and/or undertake to renew its performance security whenever necessary, and without need of prior notice or instruction from the **DEPED**, to ensure that it is in force and effect for the whole duration of the contract and until a Certificate of Final Acceptance is duly issued.

[Signature]
ROBERTO M. AMURAO
 TRI-MEGA

4. The goods referred to in this Contract shall be delivered to **Makati Science High School, Makati City** upon **TRI-MEGA's** receipt of the Notice to Proceed or as may be indicated in the NTP. **TRI-MEGA** shall ensure that the goods will be delivered in accordance with the Schedule of Requirements, which is hereto attached as Annex "B" and made an integral part hereof.

5. **DEPED** shall have the right to visit and inspect **TRI-MEGA's** premises covered by the Contract, at any time or stage of contract implementation, to monitor and assess **TRI-MEGA's** capacity to discharge its contractual obligations.

6. Pre-delivery and pre-implementation conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team.

7. Prior to and for purposes of inspection, **TRI-MEGA** shall ensure convenient access to the goods for inspection. **TRI-MEGA** shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing and sorting of the goods prior to, during and after the inspection.


8. The goods shall be inspected by the designated DepEd Inspectorate Team. A turnaround period of not more than **30 WORKING DAYS** from the time of the receipt of the request for Pre-Delivery Inspection shall be given to **DEPED** to schedule the inspection.

9. The goods must conform to and comply with the standards mentioned in Section VI. Schedule of Requirements of the Bidding Documents, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee based on the samples submitted by **TRI-MEGA**, and reflected in the post-qualification report, which is hereto attached as Annex "C" and made an integral part hereof.

[Signature]
Dr. NELIA V. BENITO, CESO IV
 DEPED's Witness

[Signature]
G. H. S. AMBAT
 DEPED

Any proposal by **TRI-MEGA** to deliver goods of different technical specifications, in lieu of those of the approved bids or samples, shall not be allowed. However, under justifiable circumstances, i.e. fortuitous events, force majeure, acts of God, public state emergency, or those defined under the Civil Code and other similar circumstances, delivery of goods of equivalent, higher or superior technical specifications may be permitted, subject to the evaluation and favorable recommendation of the **DEPED's** end-user or implementing unit, and the approval of the herein authorized signatory. In any such case, the proposal by **TRI-MEGA** for substitution shall be in writing and shall not result in any additional cost or undue burden to **DEPED**.


G. H. S. AMBAT
DEPED's Witness

10. Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by **DEPED** and replaced by **TRI-MEGA** in accordance with the warranty provisions in the bidding documents. The replacement goods for this reason shall be subject to re-inspection.


ROBERTO M. AMURAO
TRI-MEGA

11. In case **TRI-MEGA** encounters condition(s) impeding timely delivery of the goods, **TRI-MEGA** shall promptly notify **DEPED** in writing within **five (5) calendar days** from notice of such condition(s). Any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such request have become apparent. **TRI-MEGA** must provide sufficient proof to support any request for work suspension and/or contract period extension.

12. The Contract Price shall be paid to **TRI-MEGA** in accordance with the following disbursement procedures:

a. **TRI-MEGA** may submit a request for payment based on the following:

- i. quantities of goods delivered based on the schedule of delivery and other relevant terms and conditions of the Contract;
- ii. duly signed Delivery Receipt; and
- iii. Inspection and Acceptance Report (IAR), including certification by **TRI-MEGA**, duly signed and dated by the authorized representative of the **DEPED** indicating that the goods have been delivered in accordance with the Contract.

Other documents in support of a request for payment may be required by **DEPED** pursuant to existing disbursement, accounting and auditing rules and procedures.

b. Payment shall be made to **TRI-MEGA** within sixty (60) days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED** in the following manner:

- i. One hundred percent (100%) of the Contract Price shall be paid to **TRI-MEGA** upon completion of printing, packaging, delivery of test materials, and acceptance by the duly authorized **DEPED** representative.
- ii. Payment shall constitute release of retention money at the expiration of the warranty period, or the remaining amount in case it has been utilized pursuant to the warranty provision.


Dr. NELIA V. BENITO, CESO IV
DEPED's Witness


G. H. S. AMBAT
DEPED

13. Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to five percent (5%) of the payment or a Special Bank Guarantee in an amount equal to five percent (5%) of the Contract Price required under Section 62 of R.A. 9184 and its revised IRR.
- a. A three-month comprehensive and onsite warranty for the delivered and accepted goods shall reckon from the date of issuance of Certificate of Final Acceptance by **DEPED**.
14. **TRI-MEGA** shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to **TRI-MEGA**, or collect from any of the securities or warranties posted by **TRI-MEGA**, whichever is convenient to **DEPED**. Once the accumulated amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.
15. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to R.A. No. 9285, or the "Alternative Dispute Resolution Act of 2004," and its Implementing Rules and Regulations.

IN WITNESS WHEREOF, the **PARTIES** hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

SIGNED, SEALED AND DELIVERED BY:

G.H. S. AMBAT
Assistant Secretary
DEPED

ROBERTO M. AMURAO
Authorized Representative
TRI-MEGA

SIGNED IN THE PRESENCE OF:

Dr. NELIA V. BENITO, QESO IV

DEPED's Witness

TRI-MEGA's Witness

CERTIFIED FUNDS AVAILABLE: ₱1,067,520-

MA. RHUNNA L. CATALAN
Chief Accountant

REPUBLIC OF THE PHILIPPINES)
PASIG CITY, METRO MANILA) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for PASIG CITY,
Philippines, this JUN 08 2023 day of 2023 personally appeared:

NAME	GOVERNMENT ISSUED ID <i>(Number, Issued On, Issued By)</i>
G.H. S. AMBAT Assistant Secretary DEPED	30024244A 23 MAR 2023 Dta Manila

Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a CONTRACT consisting of four (4) pages (exclusive of attachments), excluding this page on which this acknowledgment is written and signed by the party hereto.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. 425
Page No. 18
Book No. 118
Series of 2023.

NOTARY PUBLIC
FERDINAND D. AYAHAO
Notary Public
For Pasig City, Pateros and San Juan City
Appointment No.108 (2022-2023) valid until 12/31/2023
MCLE Exemption No.VII-BEP003719 valid until 04/14/24
Roll No. 46377; IBP LRN 02459; OR 535886; 06/21/2001
TIN 123-011-785; PTR 0161665; 01/06/23; Pasig City
Unit 5, West Tower PSE, Exchange Road
Ortigas Center, Pasig City Tel.+632-86314090

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY, METRO MANILA) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for QUEZON CITY,
Philippines, this ____ day of _____ 2023 personally appeared:

JUN 08 2023

NAME
ROBERTO M. AMURAO
Authorized Representative
TRI-MEGA

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)
DRIVER'S LICENSE
N05-77-012033

Known to me and to me known to be the same person who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which he/she respectively represents.

The foregoing instrument is a CONTRACT consisting of four (4) pages (exclusive of attachments), excluding this page on which this acknowledgment is written and signed by the party hereto.

WITNESS MY HAND AND SEAL on the date and place first above written.

ATTY. ELISEO P. CALMA, JR.
Notary Public for Q.C. / Until Dec. 31, 2024
~~NOTARY PUBLIC~~
PTR No. 40071721/Jan. 03, 2023/Q.C.
IBP No. 257225, Jan. 01, 2023
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2025)
Adm. Matter No. NP-062(2022-2023)
20 Kamagong St., Sapamanai Vill. East Fairview Q.C.
TIN: 138-541-197-000

Doc. No. 150 ;
Page No. 30 ;
Book No. XLV ;
Series of 2023.

ps:

REPUBLIC OF THE PHILIPPINES)
QUEZON, CITY METRO MANILA) S.S

SECRETARY'S CERTIFICATE

I, Macaria S. Castillo, of legal age, Filipino, being the duly elected and qualified Corporate Secretary of **Tri-Mega Business International, Inc.**, a corporation duly organized and existing in accordance with the laws of the Republic of the Philippines, with the office address at 85 Agno Extension, Tatalon, Quezon City, under oath do hereby certify that in a special meeting of the Board of Directors held on November 9, 2022 the following resolution was unanimously approved:

RESOLVED, that the Board of Directors of the Corporation hereby authorizes **ROBERTO M. AMURAO**, having full power and authority as the duly designated Authorized Representative of TRI-MEGA BUSINESS INTERNATIONAL INC in the bidding **Procurement of Test Materials for Educational Management Test-Rebid PROJECT NO.: 2022-BEA2(003)-BIV-CB-005a of the Department of Education- Bureau of Educational Assessment**

RESOLVED, further that *Roberto M. Amurao*, in his capacity as president, is hereby empowered to sign and execute any or all documents with regard to this endeavor on behalf of the Corporation".

IN WITNESS WHEREOF, I have signed this Certificate on JAN 03 2023 of _____ 2023 at Quezon City, Philippines.

Macaria S. Castillo
Macaria S. Castillo
Corporate Secretary

Attested by:

Roberto M. Amurao
Roberto M. Amurao
President

SUBSCRIBED AND SWORN to before me this JAN 03 2023 day of _____ 2023 in Quezon City, affiant exhibiting to me her UMID No. CRB-0033-6106558-7.

Doc. No. 25 ;
Page No. 5 ;
Book No. ✓ ;
Series of 2023

Rogelio J. Bolivar
ATTY. ROGELIO J. BOLIVAR
NOTARY PUBLIC OF QUEZON CITY

Commission No. Adm. Matter No. NP-204 (2022-2023)
IBP O.R. No. 132163 MD 2023 & IBP O.R. No. 135732 MD 2023
PTR O.R. No. 2954730D 1-3/2023 No. 33832 / TIN # 129-871-009
MCLE EXTENSION APRIL 15, 2020 UPTO APRIL 14, 2023 AS PER S.CEN BANC NO. 030

98

A. List/Description of Goods /Services

The delivery schedule expressed below stipulates the date of delivery to the project site.

Lot No.	Description	Quantity (unit)	Delivery Period	Delivery Site
1	EMT Test Booklets I	1,200 copies	February 7-11, 2023 and February 15-May 6, 2023	Makati Science High School, Makati City
	EMT Test Booklets II	1,200 copies		
	EMT Test Booklets III	1,200 copies		
	EMT Test Booklets IV	1,200 copies		
2	Scannable Answer Sheets	1,200 copies	February 8-10, 2023	Plant of the Printer of test booklets
	Scoring/Rating Sheets	3,600 copies		
	Certificate of Ratings	1,200 copies	February 15-20, 2023 and	BEA-Education Assessment Division, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
			February 15, 2023 - February 15, 2024	

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) by the supplier or the date provided for the such purpose indicated in the NTP.

Lot No.	Description	Items	Contract Duration
Lot 1	Quarantine Printing, Packaging, Labeling and Warehousing of EMT Test Booklets	Printing of Test Booklets	4 calendar days
		Warehousing Period	90 calendar days to commence 10 cd's after test administration
Lot 2	Printing, designing, programming, packaging, and labeling of Scannable Answer Sheets, Scannable Scoring/Rating Sheets, and Certificate of Rating	Printing of answer sheets and scoring/rating sheets	2 calendar days
		Processing and Printing of Certificate of Ratings	5 calendar days
		Warehousing Period	1 year

φ 5-

C. Delivery, Pick-up, Receiving and Retrieval Instructions

C.1 Delivery, Matching and Pick-Up Schedules

Note that stipulated dates in this bidding document could be subject for change, if necessary. Unspecified dates stated herein will be provided by the End-User.

Date of Test Administration	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 Assessment of BEA representative
February 12, 2023	February __, 2023	February __, 2023	February __, 2023

DELIVERY AND RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS, AND NON-CLASSIFIED MATERIALS

1. Delivery of test booklets, answer sheets and non-classified materials to Makati Science High School. Makati City shall be the responsibility of the Printer of test booklets;
2. Retrieval of test booklets, answer sheets and non-classified materials from Makati Science High School, Makati City shall be the responsibility of the Printer of test booklets;
3. After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the scannable answer sheets to the warehouse of the Test Processing Company; and
4. All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the authorized BEA personnel.

DELIVERY OF ANSWER SHEETS AND SCORING/RATING SHEETS

1. Boxes containing scannable answer sheets and non-classified materials must be delivered at the plant of the Printer of test booklets is on specified date of EU in **February 2023**. 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;
2. Boxes containing scoring/rating sheets must be delivered on the specified date by EU in **February 2023**; and
3. Delivery destination:
 - a. PRINTER'S WAREHOUSE → Printer of test booklets

fs

As of May 16, 2023

Date of Test Administration – July 9, 2023		
Package 1		
Printing of test booklets	July 3-7, 2023	4 calendar days
Warehousing period	July 19-October 17, 2023	90 calendar days
Package 2		
Printing of answer sheets and scoring/rating sheets	July 4-6, 2023	2 calendar days
Processing and printing of CORs	October 16-20, 2023	5 calendar days
Warehousing period	July 19, 2023-July 19, 2024	1 year

43

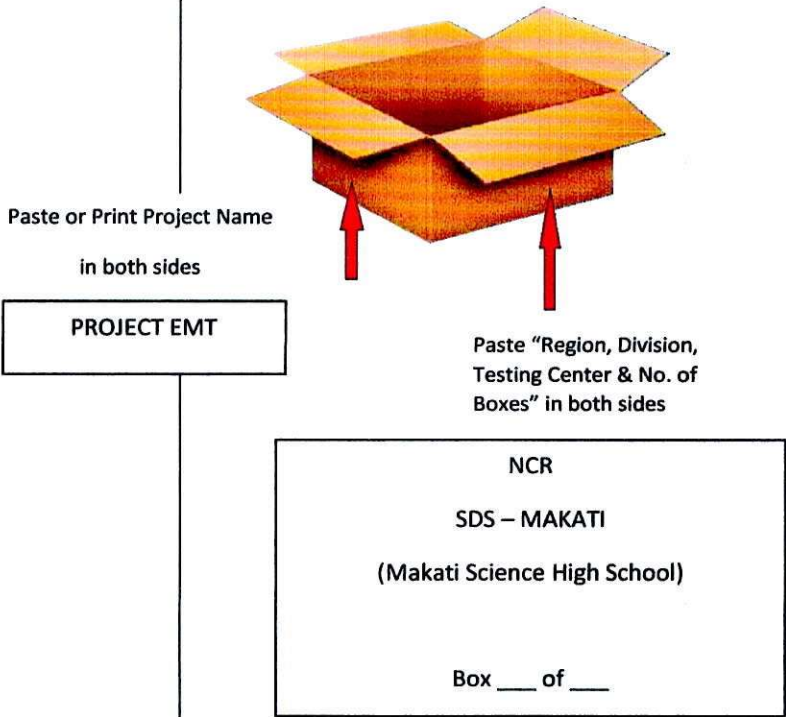
TECHNICAL SPECIFICATIONS

LOT 1: EMT TEST BOOKLETS

GENERAL SPECIFICATIONS	
Item	Specifications
1.	The Test Booklets, scannable answer sheets, scoring/ rating sheets and certificate of rating forms must be clean, clear and readable.
2.	The Test Booklets, scannable answer sheets, scoring/ rating sheets and certificate of rating forms must be properly bound.

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
1. Printing Size	8 ¼ inches x 10 ¾ inches
2. Estimated number of pages (including cover pages)	Booklet I – 40 pages Booklet II – 48 pages Booklet III – 24 pages Booklet IV (Test Sheets) – 16 Pages
3. Color of Cover	Booklet I – Blue Booklet II – Yellow Booklet III – Orange Booklet IV (Test Sheets) – Light Blue
4. Paper Stock of Cover	Booklet I – White newsprint (two color printing) Booklet II – White newsprint (two color printing) Booklet III – White newsprint (two color printing) Booklet IV (Test Sheets) – Book paper (two color printing)
5. Paper Stock of inside pages	Booklet I – White newsprint (48.8 GSM) Booklet II – White newsprint (48.8 GSM) Booklet III – White newsprint (48.8 GSM) Booklet IV (Test Sheets) -Book paper (80 GSM)
6. Number of Copies	Booklet I – 1,200 copies Booklet II – 1,200 copies Booklet III – 1,200 copies Booklet IV (Test Sheets) -1,200 copies
7. Process	Offset printing
8. Numbering	Consecutive serial numbering
9. Binding	Saddle Stitch
10. Packaging	<ul style="list-style-type: none"> • 15 Test Booklets per sealed plastic (gauge 3) & with label/batch slip containing the region, division, testing center and serial numbers • sealed plastics containing TB's must be placed inside a box (double wall, 350 lbs.) with label on four sides covered

75:

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
	<p>with plastic (pallet stretch film, at least 3 layers) and plastic twine straps,</p> <ul style="list-style-type: none"> • plastic bags with 25 TB's must be sealed using clear tape with DepEd – BEA imprint, boxes must be sealed using packing tapes with DepEd – BEA imprint <div style="text-align: center;">  <p>Paste or Print Project Name in both sides</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">PROJECT EMT</div> <p>Paste "Region, Division, Testing Center & No. of Boxes" in both sides</p> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">NCR</p> <p style="text-align: center;">SDS – MAKATI</p> <p style="text-align: center;">(Makati Science High School)</p> <p style="text-align: center;">Box ___ of ___</p> </div> </div>
PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT	
1. Web Press with Quarter Fold – or its equivalent	Quantity: 2 Minimum capacity: Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour
2. Plate Maker	Quantity: At least 1
3. Gang Stitcher with 4 to 5 stations – or its equivalent	Quantity: 3 Minimum capacity: 30,000 copies/day
4. Three-knife Trimmer – or its equivalent	Quantity: 3 Minimum capacity: at least 50,000 copies/day
5. High capacity – two color offset press – or its equivalent	Quantity: At least 1 Minimum capacity: 10,000 sheets per hour

ps:

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
6. Digital paper cutter, high capacity – or its equivalent	Quantity: 2 Minimum capacity: 45 inches in length and 5 to 7 inches height
7. Plastic Sealer	Quantity: 3
8. Strapping Machine	Quantity: 2
9. Power Generator	Quantity: At least 1 Minimum capacity: Can supply power for 24 hours Type: Industrial/Commercial
10. Other requirement	DepEd - BEA shall have exclusive use of all printing and packaging machines/equipment intended for the Project during printing, stitching, numbering, packaging, labeling of test booklets and prior to the delivery of test materials to the Division Offices.
REQUIRED PLANT and OTHER FACILITIES	
1. Plant area	At least 1,000 square meters At least 800 square meters is roofed or its equivalent
2. Parking area	Adequate space for at least two (2) delivery trucks or vans
3. Office/Working area	Spacious and well ventilated place for office work and non-printing related activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration
4. Wall/Fence	At least 7 feet
5. Other requirement	<ul style="list-style-type: none"> • DepEd – BEA shall have exclusive use of the specified plant during printing, stitching, numbering, packaging, labeling of test booklets and prior to the delivery of test materials to the Division Offices • In case the specified plant is too big for the Project, the Bidder/Printer must identify the portion of the plant to be used for the Project. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets • Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (land lines, fax machines, cellular phones and internet connection)
REQUIRED LIVING QUARTERS and WORKING AREA	
1. Room for BEA one (1) male personnel	Quantity: 1 room at least 3 square meters w/ air conditioning unit
2. Room for BEA one (1) female personnel	Quantity: 1 room at least 3 square meters w/ air conditioning unit
3. Room for Printer's male personnel	Quantity: At least 1 room can accommodate at least 5 persons

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
4. Room for Printer's female personnel	Quantity: At least 1 room can accommodate at least 5 persons
5. Room for BEA paperwork	Quantity: 1 room with at least 2 office tables w/ air conditioning unit
6. Personal Computer with Printer	Quantity: 2 units
7. Other requirements	<ul style="list-style-type: none"> • Printer must provide food/meals (breakfast, lunch, dinner, morning and afternoon snacks), personal needs (bath soap, detergent soap, shampoo, toothpaste), and medical care to all BEA and Bidder/Printers quarantined personnel for four (4) calendar days; • Must have a refrigerator, telephone, internet connection, bath/restroom and laundry area for BEA quarantined personnel; • Must have bath/restroom and laundry area for Bidder/Printer quarantined personnel.
REQUIRED WAREHOUSE/STORAGE (after test administration)	
1. Warehouse	At least 20 square meters, ten (10) feet in height
2. Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked
3. Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks
4. Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA
5. Security	24 hours security, 1 Security Guard per shift
6. Other requirements	<ul style="list-style-type: none"> • Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao); • Three (3) months warehousing shall commence ten (10) days after test administration; • Exclusive use of the identified warehouse for three (3) months; • In case the specified warehouse of the Bidder/Printer is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the test booklets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets; • Bidder/Printer should not transfer the test booklets without the written approval of DepEd – BEA

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
MANPOWER REQUIREMENTS	
1. Computer Programmer	Quantity: 1 personnel
2. Manager	Quantity: 1 personnel
3. Supervisor	Quantity: 1 personnel
4. Quality Assurance	Quantity: 1 personnel
5. Workers for printing, stitching, numbering, packing and labeling	Quantity: 7 personnel
6. Male workers during matching of test booklets and answer sheets	Quantity: 1 personnel that may come from item #5.
7. Workers during the accounting of test booklets	Quantity: 1 personnel that may come from item #5.
8. Security Guards (1 Security Guards per 8 hour shift)	Quantity: 3 personnel
9. Additional Security Guards during the maximum risk period (2 Security Guards per 8 hour shift)	Quantity: 3 personnel
10. Security Guard per shift during the accounting of test booklets and the 3 months warehousing period (1 Security Guard per 8 hour shift)	Quantity: 3 personnel that may come from item #8&9.
11. Task Force to act on request for additional test materials	Quantity: 2 personnel that may come from item #5.
12. Other requirement	<ul style="list-style-type: none"> • Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel; • At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following information: complete name, age, gender and job description; • In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted; • All workers must at least be eighteen (18) years old and must be willing to be quarantined for the entire duration of the Project;

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
	<ul style="list-style-type: none"> • Quarantine shall be defined as the complete isolation of all workers involved in the project from start to end of the printing, packaging and labeling of test booklets to prevent possible leakage of confidential test materials; • All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices; • Quarantined personnel shall be allowed to go out only in meritorious cases and must secure a written approval from the End-user e. g. death of immediate family member. Only health and safety reasons shall be exempted from this provision of securing a written approval e. g. life threatening illness, accidents; • BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount on all quarantined personnel, time and frequency shall be at discretion of BEA; • Bidder/Printer must provide quarantined personnel with uniforms and IDs
ADDITIONAL PROJECT REQUIREMENTS	
1. Health and safety	<ul style="list-style-type: none"> • In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider • Installation of thermal scanners, sanitation/hygiene stations, alcohol stations
2. Pre-printing and printing phase of test booklets	<ul style="list-style-type: none"> • Bidder/Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets • Data of NAS shall be provided by DepEd – BEA. In case of additional test booklets is needed, Alternative Method of Procurement (AMP), specifically Repeat Order shall be used • Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA • Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS • Preparation of NAS shall be by school, by district, by division and by region
3. Printing of test booklets	<ul style="list-style-type: none"> • Camera-ready form of test booklets shall be given by DepEd – BEA on the specified date by EU in February 7-11, 2023 • Printing, stitching, numbering, labeling and packing period of test booklets is within 4 calendar days on the specified date by the EU in February 7-11, 2023.

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
4. Matching of boxes of test booklets and boxes of answer sheets	<ul style="list-style-type: none"> • Matching of boxes of test booklets and boxes of answer sheets must be done inside the identified/specified plant of the Printer of test booklets • Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets
5. Delivery and retrieval of test booklets, answer sheets and non-classified materials	<ul style="list-style-type: none"> • Delivery of test booklets, answer sheets and non-classified materials to Makati Science High School. Makati City shall be the responsibility of the Printer of test booklets • Retrieval of test booklets, answer sheets and non-classified materials from Makati Science High School, Makati City shall be the responsibility of the Printer of test booklets • After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the scannable answer sheets to the warehouse of the Test Processing Company • All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the authorized BEA personnel
6. Accounting of test booklets	<ul style="list-style-type: none"> • Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets • Bidder/Printer must provide an area at least 10 square meters for the accounting of test
7. Security requirements for test materials, inspection and liquidated damages	<ul style="list-style-type: none"> • Twenty-four (24) hour security system • A Task Force from the Bidder/Printer 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 and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications • If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements prior to test administration. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price • 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

Description	Specifications
Lot No. 1: EMT TEST BOOKLETS 1, II, III & IV	
	<ul style="list-style-type: none"> • 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 during the three (3) months warehousing (storage period) and leakage of confidential materials during the three months warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer <p>Formula: No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction</p> <ul style="list-style-type: none"> • During the three (3) month warehousing period, the bidder/Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift • Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, administration of the test, delivery, retrieval of test booklets and answer sheets and accounting of test booklets • Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the three (3) month warehousing of test booklets.

Important Note: Changes in dates may occur depending on the availability of variables, printing of test booklets and test administration.

75: