



PROJECT: Procurement of Test Materials for SY 2021-2022 National Achievement Test in Grade 10

CONTRACT NO.: 2022-BEA2(002)-BIV-CB025-C023

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 Undersecretary, **GLORIA JUMAMIL-MERCADO**, as per Department Order No. 001, s. 2023 and Office Order OO-OSEC-2023-60 (hereinafter referred to as "**DEPED**"); and **PRINTWELL, INC. IN JOINT VENTURE WITH TRI-MEGA BUSINESS INTERNATIONAL, INC.**, represented herein by its Authorized Representative, **ROBERT L. YAM**, with address at No. 49 Zalameda St., Corinthian Garden, Quezon City, Philippines (hereinafter referred to as "**PRINTWELL JV TRI-MEGA**"), as per Omnibus Sworn Statement dated 16 January 2023 (hereto attached as Annex "A").

DEPED and **PRINTWELL JV TRI-MEGA** are collectively called "**PARTIES.**"

WHEREAS, DEPED invited bids for the procurement of test materials for the SY 2021-2022 National Achievement Test (NAT) in Grade 10 consisting of three (3) lots, and received bids from four (4) bidders for Lot No. 1; **DEPED** opened, read, and evaluated the bids of the bidders and declared the Lowest Calculated Bid (LCB) for Lot No. 1; after evaluation, **DEPED** declared the LCB as post-disqualified for failure to comply with the technical specifications, and declared the bid of **PRINTWELL JV TRI-MEGA** as having the next lowest calculated bid; **DEPED** post-qualified and declared the bid of **PRINTWELL JV TRI-MEGA** as having the Lowest Calculated Responsive Bid for Lot No. 1 in the sum of **PHILIPPINE PESOS TWELVE MILLION NINE HUNDRED TWO THOUSAND, SIX HUNDRED FIFTY and 00/100 (PhP12,902,650.00) ONLY**, (hereinafter called the "Contract Price") detailed as follows:

Lot No.	Description	Amount (PhP)
1	Quarantined Printing, Packaging, Labeling and Warehousing of NAT Grade 10 Test Booklets and Non-Classified Materials	PhP12,902,650.00

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 (IRR) 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;

W. B. B.
LOZ VIMINDA O. SMLIT
 PRINTWELL JV TRI-MEGA's Witness

Robert L. Yam
ROBERT L. YAM
 PRINTWELL JV TRI-MEGA

Dr. Nelia V. Benito-Ceso IV
Dr. NELIA V. BENITO-CESO IV
 Director of DEPED's Witness

Signature of Gloria Jumamil-Mercado
GLORIA JUMAMIL-MERCADO
 DEPED

hopen
LUDYVIMINDA B. SMLBIT
PRINTWELL JV TRI-MEGA's Witness

7/11/22
ROBERT L. YAM
PRINTWELL JV TRI-MEGA

substant
Dr. NELIA V. BENIG CESO IV
Director IV
DEPED's Witness

Gloria
GLORIA JUMAMIL-MERCADO
DEPED

- 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 dated 13 December 2022.

- b. **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA's** conforme thereto; and
 - e. Other contract documents required by existing laws and/or DepEd in the PBD. **PRINTWELL JV 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.
3. **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA** is in default of any of its obligations under this contract. **PRINTWELL JV 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.
4. The goods referred to in this Contract shall be printed by **PRINTWELL JV TRI-MEGA** upon its receipt of the Notice to Proceed (NTP) or as may be indicated in the NTP. **PRINTWELL JV TRI-MEGA** shall ensure the printing, pick-up, and warehousing of the goods in accordance with the Schedule of Requirements, Allocation List, and additional instructions for delivery and retrieval of the goods, which are hereto attached as Annex "B" and made an integral part hereof.
5. **DEPED** shall have the right to visit and inspect **PRINTWELL JV TRI-MEGA's** premises covered by the Contract, at any time or stage of contract implementation, to monitor and assess **PRINTWELL JV 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, **PRINTWELL JV TRI-MEGA** shall ensure convenient access to the goods for inspection. **PRINTWELL JV 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. **PRINTWELL JV TRI-MEGA** shall inform or notify **DEPED** of said assignment of personnel or any changes thereof.

[Signature]
LUCYVIMINDA O. SULT
PRINTWELL JV TRI-MEGA's Witness

[Signature]
ROBERT I. YAM
PRINTWELL JV TRI-MEGA

[Signature]
Dr. NELIA V. BENITO, CESO IV
Director, I & J
DEPED's Witness

[Signature]
GLORIA JUMAMIL-MERCADO
DEPED

8. The goods shall be inspected by the designated DepEd Inspectorate Team. The said inspections shall be made upon notice to **DEPED** of the readiness of the goods for inspection. 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 **PRINTWELL JV TRI-MEGA**, and reflected in the post-qualification report, which is hereto attached as Annex "B" and made an integral part hereof.

Any proposal by **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA** for substitution shall be in writing, subject to the approval of **DEPED**. The said proposal shall not result in any additional cost or undue burden to **DEPED**.

10. Goods with defects or non-compliant with the required technical specifications which may be discovered prior to test administration shall be rejected, orally or in writing, by **DEPED** and replaced by **PRINTWELL JV TRI-MEGA** in accordance with the warranty provisions in the bidding documents. The replacement goods for this reason shall be subject to re-inspection.
11. In case **PRINTWELL JV TRI-MEGA** encounters condition(s) impeding timely delivery of the goods, **PRINTWELL JV 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. **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA** in accordance with the following disbursement procedures:
 - a. **PRINTWELL JV 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 Receipts; and
 - iii. duly signed Inspection and Acceptance Reports (IARs), including certification by **PRINTWELL JV TRI-MEGA**, duly signed and dated by the authorized representative of the **DEPED**

[Signature]
L. L. 2 VIMINONA O. SULIT
PRINTWELL JV TRI-MEGA's Witness

[Signature]
ROBERT J. YAM
PRINTWELL JV TRI-MEGA

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

[Signature]
GLORIA JUMAMIL-MERCADO
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 **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA** upon completion of printing, packaging, labeling, delivery and acceptance the of test booklets and non-classified materials by the authorized DepEd representative, and test administration.
 - ii. Release of retention money shall be at the expiration of the warranty period, or the remaining amount in case it has been utilized pursuant to the warranty provision.
- 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 warranty for the test booklets and non-classified materials shall reckon from the date of issuance of Certificate of Final Acceptance by **DEPED**.
- 14. Ownership, title, rights and interest with respect to the contents of the test booklets and non-classified materials, including all resources, records, or materials used or obtained in the course of this Agreement shall vest exclusively with **DEPED**. **PRINTWELL JV TRI-MEGA** hereby irrevocably waives any claim thereto. **PRINTWELL JV TRI-MEGA** shall not, in any manner and for any purpose, use the contents of the test booklets and non-classified materials beyond what is expressly allowed for the purpose of accomplishing the terms under this Contract, unless express permission of **DEPED** in writing is obtained.
- 15. **PRINTWELL JV 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 **PRINTWELL JV TRI-MEGA**, or collect from any of the securities or warranties posted by **PRINTWELL JV 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.

16. 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:


GLORIA JUMAMIL-MERCADO
Undersecretary
DEPED


ROBERT L. YAM
Authorized Representative
PRINTWELL JV TRI-MEGA

SIGNED IN THE PRESENCE OF:


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


LUZVIMINDA B. SULIT
PRINTWELL JV TRI-MEGA's Witness

CERTIFIED FUNDS AVAILABLE: ₱12,902,650.-


MA. RHUNNA L. CATALAN
Chief Accountant

REPUBLIC OF THE PHILIPPINES)

CITY OF PASIG, METRO MANILA) S.S

ACKNOWLEDGMENT

CITY OF PASIG

BEFORE ME, a Notary Public in and for _____,
Philippines, this _____ day of MAY 31 2023 2023 personally appeared:

NAME

GLORIA JUMAMIL-MERCADO
Undersecretary
DEPED

GOVERNMENT ISSUED ID

(Number, Issued On, Issued By)

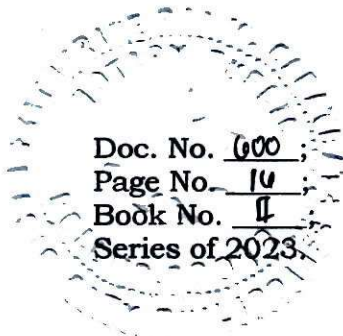
478318331

DEPED 17


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 five (5) 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.



NOTARY PUBLIC



KATHERINE PIA MASAJO CABATBAT
Notary Public for Pasig City
Appointment No. 194 Until 31 December 2023
Roll of Attorneys No. 83912
PTR No. 0112313 03/01/2023 Pasig City
IBP No. 259484 03/01/2023 RSM Chapter
Admitted to the Bar 15 June 2022
Cabatbat and Lara Law Office, Room 201, JL Building,
109 A. Mabini Street, Kapasigan,
Pasig City, 1600, Metro Manila, Philippines

REPUBLIC OF THE PHILIPPINES)

CITY OF MANILA (METRO MANILA) S.S

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for CITY OF MANILA, Philippines, this MAY 19 2023 day of _____ 2023 personally appeared:


NAME

ROBERT L. YAM
Authorized Representative
PRINTWELL JV TRI-MEGA

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)
40249 1-11-2016 SENIOR CITIZEN ID

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 five (5) 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.


ARVENIDO N. QUINONES
NOTARY PUBLIC
UNTIL DECEMBER 31, 2023
NOT. COMM. NO. 2022-060
PTR NO. 5105804-13-2028-4
ROLL OF ATTORNEY 2868E
IBP/LRN NO. 02038 / 12.29.00-MLA. III
MCLE COMP. VI-0015851 / 1.7.19
#1760 Paz Mendoza Guazon St., Paco, Manila

Doc. No. 324;
Page No. 65;
Book No. XXV;
Series of 2023.

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OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES
CITY/MUNICIPALITY OF QUEZON CITY) SS


AFFIDAVIT


We, ROBERT L. YAM, of legal age, married, Filipino, residing at No 49 Zalameda St. Corinthian Garden Quezon City and ROBERTO M. AMURAO legal age, married, Filipino, residing at 5 n. Reyes St. Xavierville 2 Loyola Heights Quezon City after having been duly sworn in accordance with law do hereby depose and state that

1. That we are the duly authorized and designated representative of PRINTWELL INC. with office address at 38 Dansalan Street Mandaluyong City & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED with office address at 85 Agno Extension, Quezon City;
2. We are granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Procurement of Test Materials for SY 2021-2022 National Achievement Test in Grade 10 – Lot 1 Quarantined Printing, Packaging, Labeling and Warehousing of NAT Grade 10 Test Booklets and Non-Classified Materials**, of the Department of Education (BEA – EAD), as shown in the attached duly notarized Secretary's Certificate;
3. PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED are not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED are authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED are related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED complies with existing labor laws and standards; and
8. PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED are aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents which includes
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any, and
 - d. Inquire or secure Supplemental/Bid Bulletin (s) issued for the **Procurement of Test Materials for SY 2021-2022 National Achievement Test in Grade 10 – Lot 1 Quarantined Printing, Packaging, Labeling and Warehousing of NAT Grade 10 Test Booklets and Non-Classified Materials**.
9. PRINTWELL, INC. & TRI-MEGA BUSINESS INTERNATIONAL INCORPORATED did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

16 JAN 2023

IN WITNESS WHEREOF, I have hereunto set my hands this _____ day of January 2023, at Mandaluyong City Philippines.


ROBERT L. YAM
President,
Printwell, Inc


ROBERTO M. AMURAO
President,
Tri-Mega Business International, Incorporated

16 JAN 2023

SUBSCRIBED AND SWORN to before me this _____ day of January 2023 at Mandaluyong City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his Senior Citizen I.D. No. 46249 with his photograph and signature thereon, issued on 11 January 2016 at Mandaluyong City & Driver's License N05-77-012033 issued at Quezon City, respectively.

16 JAN 2023

Witness my hand and seal this _____ day of January 2023.


ATTY ROSALINDA ADRIANO-MONTENEGRO
Notary Public

My Commission Expires on Dec 31 2023
PTR No. 4028249 01-03-23 / Quezon City
Notary Public BP OR No. 263082 Jan. 3, 2020 Quezon City
Roll of Attorneys No. Roll No. 68465
PTR No. Issued by
IBP No. MCLE Compliance No. 18-0021672-14 April 2022
MCLE Admitted to the bar on _____

Doc. No. 1
Page No. 1
Book No. III-B
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Schedule of Requirements

A. List/Description of Goods/Services

Description	Quantity	Delivery Period	Delivery Site
Test Booklets	500,000 test booklets	20 Calendar days	Schools Division Offices
Non- Classified Materials	323,000 pieces	7 Calendar days	Warehouse/ Plant of the Printer of Answer Sheets
Scannable Answer Sheets	500,000 sheets	15 Calendar days	Plant of the Printer of Test Booklets
School Headers	13,000 sheets		

B. Contract Duration

Lot No.	Description	Items	Contract Duration
Lot 1	Quarantined Printing, Packaging, Labeling and Warehousing of NAT Grade 10 Test Booklets and Non-Classified Materials	Printing, inserting and packing period for Non-Classified Materials	7 calendar days
		Delivery of Non-Classified Materials at the AS warehouse	
		Printing of Test Booklets	20 calendar days
		Warehousing Period for Test Booklets	90 calendar days commence 10 cds after test administration
Lot 2	Printing of NAT Grade 10 Scannable Answer Sheets and Schools Headers and Processing of Individual Test Results and Statistical Data Output	Printing, packaging and labeling of Scannable Answer Sheets and school headers	15 calendar days
		Processing of Statistical Data Output	30 calendar days

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

Date of Delivery of Non-Classified Materials (NCM) at AS' warehouse	Date of Delivery of boxes of AS with NCM at TBs' warehouse	Date of Matching of TBs' and AS with NCMs' boxes at TBs' warehouse	Date of Pick-up of boxes of TBs and AS with NCMs by the Courier/Forwarder
February __-__, 2023	February __-__, 2023	February __-__, 2023	February __-__, 2023
Date of Delivery of Boxes of TBs and AS with NCMs to SDOs by courier	Date of Test Administration	Date of Retrieval of test materials by courier	Date of delivery of test materials to its respective warehouses by courier
February __- March __, 2023	March 30, 2023	April __ - May __, 2023	February __ - March __, 2023

As of May 30, 2023

Date of Test Administration - June 27, 2023	
Camera-ready copy of non-classified materials to be provided by BEA	1 calendar day
Printing, inserting, and packing of non-classified materials	7 calendar days
Delivery of non-classified materials	5 calendar days
Camera-ready copy of test booklets to be provided by BEA	1 calendar day
Printing of test booklets	21 calendar days
Warehousing period	90 calendar days

45:

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

- Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier
- Forwarder/Courier shall pick-up the test materials at Printer's warehouse after they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials
- All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer's representative/s
- Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier
- After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the scannable answer sheets and school headers 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 Forwarder/Courier

DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS

- 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 dates specified by the EU. 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

For additional instructions and requirements, see attached annexes:

Annex "B-1" – Statistical Data Output Requirements

Annex "B-2" – Priority Clusters – Package 3; and

Annex "B-3" – Estimated Weights

**National Achievement Test (NAT) for Grade 10
Statistical Data Output Requirements**

Priority A

- a.1. Printing and Processing of Certificate of Rating (COR) per examinee using BEA approved format.
- a.2. Master List of examinees by schools, individual raw score, mean raw score, mean percentage score, and by 21st century skills. *(Please see appendix 1, for sample table format)*
- a.3. Electronic file of Master List by Division. If the mode of administration is through census, the legislative district's Masterlist is also required.
- a.4. School Header's data – crosstabs with frequency counts and percent, MPS by variable, by legislative district.
- a.5. Quartile Distribution by School, Division and Region. If the mode of administration is through *census* the legislative district's Masterlist is also required.
- a.6. Proficiency levels by school, division, and region by 21st century skills. If the mode of administration is through *census* the legislative district's Masterlist is also required.

Priority B

B.1. Frequency and percent distribution of total examinees.

- b.1.1. Division
- b.1.2. Regional (17 Regions)
- b.1.3. National (overall total)

B.2. Frequency, percentage distribution, and MPS, of demographic characteristics by 21st century skills of total examinees.

- b.2.1. Gender
- b.2.2. Municipality type (Rural, Urban)
- b.2.3. Class Size
- b.2.4. School Type
- b.2.5. Legislative District
- b.2.6. School Type (Public vs. Private)
- b.2.7. Region
- b.2.8. Division
- b.2.9. Teacher given grades by subject.

- b.2.10. EDQ Variables
- b.2.11. School Header variables
- b.2.12. IP
- b.2.13. Type of Public School: National High School, Comprehensive HS, Integrated School, Public Science HS, Public Vocational HS, State College/University HS
- b.2.14. Type of Private School: Sectarian, Non-Sectarian, Vocational HS, Science HS.

B.3. Regional and Division Level Analysis

- b.3.1. Do the same as the foregoing for each of the Seventeen (17) Regions



- Examples (Sample Table) Regional N, Mean, Raw % Score, SD, Lowest and Highest and for each of the 5 tests and Overall Test
- b.3.2. Division N, Mean (Raw and Percent) Scores, SD, Lowest and Highest scores per Test, for Overall Test
 - b.3.3. Mean, N, SD, by Subtest and for Total test by SCHOOL, DIVISION, and REGION Cluster

Descriptive Statistics for Total and Subtests by Cluster

School Cluster	N	MPS
Cluster 1		
Cluster 2		
Cluster 3		
Cluster 4		
Cluster 5		
Cluster 6		

Cluster Scale:

Cluster	Schools with examinees of:
Cluster 1	400 and above
Cluster 2	200 to 399
Cluster 3	100 - 199
Cluster 4	55 - 99
Cluster 5	20 - 54
Cluster 6	19 and below

Division Scale:

Cluster	Divisions with examinees of:
Cluster 1	10,001 and above
Cluster 2	5,001 to 10,000
Cluster 3	5,000 and below

Regional Scale:

Cluster	Regions with examinees of:
Cluster 1	100,001 and above
Cluster 2	75,000 to 100,000
Cluster 3	74,999 and below

B.4. Three Year Trend using MPS by Subtest

- b.4.1. Individual score represented by the highest and lowest Raw Score by subject area and Overall Test
- b.4.2. Three Year trend using MPS by 21st century skills/subtest starting School Year 2016 – 2017
- b.4.3. Frequency and Percentage **Distribution of Examinees** and School type based on the Criteria on **Proficiency Level** by subtest
- b.4.4. Frequency and Percentage **Distribution of Schools** by type based on the criteria on **Proficiency Level** by subtest.

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CRITERIA FOR PROFICIENCY LEVELS

PROFICIENCY LEVEL	
PL	Descriptive Equivalent
90 – 100	<i>Highly Proficient</i>
75 - 89	<i>Proficient</i>
50 - 74	<i>Nearly Proficient</i>
25 - 49	<i>Low Proficient</i>
0 - 24	<i>Not Proficient</i>

- b.4.5. Frequency Distribution of Raw Scores and its Equivalent by subtest and Overall Test (e.g. Raw → PS → SS → PR and %) regardless if the mode of administration is sampling or census.
- b.4.6. Regional Performance by gender in the 21ST CENTURY SKILLS MPS by subject area and Overall Test
- b.4.7. Division Performance by gender in 21ST CENTURY SKILLS MPS by subject area and Overall Test
- b.4.8. Frequency and Percentage Distribution of scores based on the criteria on quartile distribution by:
 - b.4.8.1. subject and overall test
 - b.4.8.2. distribution of examines
 - b.4.8.3. distribution of school
 - b.4.8.4. distribution of division
 - b.4.8.5. distribution of region

Quartile Distribution of Scores	
Quartile	Descriptive Equivalent
76 – 100	<i>Q1 Superior</i>
51 – 75	<i>Q2 Upper Average</i>
26 – 50	<i>Q3 Lower Average</i>
0 – 25	<i>Q4 Poor</i>

B.5. 21st century skills ranking based on Z-scores or percentile rank scores.

- b.5.1. Regions ranking
- b.5.2. Division with each Region
- b.5.3. Top 10 students by subtest based on Σ of Scores of each student in the 5 subjects
- b.5.4. Top 10 divisions in Mean Percentage Score (MPS) by subject area and Overall Test
- b.5.5. Top 10 students in Percentage/Z Score obtained in Math
- b.5.6. Top 10 students in Percentage/Z Score obtained in Science
- b.5.7. Top 10 students in Percentage/Z Score obtained in English
- b.5.8. Top 10 students in Percentage/Z Score obtained in Filipino
- b.5.9. Top 10 students in Percentage/Z Score obtained in Aralin Panlipunan
- b.5.10. Top 10 students Overall Z Score
- b.5.11. Top 10 schools based on MPS obtained by enrolment size

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Priority C

C.1. Information dissemination through submission of compact disk per region (17 regions) and divisions (225 divisions) which includes:

- c.1.1. IPP per school and its respective divisions (for SDO's copy)
 - c.1.2. IPP per school, division, and region (for RO's copy)
 - c.1.3. IPP per school, division, region, and national (BEA copy)
1. Electronic copy of the Graphical Presentation of Percentage of Correct Response (PCR) by 21st century skills vis a vis by its subject area and proficiency levels through regional and national performance.
 2. Electronic copies of Institutional Performance profile (IPP) by Division. The IPP contains the gender, subject area, and overall test MPS and SD. (Division, Region, and National Performance should appear after the last school of the division)

Priority D:

D.1. GUIDELINES FOR GENERATING INFERENCE STATISTICS

Stage 1 → 10 Regions:

Regions I, III, IV-A, V and NCR – Luzon
Regions VI, NIR and VII – Visayas
Regions X, XII – Mindanao

Stage 2 → Division Level – 4 division per region

Cluster 1 – per region
Cluster 2 – per region
Cluster 3 – per region
Cluster 4 – per region

Stage 3 → School Level

Public	Private
1 National High School	1 Sectarian
1 National Comprehensive HS	1 Non Sectarian
1 Integrated School	1 Vocational HS
1 Public Science HS	1 Private Science HS
1 Public Vocational HS	
1 state College/University HS	

Stage 4 → 80 – 100 students per school
• Male – Female almost equal distribution

Stage 5 → All variables indicated on Priority B.2.

D.2. Comparison and Inferential Statistics per Subject and 21st century skills.



D.2.1. T-test of differences on means or ANOVA and Chi-Square by Percentile Grouping

d.2.1.1. Gender

Sample table (for total examinees): t-test of difference of Means of Males vs. Females by subtests (Region I)

Test	Mean Score		Std. Deviation		Diff. between means	t-ratio/ F-ratio	Probability
	Male	Female	Male	Female			
Math							
Science							
English							
Filipino							
Aral. Pan							
Total Test							

CHI-SQUARE BY PERCENTILE GROUPING

Variable Labels	PERCENTILE GROUPING IN MPS								
	20 & below	21-29	30-40	41-50	51-60	61-70	71-80	81-90	91-99

d.2.1.2. Do the same as of # 3.1 for each of the 17 other Regions

d.2.1.3. Do the same for:

d.2.1.3.1. Community type (urban vs. rural) for whole population

d.2.1.3.2. Madrasah vs. Non Madrasah

d.2.1.3.3. Special Science Classes vs. Non- Special Science Classes

D.3. Correlation and Regression Analysis

D.3.1. Inter-correlation Analysis by subject test scores and 21st century skills (Please see appendix 3: sample table format for subject test scores and 21st century skills)

D.3.2. Correlations between 21st century skills score on 5 subtests and total test with some examinee characteristics (please see appendix 4: sample table format for 21st century skills score and examinee characteristics)

- d.3.2.1. Gender
- d.3.2.2. Cluster Type
- d.3.2.3. School Type
- d.3.2.4. Number of Siblings
- d.3.2.5. Community Type
- d.3.2.6. Teacher-given grades in
 - Math
 - Science
 - English
 - Filipino
 - Aralin Panlipunan
- d.3.2.7. Madrasah
- d.3.2.8. IP
- d.3.2.9. SPED

- d.3.3. Split-half reliability coefficient for each of the 5 subtests and Total tests GSA & TVA
- d.3.4. Kuder-Richardson alpha Reliability

D.4. One-way ANALYSIS OF VARIANCE OF scores on each of the 5 subtests of NAT based on the overall 21st century skills raw data.

- d.4.1. Across the 17 regions
- d.4.2. Across the 5 cluster types
- d.4.3. If F is significant in the one-way ANOVA and D.2 has a significant relationship, do a test or Schiff test of Duncan test on the data to identify significantly different group.

D.5. Test Validation and Development

➤ **Classical Test Theory (CTT)**

D.5.1. Item Analysis and Item Validation Tests

d.5.1.1. Do an item analysis of each of the 5 subtests to produce the following facility:

- d.5.1.1.1. Facility/difficulty indices
- d.5.1.1.2. Discrimination indices
- d.5.1.1.3. Frequency of choosers per option (option analysis)

D.5.2. If possible print out an item analysis matrix like the following for each of the subject tests.

Table ____: Item Analysis Index for subtests

Discrimination Index (DI)

Facility Level (%)	≤ .00	.01 - .15	.16 - .30	.31 - .45	.46 - .60	≥.61 and above	Total No. of Items
81 – 100							
61 – 80							
41 – 60							
21 – 40							
0 – 20							
Total Items							

Where: $F1 = \frac{\mu - l}{U + L} \times 100\%$

$D.I = \frac{\mu - l}{U}$

- Where:**
- μ – number of examinees among the highest scoring 27% of the ranked Distribution who answered the item correctly
 - l – number of examinees in the L group who answered the item correctly
 - U – number of examinees in the top 27% of the test takers
 - L – number of examinees in the bottom 27% of the test takers

Note: $U = L$

F1 -Facility Index
DI – Discrimination Index

D.5.2. Generate an Item Analysis Report for National Achievement Test for Grade Ten following the **Classical Test Theory Approach**.

D.5.3. Generate the R Markdown report following the **Item Response Theory** approach, which deals primarily with the following:

- IRT ability measures
- IRT item difficulty
- IRT test reliability
- IRT Item Discrimination
- Parallel ICCs
- WrightMap
- IRT item analysis
- R markdown

Conditions:

- *All data/statistical outputs required by the BEA should also be in electronic file and submitted to the BEA.*
- *Computed and validated data file of scanned data (includes scores of each subtest, division and region code) should also be submitted to BEA*
- *Any statistical data not indicated herein but emerged necessary should also be generated.*

Allocation List

	Division	Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
A01	Dagupan City	I	506	111
A02	Ilocos Norte	I	1504	331
A03	Ilocos Sur	I	2341	515
A04	Laoag City	I	1053	232
A05	La Union	I	2789	614
A06	Pangasinan I (Lingayen)	I	7567	1665
A07	Pangasinan II (Binalonan)	I	4618	1016
A08	San Carlos City	I	1580	348
A09	Urdaneta City	I	1158	255
A10	Candon City	I	791	174
A11	Alaminos City	I	501	110
A12	San Fernando City	I	607	134
A13	Vigan City	I	333	73
A14	Batac City	I	365	80
B01	Batanes	II	351	77
B02	Cagayan	II	5736	1262
B03	Isabela	II	3981	876
B04	Nueva Vizcaya	II	1730	381
B05	Quirino	II	998	220
B06	Tuguegarao City	II	876	193
B07	Cauayan City	II	678	149
B08	Santiago City	II	809	178
B09	Ilagan City	II	599	132
C01	Angeles City	III	2585	569
C02	Bataan	III	3908	860
C03	Bulacan	III	5908	1300
C04	Cabanatuan City	III	1960	431
C05	Nueva Ecija	III	3490	768
C06	Olongapo City	III	1725	380
C07	Pampanga	III	4389	966
C08	Tarlac	III	3800	836
C09	Zambales	III	1673	368
C10	Aurora	III	1780	392
C11	San Jose Del Monte City	III	3492	768
C12	San Fernando City	III	2065	454
C13	Tarlac City	III	2480	545
C14	Gapan City	III	1103	243

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	Division	Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
C15	Balanga City	III	1043	229
C16	Munoz Science City	III	950	209
C17	Malolos City	III	1682	370
C18	San Jose City	III	1221	269
C19	Mabalacat City	III	1690	372
C20	Meycauayan City	III	1530	337
D01	Antipolo City	IV-A	4593	1011
D02	Batangas	IV-A	9441	2077
D03	Batangas City	IV-A	2166	477
D04	Cavite	IV-A	9489	2087
D05	Cavite City	IV-A	1004	221
D06	Laguna	IV-A	5089	1120
D07	Lipa City	IV-A	2262	498
D08	Lucena City	IV-A	1929	424
D09	Marinduque	IV-B	1939	427
D10	Occidental Mindoro	IV-B	3509	772
D11	Oriental Mindoro	IV-B	2890	636
D12	Palawan	IV-B	5657	1244
D13	Quezon	IV-A	4590	1010
D14	Rizal	IV-A	2390	526
D15	Romblon	IV-B	2337	514
D16	San Pablo City	IV-A	1833	403
D17	Puerto Princesa City	IV-B	1858	409
D18	Calapan City	IV-B	1221	269
D19	Calamba City	IV-A	2783	612
D20	Tanauan City	IV-A	1446	318
D21	Sta. Rosa City	IV-A	2092	460
D22	Dasmariñas	IV-A	3755	826
D23	Bacoor	IV-A	2996	659
D24	Imus	IV-A	2411	530
D25	Tayabas City	IV-A	949	209
E01	Albay	V	5939	1307
E02	Camarines Norte	V	3968	873
E03	Camarines Sur	V	7651	1683
E04	Catanduanes	V	2132	469
E05	Iriga City	V	1246	274
E06	Legaspi City	V	1630	359
E07	Masbate	V	5912	1301
E08	Naga City	V	1625	358
E09	Sorsogon	V	4578	1007
E10	Sorsogon City	V	1549	341
E11	Tabaco City	V	1322	291

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	Division	Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
E12	Ligao City	V	1210	266
E13	Masbate City	V	1100	242
F01	Aklan	VI	3395	747
F02	Antique	VI	3876	853
F03	Bacolod City	VI	2345	516
F04	Bago City	VI	1358	299
F05	Cadiz City	VI	1283	282
F06	Capiz	VI	3672	808
F07	Guimaras	VI	1353	298
F08	Iloilo City	VI	2730	601
F09	Iloilo	VI	10418	2292
F10	La Carlota City	VI	857	188
F11	Negros Occidental	VI	8154	1794
F12	Roxas City	VI	1361	299
F13	San Carlos City	VI	1245	274
F14	Silay City	VI	1080	238
F15	Sagay City	VI	1256	276
F16	Kabankalan City	VI	1505	331
F17	Passi City	VI	950	209
F18	Escalante City	VI	1010	222
G01	Bohol	VII	7311	1608
G02	Cebu	VII	12072	2656
G03	Cebu City	VII	4845	1066
G04	Dumaguete City	VII	1163	256
G05	Lapu-Lapu City	VII	2609	574
G06	Mandaue City	VII	2164	476
G07	Negros Oriental	VII	5106	1123
G08	Siquijor	VII	979	215
G09	Toledo City	VII	1585	349
G10	Tanjay City	VII	935	206
G11	Tagbilaran City	VII	1074	236
G12	Talisay City	VII	1588	349
G13	Danao City	VII	1221	269
G14	Bayawan City	VII	1156	254
G15	Bais City	VII	891	196
G16	Guihulngan	VII	1035	228
G17	Bogo City	VII	905	199
G18	Carcar City	VII	1171	258
G19	Naga City - R7	VII	1059	233
H01	Biliran	VIII	1508	332
H02	Calbayog City	VIII	1736	382
H03	Eastern Samar	VIII	2917	642

Division		Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
H04	Leyte	VIII	8287	1823
H05	Northern Samar	VIII	4765	1048
H06	Ormoc City*	VIII	656	144
H07	Samar (Western)	VIII	4029	886
H08	Southern Leyte	VIII	2265	498
H09	Tacloban City*	VIII	1684	370
H10	Maasin City	VIII	950	209
H11	Catbalogan City	VIII	1188	261
H12	Borongan City	VIII	894	197
H13	Baybay City	VIII	1120	246
I01	Isabela City	IX	1082	238
I02	Dapitan City	IX	976	215
I03	Dipolog City	IX	1193	262
I04	Pagadian City	IX	1517	334
I05	Zamboanga City	IX	4250	935
I06	Zamboanga Del Norte	IX	5291	1164
I07	Zamboanga Del Sur	IX	4930	1085
I08	Zamboanga Sibugay	IX	3835	844
J01	Bukidnon	X	5657	1244
J02	Cagayan De Oro City	X	3747	824
J03	Camiguin	X	972	214
J04	Gingoog City	X	1262	278
J05	Misamis Occidental	X	1196	263
J06	Misamis Oriental	X	2009	442
J07	Ozamis City	X	800	176
J08	Lanao Del Norte	X	2119	466
J09	Iligan City	X	2207	486
J10	Tangub City	X	750	165
J11	Oroquieta City	X	874	192
J12	Valencia City	X	1485	327
J13	Malaybalay City	X	1448	319
J14	El Salvador City	X	738	162
K01	Davao City	XI	807	178
K02	Digos City	XI	1329	292
K03	Davao Del Norte	XI	2952	649
K04	Davao Oriental	XI	1789	393
K05	Davao Del Sur	XI	4270	939
K06	Panabo City	XI	1606	353
K07	Tagum City	XI	1919	422
K08	Compostela Valley	XI	2349	517
K09	Island Garden City Of Samal	XI	1087	239
K10	Mati City	XI	2299	506

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Division		Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
L01	Cotabato City	XII	1780	391
L02	General Santos City	XII	1679	369
L03	Sarangani	XII	1876	413
L04	Koronadal City	XII	507	112
L05	North Cotabato	XII	2708	596
L06	Sultan Kudarat	XII	1999	440
L07	Kidapawan City	XII	1202	264
L08	South Cotabato	XII	2348	517
L09	Tacurong City	XII	1100	242
M01	Caloocan City	NCR	7284	1602
M02	Manila	NCR	8352	1837
M03	Pasay City	NCR	1933	425
M04	Quezon City	NCR	4001	880
M05	Makati City	NCR	2747	604
M06	Mandaluyong City	NCR	1915	421
M07	Muntinlupa City	NCR	1505	331
M08	Paranaque City	NCR	1863	410
M09	Pasig City	NCR	2435	536
M10	Malabon City	NCR	2476	545
M11	Taguig / Pateros	NCR	2461	541
M12	Las Piñas City	NCR	2051	451
M13	Marikina City	NCR	2740	603
M14	Valenzuela City	NCR	1128	248
M15	San Juan City	NCR	1065	234
M16	Navotas City	NCR	1682	370
N01	Abra	CAR	1862	410
N02	Baguio City	CAR	1311	288
N03	Benguet	CAR	2447	538
N04	Ifugao	CAR	538	118
N05	Kalinga	CAR	1131	249
N06	Mt. Province	CAR	1364	300
N07	Apayao	CAR	1126	248
P01	Sulu	ARMM	1116	246
P02	Tawi-Tawi	ARMM	1756	386
P03	Lanao Del Sur I-A	ARMM	1978	435
P04	Lanao Del Sur II	ARMM	2750	605
P05	Maguindanao I	ARMM	1745	384
P06	Basilan	ARMM	941	207
P07	Marawi City	ARMM	477	105
P09	Maguindanao II	ARMM	1118	246
P10	Lamitan	ARMM	447	98
P11	Lanao Del Sur I-B	ARMM	1175	259

Division		Region	G10 NO. OF EXAMINEES	ESTIMATED WEIGHT IN KILOS
				Grade 10 -package 3
R01	Agusan Del Norte	CARAGA	1073	236
R02	Agusan Del Sur	CARAGA	759	167
R03	Butuan City	CARAGA	1303	287
R04	Siargao	CARAGA	287	63
R05	Surigao City	CARAGA	423	93
R06	Surigao Del Norte	CARAGA	867	191
R07	Surigao Del Sur	CARAGA	717	158
R08	Bislig City	CARAGA	450	99
R09	Dinagat Island	CARAGA	481	106
R10	Cabadbaran City	CARAGA	491	108
R11	Bayugan City	CARAGA	638	140
R12	Tandag City	CARAGA	509	112
TOTAL NUMBER OF EXAMINEES			500,000	110,000

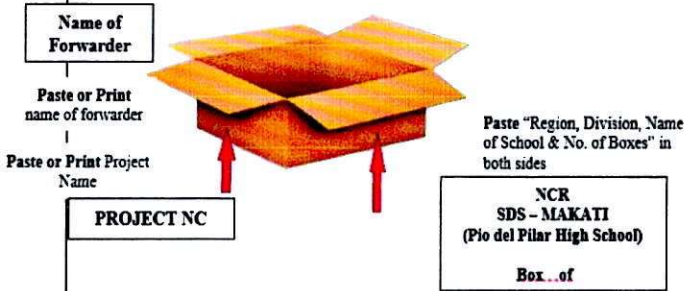
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TECHNICAL SPECIFICATIONS

LOT 1: QUARANTINED PRINTING, PACKAGING, LABELING AND WAREHOUSING OF NAT GRADE 10 TEST BOOKLETS AND NON-CLASSIFIED MATERIALS

GENERAL SPECIFICATIONS	
Item	Specifications
1.	The Test Booklets, non- classified materials, scannable answer sheets, school headers, processing of Individual Test Results and Statistical Data Output Requirements must be clean, clear and readable
2.	The Test Booklets, non- classified materials, scannable answer sheets, school headers, processing of Individual Test Results and Statistical Data Output Requirements must be properly bound.

Detailed Specific Requirements	
Descriptions	Specifications
Lot No. 1: National Achievement Test (NAT) for Grade 10 Printing, Stitching, Numbering, Packaging and Labeling of Test Booklets	
1. Printing Size	8 ¼ inches x 10 ¾ inches
2. Estimated number of pages (including cover pages)	104
3. Color of Cover	Red
4. Paper Stock of Cover	White newsprint (two color printing) – 48.8 GSM
5. Paper Stock of inside pages	White newsprint (48.8 GSM)
6. Number of Copies	500,000
7. Process	Offset printing
8. Numbering	Consecutive serial numbering
9. Binding	Saddle Stitch
9. Packaging	<ul style="list-style-type: none"> • 30 TBs per sealed plastic (gauge 3) with label/ batch slip containing the region, division, testing center and serial numbers of TB's • Sealed plastics containing TB's must be placed inside a box (double wall, 350 lbs.) with label on four sides covered with plastic (palette stretch film, at least 3 layers) and plastic twine straps, • Plastic bags with 30 TB's must be sealed using clear tape with DepEd – BEA imprint, boxes must be sealed using packing tapes with DepEd – BEA imprint • Buffer must be packed by 5 TB's per sealed plastic to be placed in a separate box per Division Office

Detailed Specific Requirements	
Descriptions	Specifications
	 <p>The diagram shows an open cardboard box with two red arrows pointing to the inside of the top flaps. To the left of the box, there are three stacked boxes representing labels: the top one is labeled 'Name of Forwarder', the middle one 'Paste or Print name of forwarder', and the bottom one 'Paste or Print Project Name'. Below the bottom label is a box containing the text 'PROJECT NC'. To the right of the box, there is a larger box containing the text 'NCR SDS - MAKATI (Pio del Pilar High School)' and 'Box .. of'. Above this box is the instruction 'Paste "Region, Division, Name of School & No. of Boxes" in both sides'.</p>

Lot No. 1: National Achievement Test (NAT) for Grade 10

Printing, Packaging and Labeling of Non-Classified Materials

1. Examiner's Handbook	Printing size: 7 inches' x 10 inches Number of pages (estimate): 20 pages Paper stock of Cover: White Newsprint Paper Stock of Inside Pages: White Newsprint Number of Copies: 48,000 Process: Offset printing Binding: Saddle stitch Packaging: One (1) per ETRE and one per CETRE
2. BEA Forms 1 & 2 (Seat Plan & List of Actual Examinees)	Printing size: 8 ½ inches' x 13 inches Number of pages (estimate): Back to Back Paper stock of Cover: White Newsprint Number of Copies: 35,000 Process: Offset printing Packaging: One (1) sheet per room/ETRE
3. BEA Form 3 (Accounting Form)	Printing size: 8 ½ inches' x 13 inches Number of pages (estimate): Back to Back Paper stock of Cover: White Newsprint Number of Copies: 13,000 Process: Offset printing Packaging: One (1) Sheet per School/CETRE
4. BEA Form 4 (Chief Examiner's Report Form)	Printing size: 8 ½ inches' x 13 inches Number of pages (estimate): Back to Back Paper stock of Cover: White Newsprint Number of Copies: 13,000 Process: Offset printing Packaging: One (1) Sheet per School/CETRE
5. BEA Forms 5 and 6 (Test Booklet Quantity and Completeness Verification Sheet/ Report on the Number of Used CETRE's, ETRE's and Answer Sheets)	Printing size: 8 ½ inches' x 13 inches Number of pages (estimate): Front Only Paper stock of Cover: White Newsprint Number of Copies: 13,000 Process: Offset printing Packaging: One (1) Sheet per School/CETRE (with perforation /line)

Detailed Specific Requirements	
Descriptions	Specifications
6. BEA Form 7 (Room Examiner Test Administration Report)	Printing size: 8 ½ inches' x 13 inches Number of pages (estimate): Back to Back Paper stock of Cover: White Newsprint Number of Copies: 35,000 Process: Offset printing Packaging: One (1) set per Room/ETRE
7. Chief Examiner's Transmittal Report Envelope (CETRE-white envelope)	Printing size: Long White Envelope Paper stock of Cover: Long White Envelope Number of Copies: 13,000 Process: Offset printing Packaging: One (1) Envelope per School
8. Room Examiner's Transmittal Report Envelope (ETRE- brown envelope)	Printing size: Long Brown Envelope Paper stock of Cover: Long Brown Envelope Number of Copies: 35,000 Process: Offset printing Packaging: One (1) Envelope per Room
9. BEA Sticker Tape	Printing size: 11 inches' x 2 inches Number of Copies: 48,000 Process: Offset printing Packaging: One (1) per Room/ ETRE and per School/CETRE
10. BEA Name Grid	Printing size: 22 inches' x 34 inches Number of pages (estimate): Front Only Paper stock of Cover: White Newsprint Number of Copies: 35,000 Process: Offset printing Packaging: One (1) Sheet per Room/ETRE
11. BEA Board Work	Printing size: 22 inches' x 34 inches Number of pages (estimate): Front Only Paper stock of Cover: White Newsprint Number of Copies: 35,000 Process: Offset printing Packaging: One (1) Sheet per Room/ETRE
Lot No. 1: National Achievement Test (NAT) for Grade 10 (sampling) Test Booklets and Non- Classified Materials (GUIDELINES, QUALIFICATIONS, SECURITY/QUARANTINE PRINTING, PACKAGING, LABELING AND WAREHOUSING)	
REQUIRED PRINTING and PACKAGING 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
6. Digital paper cutter, high capacity – or its equivalent	Quantity: 2 Minimum capacity: 45 inches in length and 5 to 7 inches height

Detailed Specific Requirements	
Descriptions	Specifications
7. Perforating Machine	Quantity: At least 1
8. Plastic Sealer	Quantity: At least 3
9. Strapping Machine	Quantity: At least 3
10. Power Generator	Quantity: At least 1 Minimum capacity: Can supply power for 24 hours Type: Industrial/Commercial
11. 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 1,200 square meters At least 1,000 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	12 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 40 persons
4. Room for Printer's female personnel	Quantity: At least 1 room can accommodate at least 40 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

Detailed Specific Requirements	
Descriptions	Specifications
	BEA and Bidder/Printers quarantined personnel for twenty (20) calendar days February 21 – March 12, 2023; <ul style="list-style-type: none"> • 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 150 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; • Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder; • Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA
MANPOWER REQUIREMENTS (Test Booklets and Non-Classified Materials)	
(Non-Classified Materials)	
1. Manager or Supervisor	Quantity: 1 personnel
2. Quality Assurance	Quantity: 1 personnel
3. Workers for printing, stitching, packing and labeling	Quantity: 10 personnel
4. Workers for Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE	Quantity: 15 personnel
MANPOWER REQUIREMENTS (Test Booklets)	
(Test Booklets)	
1. Computer Programmer	Quantity: 1 personnel
2. Managers	Quantity: 2 personnel
3. Supervisors	Quantity: 2 personnel

Detailed Specific Requirements	
Descriptions	Specifications
4. Quality Assurance	Quantity: 2 personnel
5. Workers for printing, stitching, numbering, packing and labeling	Quantity: 30 personnel
6. Male workers during matching of test booklets and answer sheets	Quantity: 4 personnel that may come from item #5.
7. Workers during the accounting of test booklets	Quantity: 4 personnel that may come from item #5.
8. Security Guards (1 Security Guards per 8 hour shift)	Quantity: 6 personnel
9. Security Guard per shift during the accounting of test booklets and the 1 year warehousing period (1 Security Guard per 8 hour shift)	Quantity: 3 personnel that may come from item #8.
10. Task Force to act on request for additional test materials	Quantity: 2 personnel that may come from item #5.
11. 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; • 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;

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Detailed Specific Requirements	
Descriptions	Specifications
	<ul style="list-style-type: none"> • 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, Printing and Delivery Phase of Non-Classified Materials	<ul style="list-style-type: none"> • Camera-ready form of Examiner's Handbook and samples of ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7, Sticker Tape, Name Grid and Board Work shall be provided by DepEd – BEA to the Printer on the specified dates by the End-User • Printing, inserting and packing period of non-classified materials is on February 13-20, 2023 (7 calendar days) • Date of delivery must start on the specified dates by the End-User • Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider <p>Delivery destination</p> <p>PRINTER'S WAREHOUSE → PRINTER of answer sheets (ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7 Sticker Tapes, Name Grid, Board Work and Examiner's Handbook)</p>
3. Packaging Materials and Requirements for Non-Classified Materials	<ul style="list-style-type: none"> • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 1, 2, 7, Sticker Tape, Name Grid and Board Work inside the ETRE prior to delivery at the printer of answer sheets • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 3, 4, 5, 6, and Sticker Tape inside the CETRE prior to delivery at the printer of answer sheets • Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer • ETRE (brown envelope) with Examiner's Handbook, Forms 1, 2, 7, Sticker Tape, Name Grid and Board Work must be packed by 500 per box prior to delivery • CETRE (white envelope) with Examiner's Handbook, Forms 3, 4, 5, 6 and Sticker Tape must be packed by 500 per box prior to delivery
4. 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

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Detailed Specific Requirements	
Descriptions	Specifications
	<ul style="list-style-type: none"> • 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
5. 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 dates by End-User • Printing, stitching, numbering, labeling and packing period of test booklets is within twenty (20) calendar days on February 21 - March 12, 2023
6. 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 on the specified dates by End-User
7. 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 DepEd Division Offices shall be the responsibility of the winning forwarder/courier • Forwarder/Courier shall pick-up the test materials at Printer's warehouse after they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials • All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer's representative/s • Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier • After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the Scannable answer sheets and school headers 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 Forwarder/Courier
8. 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 100 square meters for the accounting of test
9. 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

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Detailed Specific Requirements	
Descriptions	Specifications
	<ul style="list-style-type: none"> • 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 • 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) month warehousing (storage period) and leakage of confidential materials during the three (3) month warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer <p>Formula: 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, and administration of the test, delivery • 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.

