



Republic of the Philippines  
**Department of Education**  
 Procurement Management Service

ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN ESAYUN

**BIDS AND AWARDS COMMITTEE VI**

Subject: **BID BULLETIN NO. 2**

Project No.: **2024-BEA2(001to002&004to006)-BVI-CB-001**

Projects: **Procurement of Testing Materials for Various 2024 Assessment Tests**

- I. **Philippine Educational Placement Test (PEPT) – Special Administration;**
- II. **National Achievement Test for Grade 6 (NAT G6);**
- III. **Early Language, Literacy, and Numeracy Assessment (ELLNA);**
- IV. **Qualifying Examination in Arabic Language and Islamic Studies (QEALIS); and**
- V. **Accreditation & Equivalency Test (A&E)**

**(Early Procurement Activity)**

Date: **December 5, 2023**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued earlier for the above project.

**I. Section I. Invitation to Bid:**

- **Item 1**, on pages 6 and 7, of the bidding documents, is hereby amended to read:

Package	Item Description	Quantity	Approved ABC (in Php)
<b>I. PEPT – Special Administration</b>			
2	Printing and processing of Scannable Answer Sheets (SAS) and Certificates of Ratings (CORs)	<ul style="list-style-type: none"> <li>➤ Scannable AS <b>(Sheet 1):</b> 30,000</li> <li>➤ Scannable AS <b>(Sheet 2):</b> 30,000</li> <li>➤ CORs: 30,000</li> </ul>	2,218,884.14

<b>IV. QEALIS</b>			
1	Quarantine, Printing, Packaging, Labeling and Warehousing of 2024 QEALIS Test Materials (TBs and NCMs)	<ul style="list-style-type: none"> <li>➤ TBs 1: 5,000</li> <li>➤ <del>TBs 2: 1,050,000</del></li> <li>➤ <del>NCMs: 661,000</del></li> </ul>	1,918,445.44
<b>V. A&amp;E</b>			
2	Printing and processing of SAS and CORs	<ul style="list-style-type: none"> <li>➤ Scannable AS:</li> <li>➤ <b>50,000</b></li> <li>➤ <b>(Elementary)</b></li> <li>➤ <b>290,000 (Junior High)</b></li> <li>➤ <b>340,000 (Total)</b></li> <li>➤ CORs: 320,000</li> </ul>	7,458,920.70

**Item 2**, on page 8 of the bidding documents is hereby amended to read:

~~xxx...~~

Bidders should have completed, within a period of **seven (7) years** immediately preceding the deadline for submission of bids,

~~...xxx~~

**II. Section II. Instructions to Bidders, Clause 10.2**, on page 14 of the bidding documents is hereby amended to read:

10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within a period of **seven (7) years** prior to the deadline for the submission and receipt of bids.

**III. Section III. Bid Data Sheet, Clause 5.3**, on page 19, of the bidding documents is hereby amended to read:

b. Completed within **seven (7) years** immediately prior to the deadline for the submission and receipt of bids.

**IV. Section V. Special Conditions of the Contract, Clause 2.2**, on page 35 of the bidding documents is hereby amended to read:

**Package 3** (except for QEALIS):

**NAT G6 and ELLNA**

- 50% of the Contract Price shall be paid to the Supplier upon complete delivery of test materials; and

- 50% of the Contract Price shall be paid to the Supplier upon completion of retrieval of test material

**PEPT – Special Administration and A&E**

- **40% payment of the total contract price upon completion of delivery of test materials**
- **40% payment of the total contract price upon completion of retrieval of test materials**
- **20% payment of the total contract price upon completion of delivery of certificates of rating**

V. **Section VII. Technical Specifications**, on pages 45 to 96, of the bidding documents is hereby supplemented:

- **PEPT – Special Administration:**

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER												
<b>PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) Special Administration - Independence Day</b> Test Booklets and Non-classified Materials ( <b>Package 1</b> )														
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following:</p> <p>A. During bid opening</p> <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>														
<p><b>REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">QUANTITY</th> <th style="text-align: center;">DESCRIPTION</th> <th style="text-align: center;">MINIMUM CAPACITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">At least 1</td> <td>Web Press with Quarter Fold – or its equivalent</td> <td>Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour</td> </tr> <tr> <td style="text-align: center;">At least 1</td> <td>Plate Maker</td> <td></td> </tr> <tr> <td style="text-align: center;">At least 1</td> <td>Gang Stitcher with 4 to 5 stations – or its equivalent</td> <td>30,000 copies/day</td> </tr> </tbody> </table>	QUANTITY	DESCRIPTION	MINIMUM CAPACITY	At least 1	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour	At least 1	Plate Maker		At least 1	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day		
QUANTITY	DESCRIPTION	MINIMUM CAPACITY												
At least 1	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour												
At least 1	Plate Maker													
At least 1	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day												

At least 1	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day		
At least 1	High capacity – two color offset press – or its equivalent	10,000 sheets per hour		
At least 1	Digital paper cutter, high capacity – or its equivalent	35 inches length 5 to 7 inches height		
At least 1	Perforating machine			
At least 1	Plastic Sealer	N/A		
At least 1	Strapping Machine	N/A		
At least 1	Power Generator	Industrial/commercial type Can supply power for at least 24 hours		

➤ 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**

Plant area	At least 1,000 square meters At least 800 square meters is roofed <b>or its equivalent</b>
Parking area	Adequate space for at least two (2) delivery trucks or vans
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
Wall/Fence	At least 7 feet

➤ 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

<p>must be enclosed using concrete, double-wall plywood or galvanized metal sheets</p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (<b>land lines, fax machines, cellular phones and internet connection</b>)</li> </ul>														
<b>REQUIRED LIVING QUARTERS and WORKING AREA</b>														
<table border="1"> <tr> <td>1 room</td> <td>For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit</td> </tr> <tr> <td>1 room</td> <td>For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit</td> </tr> <tr> <td>At least 1 room</td> <td>For Printer's male personnel, can accommodate at least 10 persons</td> </tr> <tr> <td>At least 1 room</td> <td>For Printer's female personnel, can accommodate at least 10 persons</td> </tr> <tr> <td>1 room</td> <td>For BEA paperwork, with at least 2 office tables w/ air conditioning unit</td> </tr> <tr> <td>2 units</td> <td>Personal Computer with Printer</td> </tr> </table>	1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit	1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit	At least 1 room	For Printer's male personnel, can accommodate at least 10 persons	At least 1 room	For Printer's female personnel, can accommodate at least 10 persons	1 room	For BEA paperwork, with at least 2 office tables w/ air conditioning unit	2 units	Personal Computer with Printer		
1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit													
1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit													
At least 1 room	For Printer's male personnel, can accommodate at least 10 persons													
At least 1 room	For Printer's female personnel, can accommodate at least 10 persons													
1 room	For BEA paperwork, with at least 2 office tables w/ air conditioning unit													
2 units	Personal Computer with Printer													
<ul style="list-style-type: none"> <li>➤ 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 <b>ten (10) calendar days from May 15 - 25, 2024</b></li> <li>➤ Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel</li> <li>➤ Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel</li> </ul>														
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>														
<table border="1"> <tr> <td>Warehouse</td> <td>At least 100 square meters, ten (10) feet in height</td> </tr> <tr> <td>Wall/fence</td> <td>Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked</td> </tr> <tr> <td>Roofing</td> <td>Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks</td> </tr> <tr> <td>Access door</td> <td>Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA</td> </tr> <tr> <td>Security</td> <td>24 hours security, 1 Security Guard per shift</td> </tr> </table>	Warehouse	At least 100 square meters, ten (10) feet in height	Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA	Security	24 hours security, 1 Security Guard per shift				
Warehouse	At least 100 square meters, ten (10) feet in height													
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked													
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks													
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA													
Security	24 hours security, 1 Security Guard per shift													

<ul style="list-style-type: none"> <li>➤ Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>➤ Three (3) months warehousing shall commence ten (10) days after test administration</li> <li>➤ Exclusive use of the identified warehouse for three (3) months</li> <li>➤ 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</li> <li>➤ <b>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</b></li> <li>➤ Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA</li> </ul>																								
<p><b>MANPOWER REQUIREMENTS (test booklets and non-classified materials)</b></p> <p><b>(Non-classified materials)</b></p> <table border="1" data-bbox="352 980 1094 1220"> <tr> <td>1</td> <td>Manager or Supervisor</td> </tr> <tr> <td>1</td> <td>Quality Assurance</td> </tr> <tr> <td>5</td> <td>Workers for printing, stitching, packing and labeling</td> </tr> <tr> <td>6</td> <td>Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE</td> </tr> </table>	1	Manager or Supervisor	1	Quality Assurance	5	Workers for printing, stitching, packing and labeling	6	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE																
1	Manager or Supervisor																							
1	Quality Assurance																							
5	Workers for printing, stitching, packing and labeling																							
6	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE																							
<p><b>(Test Booklets)</b></p> <table border="1" data-bbox="352 1264 1094 1976"> <tr> <td>1</td> <td>Computer Programmer</td> </tr> <tr> <td>2</td> <td>Managers</td> </tr> <tr> <td>2</td> <td>Supervisors</td> </tr> <tr> <td>2</td> <td>Quality Assurance</td> </tr> <tr> <td>20</td> <td>Workers for printing, stitching, numbering, packing and labeling</td> </tr> <tr> <td>*2</td> <td>Male workers during matching of test booklets and answer sheets</td> </tr> <tr> <td>*2</td> <td>Workers during the accounting of test booklets</td> </tr> <tr> <td>3</td> <td>Security Guards <b>(1 Security Guards per 8 hour shift)</b></td> </tr> <tr> <td>6</td> <td>Additional Security Guards during the maximum risk period <b>(2 Security Guards per 8 hour shift)</b></td> </tr> <tr> <td>**3</td> <td>Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b></td> </tr> <tr> <td>*2</td> <td>Task Force to act on request for additional test materials</td> </tr> </table>	1	Computer Programmer	2	Managers	2	Supervisors	2	Quality Assurance	20	Workers for printing, stitching, numbering, packing and labeling	*2	Male workers during matching of test booklets and answer sheets	*2	Workers during the accounting of test booklets	3	Security Guards <b>(1 Security Guards per 8 hour shift)</b>	6	Additional Security Guards during the maximum risk period <b>(2 Security Guards per 8 hour shift)</b>	**3	Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b>	*2	Task Force to act on request for additional test materials		
1	Computer Programmer																							
2	Managers																							
2	Supervisors																							
2	Quality Assurance																							
20	Workers for printing, stitching, numbering, packing and labeling																							
*2	Male workers during matching of test booklets and answer sheets																							
*2	Workers during the accounting of test booklets																							
3	Security Guards <b>(1 Security Guards per 8 hour shift)</b>																							
6	Additional Security Guards during the maximum risk period <b>(2 Security Guards per 8 hour shift)</b>																							
**3	Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b>																							
*2	Task Force to act on request for additional test materials																							

<p><b>NOTE – with * may come from the 20 workers for printing, stitching, numbering, packing and labeling</b></p> <p>- <b>with ** may come from the 6 security guards</b></p> <ul style="list-style-type: none"> <li>➤ Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel</li> <li>➤ 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</li> <li>➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted</li> <li>➤ All workers <b>must at least be eighteen (18) years old</b> and must be willing to be quarantined for the entire duration of the Project</li> <li>➤ 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</li> <li>➤ All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices</li> <li>➤ Quarantined personnel shall be allowed to go out only in <b>meritorious cases</b> and must secure a written approval from the End-user e. g. death of immediate family member. <b>Only health and safety reasons shall be exempted</b> from this provision of securing a written approval e. g. life threatening illness, accidents</li> <li>➤ BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount of all quarantined personnel, time and frequency shall be at discretion of BEA</li> <li>➤ Bidder/Printer must provide quarantined personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		

<p><b>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</b></p> <ul style="list-style-type: none"> <li>➤ 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 <b>May 5, 2024</b></li> <li>➤ Printing, inserting and packing period of non-classified materials is on <b>May 10 – 14, 2024 (4 calendar days)</b></li> <li>➤ Date of delivery must be on <b>May 14 – 16, 2024</b></li> <li>➤ Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider</li> <li>➤ Delivery destination  <div style="text-align: center;"> <p>PRINTER’S WAREHOUSE                      PRINTER of  answer sheets  <b>(ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7</b>  <b>Sticker Tapes, Name Grid, Board Work and Examiner’s Handbook)</b></p> </div> </li> </ul>		
<p><b>PRE-PRINTING and PRINTING PHASE of test booklets</b></p> <ul style="list-style-type: none"> <li>➤ Bidder/Printer must have an in-house <b>Computer Programmer</b> who shall prepare the National Allocation Summary (NAS) and packing Guide of test booklets</li> <li>➤ Data of NAS shall be provided by DepEd – BEA on <b>May 15, 2024</b></li> <li>➤ Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>➤ Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS</li> <li>➤ Preparation of NAS shall be by school, by district, by division and by region</li> </ul>		
<p><b>PRINTING OF TEST BOOKLETS</b></p> <ul style="list-style-type: none"> <li>➤ Camera-ready form of test booklets shall be given by DepEd – BEA on <b>May 15, 2024</b></li> <li>➤ Printing, stitching, numbering, labeling and packing period of test booklets is on <b>May 15 – 25, 2024 (10 calendar days)</b></li> </ul>		
<p><b>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>➤ Matching of boxes of test booklets and boxes of answer sheets must be done inside the</li> </ul>		



<p>identified/specified plant of the Printer of test booklets</p> <ul style="list-style-type: none"> <li>➤ Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets <b>(schedule of delivery of boxes of answer sheets is provided below)</b></li> </ul>														
<p><b>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</b></p>														
<ul style="list-style-type: none"> <li>➤ Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ 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</li> <li>➤ All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer’s representative/s</li> <li>➤ Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ 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</li> <li>➤ All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier</li> </ul>														
<p><b>DELIVERY AND PICK-UP SCHEDULE</b></p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Priority No.</th> <th style="width: 20%;">Date of Delivery of Boxes of Answer Sheets</th> <th style="width: 20%;">Date of Matching of Boxes of ASs and TBs</th> <th style="width: 20%;">Date of Pick-up of Boxes of TBs and Ass of Forwarder</th> </tr> </thead> <tbody> <tr> <td>Luzon</td> <td>May 22, 2024</td> <td>May 22, 2024</td> <td>May 23, 2024</td> </tr> <tr> <td>Visayas and Mindanao</td> <td>May 24, 2024</td> <td>May 24, 2024</td> <td>May 25, 2024</td> </tr> </tbody> </table>	Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder	Luzon	May 22, 2024	May 22, 2024	May 23, 2024	Visayas and Mindanao	May 24, 2024	May 24, 2024	May 25, 2024		
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder											
Luzon	May 22, 2024	May 22, 2024	May 23, 2024											
Visayas and Mindanao	May 24, 2024	May 24, 2024	May 25, 2024											
<p><b>ACCOUNTING OF TEST BOOKLETS</b></p>														

<ul style="list-style-type: none"> <li>➤ Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets</li> <li>➤ Bidder/Printer must provide an area at least 100 square meters for the accounting of test</li> </ul>		
<p><b>REQUIRED PACKAGING and LABELING MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>➤ Plastic bags (gauge 3) for packing of test booklets by 20’s</li> <li>➤ Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>➤ Plastic twine</li> <li>➤ Plastic straps</li> <li>➤ Packing tapes <b>with DepEd – BEA imprint</b> to seal boxes</li> <li>➤ Clear tapes <b>with DepEd – BEA imprint</b> to seal plastic bags containing the test booklets</li> <li>➤ Boxes must be properly labeled with Project Name, Name of School, Division and Region</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour security system</li> <li>➤ 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</li> <li>➤ 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</li> </ul>		

<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>➤ 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</li> <li>➤ If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>➤ Lost and/or wet test booklets during the three (3) month warehousing (<b>storage period</b>) and leakage of confidential materials during the three (3) warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of Test Booklets x Php 100.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and non-classified materials, and test administration</li> <li>➤ 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</li> </ul>		
<p>Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results  <b>(Package 2)</b></p>		
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>		

<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour
1	Plate maker	
At least 1	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height
At least 1	OMR Scanner (back to back scanning) with Bar Code Reader – or its equivalent	10,000 sheets per hour
At least 10	Desktop/Laptop Computers	
1	Server	
At least 3	High Speed, Heavy-Duty Laser Printer – or its equivalent	5,000 sheets per hour
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	5,000 sheets per hour
At least 1	Perforating Machines – or its equivalent	10,000 sheets per hour
At least 1	Plastic Sealer	N/A
At least 1	Strapping Machine	N/A
At least 1	Plastic Shrinkable Sealer	N/A
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours
<ul style="list-style-type: none"> <li>• Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificates of rating</li> </ul>		
<b>PLANT AND OTHER FACILITIES</b>		

Plant area	At least 400 square meters is roofed		
Parking area	Adequate space for at least two (2) delivery trucks and vans		
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after test administration		
Wall/Fence	At least 6 feet		
<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>			
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>			
Warehouse	At least 100 square meters, ten (10) feet in height		
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> </ul>			

<ul style="list-style-type: none"> <li>• <b>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</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA</li> </ul>																																			
<p><b>MANPOWER REQUIREMENTS</b></p> <table border="1"> <thead> <tr> <th>Scope of Work:</th> <th>Manpower Requirement</th> </tr> </thead> <tbody> <tr> <td><b>A. Programming and data processing for BEAs Computer Output Requirements</b></td> <td>1 Computer Programmer with knowledge in statistics</td> </tr> <tr> <td><b>B. Before Test Administration</b></td> <td></td> </tr> <tr> <td>a. Quality Control</td> <td>1 Quality control staff</td> </tr> <tr> <td>b. Supervising and roving quality control</td> <td>1 Supervising Quality Control</td> </tr> <tr> <td>c. Encoding</td> <td>1 Encoder</td> </tr> <tr> <td>d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms</td> <td>at least 15 workers</td> </tr> <tr> <td>e. Act on request for additional test materials</td> <td>2 Task Force</td> </tr> <tr> <td>f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)</td> <td>6 Security Guards per shift</td> </tr> <tr> <td><b>C. After Test Administration</b></td> <td></td> </tr> <tr> <td>g. Batching, sorting and accounting of scannable answer sheets</td> <td>at least 10 workers</td> </tr> <tr> <td>h. Cleaning, editing, proof-reading of answer sheets **</td> <td>at least 10 workers per day</td> </tr> <tr> <td>i. Editing and proof-reading and printing of individual Certificate of Ratings**</td> <td>at least 10 workers per day</td> </tr> <tr> <td>j. Printing, numbering, bar coding of Certificate of Ratings**</td> <td>at least 5 workers per day/shift</td> </tr> <tr> <td>k. Packing and labeling of Certificate of Ratings**</td> <td>at least 5 workers per day</td> </tr> <tr> <td>l. Providing security during the 1 year warehousing period (8 hour shift)</td> <td>3 Security Guards</td> </tr> </tbody> </table> <p>Note: ** May come from <b>item g (15 workers )</b></p>		Scope of Work:	Manpower Requirement	<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics	<b>B. Before Test Administration</b>		a. Quality Control	1 Quality control staff	b. Supervising and roving quality control	1 Supervising Quality Control	c. Encoding	1 Encoder	d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms	at least 15 workers	e. Act on request for additional test materials	2 Task Force	f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift	<b>C. After Test Administration</b>		g. Batching, sorting and accounting of scannable answer sheets	at least 10 workers	h. Cleaning, editing, proof-reading of answer sheets **	at least 10 workers per day	i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 10 workers per day	j. Printing, numbering, bar coding of Certificate of Ratings**	at least 5 workers per day/shift	k. Packing and labeling of Certificate of Ratings**	at least 5 workers per day	l. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards		
Scope of Work:	Manpower Requirement																																		
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics																																		
<b>B. Before Test Administration</b>																																			
a. Quality Control	1 Quality control staff																																		
b. Supervising and roving quality control	1 Supervising Quality Control																																		
c. Encoding	1 Encoder																																		
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms	at least 15 workers																																		
e. Act on request for additional test materials	2 Task Force																																		
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift																																		
<b>C. After Test Administration</b>																																			
g. Batching, sorting and accounting of scannable answer sheets	at least 10 workers																																		
h. Cleaning, editing, proof-reading of answer sheets **	at least 10 workers per day																																		
i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 10 workers per day																																		
j. Printing, numbering, bar coding of Certificate of Ratings**	at least 5 workers per day/shift																																		
k. Packing and labeling of Certificate of Ratings**	at least 5 workers per day																																		
l. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards																																		

<ul style="list-style-type: none"> <li>• Bidder/printer must provide quarantined personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• PEPT scannable answer sheets and shall be printed using OMR paper (110 GSM) using orange and black ink</li> <li>• For the scannable answer sheets, the following information/data shall be printed:</li> </ul> <p><b>FRONT SIDE (first sheet)</b></p> <ol style="list-style-type: none"> <li>1. DepEd Logo and BEA Logo</li> <li>2. Last Name, First name, Middle Initial w/ bubbles/options</li> <li>3. Examinee Number</li> <li>4. Year</li> <li>5. Age when you left school w/ bubbles/options</li> <li>6. Number of children, if married w/ bubbles/options</li> <li>7. Region and Division w/ bubbles/options</li> <li>8. Birth date w/ bubbles/options</li> <li>9. Age w/ bubbles/options</li> <li>10. Highest Grade/Year Level completed w/ bubbles/options</li> <li>11. Civil status w/ bubbles/options</li> <li>12. Gender w/ bubbles/options</li> <li>13. Name and Address of Examination Center</li> <li>14. Home Address</li> <li>15. In school/Out of school w/ bubbles/options</li> <li>16. Employed, Yes or No</li> <li>17. Examinees with work experience w/ bubbles/options</li> <li>18. Bar Code and Serial Numbers</li> <li>19. Timing Marks</li> <li>20. Marking Instructions</li> </ol>		

<p><b>DORSAL PORTION (first sheet)</b></p> <ol style="list-style-type: none"> <li>1. Examinees with work experience (continued) w/ bubbles/options</li> <li>2. Answer for Examinee’s Descriptive Questionnaire (EDQ) Questions 1 to 30 w/ bubbles/options</li> <li>3. Questions Questions 31 to 210 w/ 4 bubbles/4 options marked A to D</li> <li>4. Timing marks</li> </ol> <p><b>FRONT SIDE (second sheet)</b></p> <ol style="list-style-type: none"> <li>1. Examinee Number</li> <li>2. Timing Marks</li> <li>3. Bar Code Question 211 to 500 w/ 4 bubbles/4 options marked A to D</li> </ol> <p><b>DORSAL PORTION (second sheet)</b></p> <ol style="list-style-type: none"> <li>1. Signature</li> <li>2. Timing Marks</li> <li>3. Question 501 to 745 w/4 bubbles/4 options marked A to D</li> </ol> <p><b>NOTE – additional information/data, questions, bubbles/options may be added by DepEd – BEA</b></p>		
<p><b>PRINTING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variables/contents of the scannable answer sheets on <b>May 10, 2024</b></li> <li>• Printer must present the customized design of scannable answer sheets based on the variable/contents provided by DepEd-BEA. Design must be approved by DepEd-BEA</li> <li>• Scannable answer sheets must have serialized numbering and bar codes</li> <li>• Printing, packing and labeling period of scannable answer sheets is on <b>May 16 – 22, 2024 2023 (6 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) and Packing Guide</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> </ul>		



<ul style="list-style-type: none"> <li>Automated printing of Allocation List and Packing Guides</li> </ul>														
<p><b>DELIVERY OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>Delivery of boxes containing scannable answer sheets, and non-classified materials must be delivered at the plant of the Printer of test booklets on <b>May 22 – 24, 2024</b>. 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</li> <li>Delivery destination:                      PRINTER'S WAREHOUSE → Printer of test booklets</li> </ul> <table border="1" data-bbox="300 735 1161 1138"> <thead> <tr> <th>Cluster/Region</th> <th>Date of Delivery of Boxes of Answer Sheets</th> <th>Date of Matching of Boxes of ASs and TBs</th> <th>Date of Pick-up of Boxes of TBs and Ass of Forwarder</th> </tr> </thead> <tbody> <tr> <td>Luzon</td> <td>May 22, 2024</td> <td>May 22, 2024</td> <td>May 23, 2024</td> </tr> <tr> <td>Visayas and Mindanao</td> <td>May 24, 2024</td> <td>May 24, 2024</td> <td>May 25, 2024</td> </tr> </tbody> </table>	Cluster/Region	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder	Luzon	May 22, 2024	May 22, 2024	May 23, 2024	Visayas and Mindanao	May 24, 2024	May 24, 2024	May 25, 2024		
Cluster/Region	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder											
Luzon	May 22, 2024	May 22, 2024	May 23, 2024											
Visayas and Mindanao	May 24, 2024	May 24, 2024	May 25, 2024											
<p><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>Plastic twine straps</li> <li>Packing tapes and clear tapes</li> <li>Boxes must be properly labeled with Project Name, region, division and school</li> </ul>														
<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>Scannable answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>														

<p><b>SCANNING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes</li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process individual test results</li> <li>• Program development for the automated printing of individual Certificate of Ratings</li> <li>• Printing of Certificate of Rating forms and processing period is from <b>June 13, 2024 to August 2, 2024 (50 calendar days)</b></li> <li>• Please see attached for the statistical data output requirements</li> <li>• Certificate of Ratings must be ready for pick-up by the authorized forwarder/courier on <b>August 4 – 7, 2024</b></li> <li>• Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before <b>August 15, 2024</b></li> </ul>		
<p><b>Delivery and Retrieval of Test Materials and Delivery of Certificate of Ratings</b></p>		
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following during post-qualification:</p>		

<ul style="list-style-type: none"> <li>• Letter specifying the main office address of the Bidder/Forwarder and enumerating their branches/offices/outlets nationwide</li> <li>• List of vehicles, whether owned, leased or rented, or legally in possession together with proof of ownership, contract of lease/rental, or contract of usufruct as the case maybe</li> <li>• List of personnel with the corresponding job description, age and gender</li> <li>• Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.</li> <li>• Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired</li> <li>• Letter of Commitment showing, indicating and signifying that the forwarder/courier will strictly follow all security requirements and mode of transportation</li> </ul>											
<b>MANPOWER REQUIREMENTS</b>											
<table border="1"> <tr> <td data-bbox="277 1103 389 1172">2</td> <td data-bbox="389 1103 549 1172">checkers</td> <td data-bbox="549 1103 1177 1172">To account and receive boxes of test materials</td> </tr> <tr> <td data-bbox="277 1172 389 1276">10</td> <td data-bbox="389 1172 549 1276">drivers</td> <td data-bbox="549 1172 1177 1276">To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)</td> </tr> <tr> <td data-bbox="277 1276 389 1375">20</td> <td data-bbox="389 1276 549 1375">Workers/ helpers</td> <td data-bbox="549 1276 1177 1375">To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval</td> </tr> </table>	2	checkers	To account and receive boxes of test materials	10	drivers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)	20	Workers/ helpers	To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval		
2	checkers	To account and receive boxes of test materials									
10	drivers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)									
20	Workers/ helpers	To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval									
<b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b>											
<ul style="list-style-type: none"> <li>• A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials</li> <li>• 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</li> <li>• DepEd – BEA has the right to inspect the vehicles and security procedures being applied by the Forwarder/Courier with regards to its conformity with the Technical Specifications</li> <li>• If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace</li> </ul>											

<p>or make the necessary adjustments/corrections to meet the requirements</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• Lost and/or wet test booklets, scannable answer sheets, non-classified materials during the <b>delivery</b> must be replaced by the Bidder/Printer and penalized accordingly</li> </ul> <p style="text-align: center;"><b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Lost and/or wet test booklets and answer sheets during the <b>retrieval</b> shall be penalized accordingly</li> </ul> <p style="text-align: center;"><b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Further, all expenses for the <b>re-test</b> shall be shouldered by the Forwarder/Courier including the test materials to be used</li> <li>• Lost and/or wet Certificate of Ratings (COR) during the <b>delivery</b> shall be replaced by the Bidder/Printer and penalized accordingly</li> </ul> <p style="text-align: center;"><b>No. of CORs x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be             <ul style="list-style-type: none"> <li>- 40 % of the total contract price upon completion delivery of test materials</li> <li>- 40 % of the total contract price upon completion retrieval of test materials</li> <li>- 20% of the total contract price upon completion of delivery of certificates of rating</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover for defects, mis-sent, incomplete delivery and retrieval</li> </ul>		
--	--	--

• **NAT G6:**

<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>2024 National Achievement Test for Grade 6 (NAT G6)</b> Test Booklets and Non-classified Materials ( <b>Package 1</b> )		
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>		
<p>To submit the following:</p> <p>A. During bid opening</p> <ul style="list-style-type: none"> <li>➤ Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>		
<b>REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 3	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour
At least 1	Plate Maker	
At least 3	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day
At least 3	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day
At least 1	High capacity – two color offset press – or its equivalent	10,000 sheets per hour
At least 2	Digital paper cutter, high capacity – or its equivalent	45 inches length 5 to 7 inches height
At least 1	Perforating machine	
At least 5	Plastic Sealer	N/A

At least 5	Strapping Machine	N/A		
At least 1	Power Generator	Industrial/commercial type Can supply power for at least 24 hours		
<p>➤ 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</p>				
<b>REQUIRED PLANT and OTHER FACILITIES</b>				
Plant area	At least 1,200 square meters At least 1,000 square meters is roofed <b>or its equivalent</b>			
Parking area	Adequate space for at least two (2) delivery trucks or vans			
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			
Wall/Fence	At least 7 feet			
<p>➤ 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</p> <p>➤ 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</p> <p>➤ Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (<b>land lines, fax machines, cellular phones and internet connection</b>)</p>				
<b>REQUIRED LIVING QUARTERS and WORKING AREA</b>				
1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit			

1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit												
At least 1 room	For Printer's male personnel, can accommodate at least 40 persons												
At least 1 room	For Printer's female personnel, can accommodate at least 40 persons												
1 room	For BEA paper work, with at least 2 office tables w/ air conditioning unit												
2 units	Personal Computer with Printer												
<ul style="list-style-type: none"> <li>➤ 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 <b>thirty-five (35) calendar days</b></li> <li>➤ Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel</li> <li>➤ Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel</li> </ul>													
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p> <table border="1"> <tr> <td>Warehouse</td> <td>At least 150 square meters, ten (10) feet in height</td> </tr> <tr> <td>Wall/fence</td> <td>Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked</td> </tr> <tr> <td>Roofing</td> <td>Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks</td> </tr> <tr> <td>Access door</td> <td>Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA</td> </tr> <tr> <td>Security</td> <td>24 hours security, 1 Security Guard per shift</td> </tr> </table> <ul style="list-style-type: none"> <li>➤ Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>➤ Three (3) month warehousing shall commence ten (10) days after test administration</li> <li>➤ Exclusive use of the identified warehouse for three (3) months</li> <li>➤ 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</li> </ul>				Warehouse	At least 150 square meters, ten (10) feet in height	Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA	Security	24 hours security, 1 Security Guard per shift
Warehouse	At least 150 square meters, ten (10) feet in height												
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked												
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks												
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA												
Security	24 hours security, 1 Security Guard per shift												

<p>enclosed using concrete, double-wall plywood or galvanized metal sheets</p> <ul style="list-style-type: none"> <li>➤ <b>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</b></li> <li>➤ Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA</li> </ul>																						
<p><b>MANPOWER REQUIREMENTS (test booklets and non-classified materials)</b></p> <p><b>(Non-classified materials)</b></p> <table border="1" data-bbox="347 639 1091 884"> <tr> <td>1</td> <td>Manager or Supervisor</td> </tr> <tr> <td>1</td> <td>Quality Assurance</td> </tr> <tr> <td>20</td> <td>Workers for printing, stitching, packing and labeling</td> </tr> <tr> <td>30</td> <td>Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE</td> </tr> </table>	1	Manager or Supervisor	1	Quality Assurance	20	Workers for printing, stitching, packing and labeling	30	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE														
1	Manager or Supervisor																					
1	Quality Assurance																					
20	Workers for printing, stitching, packing and labeling																					
30	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE																					
<p><b>(Test Booklets)</b></p> <table border="1" data-bbox="347 923 1091 1546"> <tr> <td>1</td> <td>Computer Programmer</td> </tr> <tr> <td>2</td> <td>Managers</td> </tr> <tr> <td>2</td> <td>Supervisors</td> </tr> <tr> <td>2</td> <td>Quality Assurance</td> </tr> <tr> <td>80</td> <td>Workers for printing, stitching, numbering, packing and labeling</td> </tr> <tr> <td>*10</td> <td>Male workers during matching of test booklets and answer sheets</td> </tr> <tr> <td>*10</td> <td>Workers during the accounting of test booklets</td> </tr> <tr> <td>9</td> <td><b>Security Guards (1 Security Guards per 8 hour shift)</b></td> </tr> <tr> <td>**3</td> <td>Security Guard per shift during the accounting of test booklets and the 3 month warehousing period <b>(1 Security Guard per 8 hour shift)</b></td> </tr> <tr> <td>*2</td> <td>Task Force to act on request for additional test materials</td> </tr> </table> <p><b>NOTE – with * may come from the 20 workers for printing, stitching, numbering, packing and labeling</b></p> <ul style="list-style-type: none"> <li>- <b>with ** may come from the 6 security guards</b></li> </ul> <ul style="list-style-type: none"> <li>➤ Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel</li> <li>➤ 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</li> </ul>	1	Computer Programmer	2	Managers	2	Supervisors	2	Quality Assurance	80	Workers for printing, stitching, numbering, packing and labeling	*10	Male workers during matching of test booklets and answer sheets	*10	Workers during the accounting of test booklets	9	<b>Security Guards (1 Security Guards per 8 hour shift)</b>	**3	Security Guard per shift during the accounting of test booklets and the 3 month warehousing period <b>(1 Security Guard per 8 hour shift)</b>	*2	Task Force to act on request for additional test materials		
1	Computer Programmer																					
2	Managers																					
2	Supervisors																					
2	Quality Assurance																					
80	Workers for printing, stitching, numbering, packing and labeling																					
*10	Male workers during matching of test booklets and answer sheets																					
*10	Workers during the accounting of test booklets																					
9	<b>Security Guards (1 Security Guards per 8 hour shift)</b>																					
**3	Security Guard per shift during the accounting of test booklets and the 3 month warehousing period <b>(1 Security Guard per 8 hour shift)</b>																					
*2	Task Force to act on request for additional test materials																					



<ul style="list-style-type: none"> <li>➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted</li> <li>➤ All workers <b>must at least be eighteen (18) years old</b> and must be willing to be quarantined for the entire duration of the Project</li> <li>➤ 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</li> <li>➤ All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices</li> <li>➤ Quarantined personnel shall be allowed to go out only in <b>meritorious cases</b> and must secure a written approval from the End-user e. g. death of immediate family member. <b>Only health and safety reasons shall be exempted</b> from this provision of securing a written approval e. g. life threatening illness, accidents</li> <li>➤ BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount of all quarantined personnel, time and frequency shall be at discretion of BEA</li> <li>➤ Bidder/Printer must provide quarantined personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</b></p> <ul style="list-style-type: none"> <li>➤ 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 <b>April 15, 2024</b></li> <li>➤ Printing, inserting and packing period of non-classified materials is on <b>April 22-May 5, 2024 (14 calendar days)</b></li> </ul>		

<ul style="list-style-type: none"> <li>➤ Date of delivery must start on <b>May 6 - 10 (4 calendar days)</b></li> <li>➤ Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider</li> <li>➤ Delivery destination  <div style="text-align: center;"> <span style="margin-right: 100px;">PRINTER'S WAREHOUSE</span> <span>PRINTER</span> </div> of answer sheets  <b>(ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7</b>  <b>Sticker Tapes, Name Grid, Board Work and Examiner's Handbook)</b> </li> </ul>		
<p><b>PACKAGING MATERIALS AND REQUIREMENTS for NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ ETRE (<b>brown envelope</b>) 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</li> <li>➤ CETRE (<b>white envelope</b>) with Examiner's Handbook, Forms 3, 4, 5, 6 and Sticker Tape must be packed by 500 per box prior to delivery</li> </ul>		
<p><b>PRE-PRINTING and PRINTING PHASE of test booklets</b></p> <ul style="list-style-type: none"> <li>➤ Bidder/Printer must have an in-house <b>Computer Programmer</b> who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets</li> <li>➤ 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</li> <li>➤ Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>➤ Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS</li> <li>➤ Preparation of NAS shall be by school, by district, by division and by region</li> </ul>		

<p><b>PRINTING OF TEST BOOKLETS</b></p> <ul style="list-style-type: none"> <li>➤ Camera-ready form of test booklets shall be given by DepEd – BEA on <b>May 6, 2024</b></li> <li>➤ Printing, stitching, numbering, labeling and packing period of test booklets is on <b>May 6-June 10, 2024 (35 calendar days)</b></li> </ul>		
<p><b>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets (<b>schedule of delivery of boxes of answer sheets is provided below</b>)</li> </ul>		
<p><b>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ Forwarder/Courier shall pick-up the test materials at Printer’s warehouse after the they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials</li> <li>➤ All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer’s representative/s</li> <li>➤ Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ 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</li> <li>➤ All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier</li> </ul>		

<b>DELIVERY AND PICK-UP SCHEDULE</b>					
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder		
Priority 1 - 10	May 10, 2024	May 11, 2024	May 14, 2024		
Priority 11 - 16	May 15, 2024	May 16, 2024	May 17, 2024		
Priority 17 - 24	May 20, 2024	May 21, 2024	May 22, 2024		
Priority 25 - 30	May 25, 2024	May 26, 2024	May 27, 2024		
Priority 31 - 36	May 30, 2024	May 31, 2024	June 1, 2024		
Priority 37 - 41	June 3, 2024	June 4, 2024	June 5, 2024		
Priority 42 - 46	June 8, 2024	June 9, 2024	June 10, 2024		
<b>ACCOUNTING OF TEST BOOKLETS</b>					
<ul style="list-style-type: none"> <li>➤ Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets</li> <li>➤ Bidder/Printer must provide an area at least 100 square meters for the accounting of test booklets</li> </ul>					
<b>REQUIRED PACKAGING and LABELING MATERIALS</b>					
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ 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</li> <li>➤ 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</li> </ul>					

<ul style="list-style-type: none"> <li>➤ Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>➤ Plastic bags (gauge 3) for packing of test booklets by 20's</li> <li>➤ Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>➤ Plastic twine</li> <li>➤ Plastic straps</li> <li>➤ Packing tapes <b>with DepEd - BEA imprint</b> to seal boxes</li> <li>➤ Clear tapes <b>with DepEd - BEA imprint</b> to seal plastic bags containing the test booklets</li> <li>➤ Boxes must be properly labeled with Project Name, Name of School, Division and Region</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour security system</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>➤ 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</li> <li>➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd - BEA shall terminate/rescind the contract</li> <li>➤ Lost and/or wet test booklets during the three (3) month warehousing (<b>storage period</b>) 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</li> </ul>		

<p><b>Formula:</b>  <b>No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and on-classified materials, and test administration</li> <li>➤ 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</li> </ul>		
--	--	--

**Scannable Answer Sheets and Processing of Test Results (Package 2)**

**QUALIFICATIONS OF BIDDERS/PRINTERS**

To submit the following

A. During bid opening:

- Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%

**REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT**

QUANTITY	DESCRIPTION	MINIMUM CAPACITY
At least 2	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour
1	Plate maker	
At least 2	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height
At least 3	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	20,000 sheets per hour
At least 25	Desktop/Laptop Computers	
1	Server	
At least 10	High Speed, Heavy Duty Laser Printer – or its equivalent	3,000 sheets per hour

At least 5	Bar Code Printer and Numbering Machine – or its equivalent	12,000 sheets per hour		
At least 2	Perforating Machines – or its equivalent	6,000 sheets per hour		
At least 2	Plastic Sealer	N/A		
At least 3	Strapping Machine	N/A		
At least 2	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/ Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 1,000 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration			
Wall/Fence	At least 6 feet			
<ul style="list-style-type: none"> <li>DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>				
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>				
Warehouse	At least 1,000 square meters, ten (10) feet in height			

Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>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</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>			
<b>MANPOWER REQUIREMENTS</b>			
<b>Scope of Work:</b>		<b>Manpower Requirement</b>	
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>		1 Computer Programmer with knowledge in statistics	
<b>B. Before Test Administration</b>			
a. Quality Control		1 Quality control staff	
b. Supervising and roving quality control		1 Supervising Quality Control	
c. Encoding		3 Encoders	
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets, school headers		at least 50 workers	
e. Act on request for additional test materials		2 Task Force	



<p>f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)</p>	<p>6 Security Guards per shift</p>		
<p><b>C. After Test Administration</b></p>			
<p>g. Batching, sorting and accounting of scannable answer sheets and school headers**</p>	<p>at least 50 workers</p>		
<p>h. Cleaning, editing, proof-reading of answer sheets and school headers**</p>	<p>at least 40 workers per day</p>		
<p>i. Providing security during the 1 year warehousing period (8 hour shift)</p>	<p>3 Security Guards</p>		
<p>Note: ** May come from <b>item g (15 workers )</b></p> <ul style="list-style-type: none"> <li>• Bidder/printer must provide personnel with uniforms and IDs</li> </ul>			
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			
<p><b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>○ NAT Grade 6 scannable answer sheets and scannable school headers shall be printed using OMR paper (110 GSM) using Blue and black ink</li> <li>○ NAT Grade 6 scannable answer sheets and school headers shall contain, the following information/data:</li> </ul> <p>Front page of answer sheet</p> <ol style="list-style-type: none"> <li>1. DepEd and BEA logo</li> <li>2. Project name</li> <li>3. Last name, First name, MI with bubbles</li> <li>4. Learner Reference Number (LRN)</li> <li>5. Name of School</li> </ol>			

<p>6. Address of school 7. Region/Division ID with bubbles\ 8. School ID with bubbles 9. Gender with bubbles 10. Date of birth with bubbles 11. Type of community with bubbles 12. Nutritional status with bubbles 13. Type of community with bubbles 14. Number of shifts per day with bubbles 15. Enrolled in MADRASAH with bubbles 16. Latest Grade in Science, Math, English Filipino and Aralin Panlipunan with bubbles 17. Type of school 18. Marking instructions\ 19. Bar Code 20. Examinee Number</p> <p>Back page of answer sheet</p> <ol style="list-style-type: none"><li>1. Examinee Descriptive Questionnaire – Questions 1 to 50 with bubbles</li><li>2. Science – Questions 1 to 50 with bubbles</li><li>3. Math – Questions 1 to 50 with bubbles</li><li>4. English – Questions 1 to 50 with bubbles</li><li>5. Filipino – Questions 1 to 50 with bubble</li><li>6. Aralin Panlipunan – Questions 1 to 15 with bubbles</li><li>7. Signature</li><li>8. Timing marks</li></ol> <p>Front page of school header</p> <ol style="list-style-type: none"><li>1. DepEd and BEA logo</li><li>2. Project name</li><li>3. Name of school</li><li>4. Address of school</li><li>5. Region and Division ID with bubbles</li><li>6. School ID with bubbles</li><li>7. Type of school with bubbles</li><li>8. Total enrollment with bubbles</li><li>9. Number of actual examinees with bubbles</li><li>10. Shifts per day with bubbles</li><li>11. School head with bubbles</li><li>12. Conduct of SPED classes with bubbles</li><li>13. School location with bubbles</li><li>14. Percentage rate with bubbles</li><li>15. Retention rate with bubbles</li><li>16. Drop-out rate with bubbles</li><li>17. Survival rate with bubbles</li><li>18. Legislative/Congressional District</li><li>19. Timing marks</li></ol> <p>Back page of School header</p>		
--	--	--

<ol style="list-style-type: none"> <li>1. Number of teachers             <ul style="list-style-type: none"> <li>Bachelor’s degree</li> <li>Master’s degree</li> <li>Doctoral degree</li> </ul> </li> <li>2. Number of teachers             <ul style="list-style-type: none"> <li>Teacher I</li> <li>Teacher II</li> <li>Teacher III</li> <li>Master Teacher</li> </ul> </li> <li>3. Number of who are major in             <ul style="list-style-type: none"> <li>English</li> <li>Science</li> <li>Math</li> <li>Filipino</li> <li>Aralin Panlipunan</li> </ul> </li> <li>4. Number of non-teaching personnel</li> <li>5. Timing marks</li> </ol> <p><b>NOTE – additional information/data, questions, bubbles/options may be added/deleted by DepEd – BEA</b></p>		
<p><b>PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on <b>April 22, 2024</b></li> <li>• Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before <b>April 25, 2024</b>. Design must be approved by DepEd-BEA</li> <li>• Scannable answer sheets and school headers must have serialized numbering and bar codes</li> <li>• Printing, packing and labeling period of answer sheets and school headers is on <b>May 6 – June 5, 2024 (30 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> </ul>		

<ul style="list-style-type: none"> <li>Automated printing of Allocation List and Packing Guides</li> </ul>					
<p><b>DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets and must start on or before <b>May 10, 2024</b> and end on or before <b>June 8, 2024</b>.. 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</li> <li>Delivery destination:                      PRINTER'S WAREHOUSE → Printer of test booklets</li> </ul>					
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder		
Priority 1 - 10	May 10, 2024	May 11, 2024	May 14, 2024		
Priority 11 - 16	May 15, 2024	May 16, 2024	May 17, 2024		
Priority 17 - 24	May 20, 2024	May 21, 2024	May 22, 2024		
Priority 25 - 30	May 25, 2024	May 26, 2024	May 27, 2024		
Priority 31 - 36	May 30, 2024	May 31, 2024	June 1, 2024		
Priority 37 - 41	June 3, 2024	June 4, 2024	June 5, 2024		
Priority 42 - 46	June 8, 2024	June 9, 2024	June 10, 2024		
<p><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>Plastic twine straps</li> <li>Packing tapes and clear tapes</li> <li>Boxes must be properly labeled with Project Name, region, division and school</li> </ul>					

<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner’s Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner’s Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>		
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets and school headers</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Batching, sorting, accounting, scanning and processing is from <b>June 26 – August 15, 2024 (50 calendar days)</b></li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process test results and statistical data output requirements</li> <li>• Statistical data output requirements in electronic copies must be delivered at DepEd - BEA on or before <b>August 25, 2024</b> Please see attached for the statistical data output requirements</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p>		

<ul style="list-style-type: none"><li>• Twenty-four (24) hour security system</li><li>• 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</li><li>• 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li><li>• 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</li><li>• If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li><li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li><li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li><li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be <b>permanently</b> locked with one (1) Security Guard per shift</li><li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li></ul> <p><b><u>Formula:</u></b> <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"><li>• Payment shall be<ul style="list-style-type: none"><li>- 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li><li>- 50 % of the total contract price upon completion processing of test results and statistical data output requirements</li></ul></li><li>• Upon request for first payment, a <b>retention money</b> amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li></ul>		
--	--	--

**Package 3- Delivery and Retrieval of Test Materials**

**QUALIFICATIONS OF BIDDERS/PRINTERS**

To submit the following during post-qualification:

- Letter specifying the main office address of the Bidder/Forwarder and enumerating their branches/offices/outlets nationwide
- List of vehicles, whether owned, leased or rented, or legally in possession together with proof of ownership, contract of lease/rental, or contract of usufruct as the case maybe
- List of personnel with the corresponding job description
- Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.
- Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired
- Copies of recent NBI/Police/NICA Clearance of employees of good moral character involve in the Project, or a Certification from the Bidder/Forwarder that the aforesaid clearance/s were required from them when they were hired
- Letter of Commitment showing, indicating and signifying that the forwarder/courier will strictly follow all security requirements and mode of transportation

**MANPOWER REQUIREMENTS**

2	checkers	To account and receive boxes of test materials
15	drivers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)
30	Workers /helpers	To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval

**SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES**

- A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials
- Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract
- DepEd – BEA has the right to inspect the vehicles and security procedures being applied by the Forwarder/Courier with regards to its conformity with the Technical Specifications
- If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace or make the necessary adjustments/corrections to meet the requirements
- If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract
- Lost and/or wet test booklets, scannable answer sheets, school headers, non-classified materials during the **delivery** must be replaced by the Bidder/Printer and penalized accordingly

**Formula**

**No. Test Booklets x Php 100.00 = Amount of Deduction**

**No. Answer Sheets x Php 50.00 = Amount of Deduction**

- Lost and/or wet test booklets and answer sheets during the **retrieval** shall be penalized accordingly

**Formula**

**No. Test Booklets x Php 100.00 = Amount of Deduction**

**No. Answer Sheets x Php 50.00 = Amount of Deduction**

- Further, all expenses for the **re-test** shall be shouldered by the Forwarder/Courier including the test materials to be used
- Payment shall be
  - 50 % of the total contract price upon completion delivery of test materials
  - 50 % of the total contract price upon completion retrieval of test materials



<ul style="list-style-type: none"> <li>Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover defects, mis-sent, incomplete delivery and retrieval</li> </ul>		
--	--	--

- ELLNA:**

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>2024 Early Language, Literacy and Numeracy Assessment (ELLNA) Test Booklets and Non-classified Materials (Package 1)</b>		
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>		
<p>To submit the following:</p> <p>A. During bid opening</p> <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>		
<b>REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 3	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour
At least 1	Plate Maker	
At least 3	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day
At least 3	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day
At least 3	Digital paper cutter, high capacity – or its equivalent	45 inches length 5 to 7 inches height

At least 1	Perforating machine			
At least 3	Plastic Sealer	N/A		
At least 3	Strapping Machine	N/A		
At least 1	Power Generator	Industrial/commercial type Can supply power for at least 24 hours		
<ul style="list-style-type: none"> <li>➤ 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</li> </ul>				
<b>REQUIRED PLANT and OTHER FACILITIES</b>				
Plant area	At least 1,200 square meters At least 1,000 square meters is roofed <b>or its equivalent</b>			
Parking area	Adequate space for at least two (2) delivery trucks or vans			
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			
Wall/Fence	At least 7 feet			
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (<b>land lines, fax machines, cellular phones and internet connection</b>)</li> </ul>				
<b>REQUIRED LIVING QUARTERS and WORKING AREA</b>				

1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit												
1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit												
At least 1 room	For Printer's male personnel, can accommodate at least 40 persons												
At least 1 room	For Printer's female personnel, can accommodate at least 40 persons												
1 room	For BEA paper work, with at least 2 office tables w/ air conditioning unit												
2 units	Personal Computer with Printer												
<ul style="list-style-type: none"> <li>➤ 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 <b>forty-five (45) calendar days</b></li> <li>➤ Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel</li> <li>➤ Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel</li> </ul>													
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p> <table border="1"> <tr> <td>Warehouse</td> <td>At least 150 square meters, ten (10) feet in height</td> </tr> <tr> <td>Wall/fence</td> <td>Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked</td> </tr> <tr> <td>Roofing</td> <td>Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks</td> </tr> <tr> <td>Access door</td> <td>Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA</td> </tr> <tr> <td>Security</td> <td>24 hours security, 1 Security Guard per shift</td> </tr> </table> <ul style="list-style-type: none"> <li>➤ Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>➤ Three (3) month warehousing shall commence ten (10) days after test administration</li> <li>➤ Exclusive use of the identified warehouse for three (3) months</li> <li>➤ In case the specified warehouse of the Bidder/Printer is too big for the Project, the Bidder/Printer must</li> </ul>				Warehouse	At least 150 square meters, ten (10) feet in height	Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA	Security	24 hours security, 1 Security Guard per shift
Warehouse	At least 150 square meters, ten (10) feet in height												
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked												
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks												
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA												
Security	24 hours security, 1 Security Guard per shift												

<p>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</p> <ul style="list-style-type: none"> <li>➤ <b>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</b></li> <li>➤ Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA</li> </ul>																						
<p><b>MANPOWER REQUIREMENTS (test booklets and non-classified materials)</b></p> <p><b>(Non-classified materials)</b></p> <table border="1" data-bbox="331 698 1074 937"> <tr> <td>1</td> <td>Manager or Supervisor</td> </tr> <tr> <td>1</td> <td>Quality Assurance</td> </tr> <tr> <td>10</td> <td>Workers for printing, stitching, packing and labeling</td> </tr> <tr> <td>15</td> <td>Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE</td> </tr> </table>	1	Manager or Supervisor	1	Quality Assurance	10	Workers for printing, stitching, packing and labeling	15	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE														
1	Manager or Supervisor																					
1	Quality Assurance																					
10	Workers for printing, stitching, packing and labeling																					
15	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner’s Handbook to CETRE and ETRE																					
<p><b>(Test Booklets)</b></p> <table border="1" data-bbox="331 978 1074 1591"> <tr> <td>1</td> <td>Computer Programmer</td> </tr> <tr> <td>2</td> <td>Managers</td> </tr> <tr> <td>2</td> <td>Supervisors</td> </tr> <tr> <td>2</td> <td>Quality Assurance</td> </tr> <tr> <td>80</td> <td>Workers for printing, stitching, numbering, packing and labeling</td> </tr> <tr> <td>*1 0</td> <td>Male workers during matching of test booklets and answer sheets</td> </tr> <tr> <td>*2 0</td> <td>Workers during the accounting of test booklets</td> </tr> <tr> <td>6</td> <td><b>Security Guards (1 Security Guards per 8 hour shift)</b></td> </tr> <tr> <td>** 3</td> <td>Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b></td> </tr> <tr> <td>*2</td> <td>Task Force to act on request for additional test materials</td> </tr> </table> <p><b>NOTE – with * may come from the 20 workers for printing, stitching, numbering, packing and labeling</b></p> <p><b>- with ** may come from the 6 security guards</b></p> <ul style="list-style-type: none"> <li>➤ Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel</li> <li>➤ At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following</li> </ul>	1	Computer Programmer	2	Managers	2	Supervisors	2	Quality Assurance	80	Workers for printing, stitching, numbering, packing and labeling	*1 0	Male workers during matching of test booklets and answer sheets	*2 0	Workers during the accounting of test booklets	6	<b>Security Guards (1 Security Guards per 8 hour shift)</b>	** 3	Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b>	*2	Task Force to act on request for additional test materials		
1	Computer Programmer																					
2	Managers																					
2	Supervisors																					
2	Quality Assurance																					
80	Workers for printing, stitching, numbering, packing and labeling																					
*1 0	Male workers during matching of test booklets and answer sheets																					
*2 0	Workers during the accounting of test booklets																					
6	<b>Security Guards (1 Security Guards per 8 hour shift)</b>																					
** 3	Security Guard per shift during the accounting of test booklets and the 1 year warehousing period <b>(1 Security Guard per 8 hour shift)</b>																					
*2	Task Force to act on request for additional test materials																					

<p>information: complete name, age, gender and job description</p> <ul style="list-style-type: none"> <li>➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted</li> <li>➤ All workers <b><u>must at least be eighteen (18) years old</u></b> and must be willing to be quarantined for the entire duration of the Project</li> <li>➤ 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</li> <li>➤ All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices</li> <li>➤ Quarantined personnel shall be allowed to go out only in <b><u>meritorious cases</u></b> and must secure a written approval from the End-user e. g. death of immediate family member. <b><u>Only health and safety reasons shall be exempted</u></b> from this provision of securing a written approval e. g. life threatening illness, accidents</li> <li>➤ 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</li> <li>➤ Bidder/Printer must provide quarantined personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</b></p> <ul style="list-style-type: none"> <li>➤ 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 <b>April 7, 2024</b></li> </ul>		

<ul style="list-style-type: none"> <li>➤ Printing, inserting and packing period of non-classified materials is on <b>April 15 – 30, 2024 (15 calendar days)</b></li> <li>➤ Date of delivery must start on <b>May 2 – 6, 2024 (5 calendar days)</b></li> <li>➤ Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider</li> <li>➤ Delivery destination  PRINTER’S WAREHOUSE → PRINTER of answer sheets  <b>(ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7</b>  <b>Sticker Tapes, Name Grid, Board Work and Examiner’s Handbook)</b></li> </ul>		
<p><b>PACKAGING MATERIALS AND REQUIREMENTS for NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ ETRE (<b>brown envelope</b>) 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</li> <li>➤ CETRE (<b>white envelope</b>) with Examiner’s Handbook, Forms 3, 4, 5, 6 and Sticker Tape must be packed by 500 per box prior to delivery</li> </ul>		
<p><b>PRE-PRINTING and PRINTING PHASE of test booklets</b></p> <ul style="list-style-type: none"> <li>➤ Bidder/Printer must have an in-house <b>Computer Programmer</b> who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets</li> <li>➤ 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</li> <li>➤ Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>➤ Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS</li> </ul>		

<p>Preparation of NAS shall be by school, by district, by division and by region</p>		
<p><b>PRINTING OF TEST BOOKLETS</b></p> <ul style="list-style-type: none"> <li>➤ Camera-ready form of test booklets shall be given by DepEd – BEA on <b>May 2, 2024</b></li> <li>➤ Printing, stitching, numbering, labeling and packing period of test booklets is on <b>May 2 - June 15, 2024 (45 calendar days)</b></li> </ul>		
<p><b>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets (<b>schedule of delivery of boxes of answer sheets is provided below</b>)</li> </ul>		
<p><b>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ Forwarder/Courier shall pick-up the test materials at Printer’s warehouse after the they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials</li> <li>➤ All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer’s representative/s</li> <li>➤ Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ 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</li> <li>➤ All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier</li> </ul>		
<p><b>DELIVERY AND PICK-UP SCHEDULE</b></p>		

Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder
Priority 1 - 10	May 17, 2024	May 18, 2024	May 19, 2024
Priority 11 - 16	May 22, 2024	May 23, 2024	May 24, 2024
Priority 17 - 24	May 27, 2024	May 28, 2024	May 29, 2024
Priority 25 - 30	June 1, 2024	June 2, 2024	June 3, 2024
Priority 31 - 36	June 6, 2024	June 7, 2024	June 8, 2024
Priority 37 - 41	June 11, 2024	June 12, 2024	June 13, 2024
Priority 42 - 46	June 16, 2024	June 17, 2024	June 18, 2024

**ACCOUNTING OF TEST BOOKLETS**

- 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 booklets

**REQUIRED PACKAGING and LABELING MATERIALS**

- 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
- Two ply boxes, small, medium and large (double wall, 350 lbs)



<ul style="list-style-type: none"> <li>➤ Plastic bags (gauge 3) for packing of test booklets by 20's</li> <li>➤ Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>➤ Plastic twine</li> <li>➤ Plastic straps</li> <li>➤ Packing tapes <b>with DepEd – BEA imprint</b> to seal boxes</li> <li>➤ Clear tapes <b>with DepEd – BEA imprint</b> to seal plastic bags containing the test booklets</li> <li>➤ Boxes must be properly labeled with Project Name, Name of School, Division and Region</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour security system</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price.</li> <li>➤ 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</li> <li>➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>➤ Lost and/or wet test booklets during the three (3) month warehousing (<b>storage period</b>) 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</li> </ul> <p><b>Formula:</b></p>		

<p><b>No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and non-classified materials administration of the test, delivery</li> <li>➤ 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 booklet</li> </ul>																										
<p>Scannable Answer Sheets and Processing of Test Results (<b>Package 2</b>)</p>																										
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>																										
<p><b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b></p>																										
<table border="1"> <thead> <tr> <th>QUANTITY</th> <th>DESCRIPTION</th> <th>MINIMUM CAPACITY</th> </tr> </thead> <tbody> <tr> <td>At least 2</td> <td>High capacity – Two Colors Offset Press/Impressions – or its equivalent</td> <td>10,000 sheets per hour</td> </tr> <tr> <td>1</td> <td>Plate maker</td> <td></td> </tr> <tr> <td>At least 2</td> <td>Digital Paper Cutter, high capacity – or its equivalent</td> <td>45 inch length 5 to 7 inches height</td> </tr> <tr> <td>At least 3</td> <td>OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent</td> <td>20,000 sheets per hour</td> </tr> <tr> <td>At least 25</td> <td>Desktop/Laptop Computers</td> <td></td> </tr> <tr> <td>1</td> <td>Server</td> <td></td> </tr> <tr> <td>At least 10</td> <td>High Speed, Heavy Duty Laser Printer – or its equivalent</td> <td>3,000 sheets per hour</td> </tr> </tbody> </table>	QUANTITY	DESCRIPTION	MINIMUM CAPACITY	At least 2	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour	1	Plate maker		At least 2	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height	At least 3	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	20,000 sheets per hour	At least 25	Desktop/Laptop Computers		1	Server		At least 10	High Speed, Heavy Duty Laser Printer – or its equivalent	3,000 sheets per hour		
QUANTITY	DESCRIPTION	MINIMUM CAPACITY																								
At least 2	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour																								
1	Plate maker																									
At least 2	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height																								
At least 3	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	20,000 sheets per hour																								
At least 25	Desktop/Laptop Computers																									
1	Server																									
At least 10	High Speed, Heavy Duty Laser Printer – or its equivalent	3,000 sheets per hour																								

At least 5	Bar Code Printer and Numbering Machine – or its equivalent	12,000 sheets per hour		
At least 2	Perforating Machines – or its equivalent	6,000 sheets per hour		
At least 2	Plastic Sealer	N/A		
At least 3	Strapping Machine	N/A		
At least 2	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>• Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 1,000 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration			
Wall/Fence	At least 6 feet			
<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>				
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>				
Warehouse	At least 1,000 square meters, ten (10) feet in height			

Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>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</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>			
<b>MANPOWER REQUIREMENTS</b>			
<b>Scope of Work:</b>		<b>Manpower Requirement</b>	
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>		1 Computer Programmer with knowledge in statistics	
<b>B. Before Test Administration</b>			
a. Quality Control		1 Quality control staff	
b. Supervising and roving quality control		1 Supervising Quality Control	
c. Encoding		3 Encoders	
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets, school headers		at least 40 workers	
e. Act on request for additional test materials		2 Task Force	

<p>f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)</p>	<p>6 Security Guards per shift</p>		
<p><b>C. After Test Administration</b></p>			
<p>g. Batching, sorting and accounting of scannable answer sheets and school headers</p>	<p>at least 30 workers</p>		
<p>h. Cleaning, editing, proof-reading of answer sheets and school headers**</p>	<p>at least 20 workers per day</p>		
<p>i. Providing security during the 1 year warehousing period (8 hour shift)</p>	<p>3 Security Guards</p>		
<p>Note: ** May come from <b>item g (15 workers )</b></p> <ul style="list-style-type: none"> <li>Bidder/printer must provide personnel with uniforms and IDs</li> </ul>			
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			
<p><b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>ELLNA scannable answer sheets and scannable school headers shall be printed using OMR paper (110 GSM) using Green and black ink</li> <li>ELLNA scannable answer sheets and school headers shall contain, the following information/data:</li> </ul> <p>Front page of answer sheet</p> <ol style="list-style-type: none"> <li>DepEd and BEA logo</li> <li>Project name</li> <li>Last name, First name, MI with bubbles</li> <li>Learner Reference Number (LRN)</li> <li>Name of School</li> </ol>			

<p>6. Address of school 7. Region/Division ID with bubbles 8. School ID with bubbles 9. Gender with bubbles 10. Date of birth with bubbles 11. Type of community with bubbles 12. Nutritional status with bubbles 13. Type of community with bubbles 14. Class size 15. Mother-tongue used 16. Number of shifts per day with bubbles 17. Latest Grade in Science, Math, English, Filipino with bubbles 18. Type of school 19. Marking instructions\ 20. Bar Code 21. Examinee Number</p> <p>Back page of answer sheet</p> <ol style="list-style-type: none"><li>1. Examinee Descriptive Questionnaire – Questions 1 to 50 with bubbles</li><li>2. Reading Test in English, Questions 1 to 20 with 4 bubbles/options</li><li>3. Reading Test in Filipino Questions 1 to 20 with 4 bubbles/options</li><li>4. English Grammar Questions 1 to 10 with 4 bubbles/options</li><li>5. Filipino Grammar Questions 1 to 10 with 4 bubbles/options</li><li>6. Science Questions 1 to 20 with 4 bubbles/options</li><li>7. Mathematics Questions 1 to 15 with 4 bubbles/options</li><li>8. Signature</li><li>9. Timing marks</li></ol> <p>Front page of school header</p> <ol style="list-style-type: none"><li>1. DepEd and BEA logo</li><li>2. Project name</li><li>3. Name of school</li><li>4. Address of school</li><li>5. Region and Division ID with bubbles</li><li>6. School ID with bubbles</li><li>7. Type of school with bubbles</li><li>8. Total enrollment with bubbles</li><li>9. Number of actual examinees with bubbles</li><li>10. Shifts per day with bubbles</li><li>11. School head with bubbles</li><li>12. Conduct of SPED classes with bubbles</li><li>13. School location with bubbles</li><li>14. Percentage rate with bubbles</li></ol>		
--	--	--

<p>15. Retention rate with bubbles 16. Drop-out rate with bubbles 17. Survival rate with bubbles 18. Legislative/Congressional District 19. Timing marks</p> <p>Back page of School header</p> <ol style="list-style-type: none"><li>1. Number of teachers Bachelor's degree Master's degree Doctoral degree</li><li>2. Number of teachers Teacher I Teacher II Teacher III Master Teacher</li><li>3. Number of who are major in English Science Math Filipino Aralin Panlipunan</li><li>4. Number of non-teaching personnel</li><li>5. Timing marks</li></ol> <p><b>NOTE - additional information/data, questions, bubbles/options may be added/deleted by DepEd - BEA</b></p>		
---	--	--

<p><b>PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on <b>April 26, 2024</b></li> <li>• Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before <b>May 2, 2024</b>. Design must be approved by DepEd-BEA</li> <li>• Scannable answer sheets and school headers must have serialized numbering and bar code</li> <li>• Printing, packing and labeling period of scannable answer sheets and school headers is on <b>May 5 – June 4, 2024 (30 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> <li>• Automated printing of Allocation List and Packing Guides</li> </ul>							
<p><b>DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• 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 <b>May 17, 2024</b> and end on <b>June 16, 2024</b>.. 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</li> <li>• Delivery destination:                  PRINTER’S WAREHOUSE → Printer of test booklets</li> </ul>							
<table border="1"> <tr> <td>Priority No.</td> <td>Date of Delivery of Boxes of Answer Sheets</td> <td>Date of Matching of Boxes of ASs and TBs</td> <td>Date of Pick-up of Boxes of TBs and Ass of Forwarder</td> </tr> </table>	Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder			
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder				



Priority 1 - 10	May 17, 2024	May 18, 2024	May 19, 2024		
Priority 11 - 16	May 22, 2024	May 23, 2024	May 24, 2024		
Priority 17 - 24	May 27, 2024	May 28, 2024	May 29, 2024		
Priority 25 - 30	June 1, 2024	June 2, 2024	June 3, 2024		
Priority 31 - 36	June 6, 2024	June 7, 2024	June 8, 2024		
Priority 37 - 41	June 11, 2024	June 12, 2024	June 13, 2024		
Priority 42 - 46	June 16, 2024	June 17, 2024	June 18, 2024		
<b>PACKAGING MATERIALS AND REQUIREMENTS</b>					
<ul style="list-style-type: none"> <li>• Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>• Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>• Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>• Plastic twine straps</li> <li>• Packing tapes and clear tapes</li> <li>• Boxes must be properly labeled with Project Name, region, division and school</li> </ul>					
<b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b>					
<ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>					
<b>SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b>					
<ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets and school headers</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> </ul>					

<ul style="list-style-type: none"> <li>Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Batching, sorting, accounting, scanning and processing is from <b>July 3, 2024 – August 22, 2024 (50 calendar days)</b></li> <li>Program development and automated processing of test result</li> <li>Develop program and software to process test results and statistical data output requirements</li> <li>Statistical data output requirements in electronic copies must be delivered at DepEd - BEA on or before <b>August 30, 2024</b> Please see attached for the statistical data output requirements</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>Twenty-four (24) hour security system</li> <li>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</li> <li>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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>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</li> <li>If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li> </ul>		

<ul style="list-style-type: none"> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer <b>Formula:</b> <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></li> <li>• Payment shall be             <ul style="list-style-type: none"> <li>- 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li> <li>- 50 % of the total contract price upon completion processing and delivery of test results and statistical data output requirements</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
<p><b>Delivery and Retrieval of Test Materials – Package 3</b></p>		
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following during post-qualification:</p> <ul style="list-style-type: none"> <li>• Letter specifying the main office address of the Bidder/Forwarder and enumerating their branches/offices/outlets nationwide</li> <li>• List of vehicles, whether owned, leased or rented, or legally in possession together with proof of ownership, contract of lease/rental, or contract of usufruct as the case maybe</li> <li>• List of personnel with the corresponding job description</li> <li>• Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.</li> <li>• Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-</li> </ul>		

<p>mentioned clearance/s were required and complied with when they were hired</p> <ul style="list-style-type: none"> <li>• Copies of recent NBI/Police/NICA Clearance of employees of good moral character involve in the Project, or a Certification from the Bidder/Forwarder that the aforesaid clearance/s were required from them when they were hired</li> <li>• Letter of Commitment showing, indicating and signifying that the forwarder/courier will strictly follow all security requirements and mode of transportation</li> </ul>		
<p><b>MANPOWER REQUIREMENTS</b></p>		
<p>2</p>	<p>checkers</p>	<p>To account and receive boxes of test materials</p>
<p>15</p>	<p>drivers</p>	<p>To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)</p>
<p>30</p>	<p>Workers /helpers</p>	<p>To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval</p>
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p>		
<ul style="list-style-type: none"> <li>• A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials</li> <li>• 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</li> <li>• DepEd – BEA has the right to inspect the vehicles and security procedures being applied by the Forwarder/Courier with regards to its conformity with the Technical Specifications</li> <li>• If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace or make the necessary adjustments/corrections to meet the requirements</li> <li>• 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</li> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• Lost and/or wet test booklets, scannable answer sheets, school headers, non-classified materials</li> </ul>		

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

• **QEALIS:**

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>Qualifying Examination in Arabic Language and Islamic Studies (QEALIS) Test Booklets (Package 1)</b>		
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following:</p> <p>A. During bid opening</p> <ul style="list-style-type: none"> <li>➤ Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>		

<b>REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 1	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour
At least 1	Plate Maker	
At least 1	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day
At least 1	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day
At least 1	Digital paper cutter, high capacity – or its equivalent	45 inches length 5 to 7 inches height
At least 1	Plastic Sealer	N/A
At least 1	Strapping Machine	N/A
At least 1	Power Generator	Industrial/commercial type Can supply power for at least 24 hours
<p>➤ 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</p>		
<b>REQUIRED PLANT and OTHER FACILITIES</b>		
Plant area	At least 1,000 square meters At least 800 square meters is roofed <b>or its equivalent</b>	
Parking area	Adequate space for at least two (2) delivery trucks or vans	

<table border="1"> <tr> <td>Office/Working area</td> <td>Spacious and well ventilated place for office work and non-printing related activities like programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration</td> </tr> <tr> <td>Wall/Fence</td> <td>At least 7 feet</td> </tr> </table>	Office/Working area	Spacious and well ventilated place for office work and non-printing related activities like programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration	Wall/Fence	At least 7 feet											
Office/Working area	Spacious and well ventilated place for office work and non-printing related activities like programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration														
Wall/Fence	At least 7 feet														
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (<b>land lines, fax machines, cellular phones and internet connection</b>)</li> </ul>															
<p><b>REQUIRED LIVING QUARTERS and WORKING AREA</b></p>															
<table border="1"> <tr> <td>1 room</td> <td>For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit</td> </tr> <tr> <td>1 room</td> <td>For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit</td> </tr> <tr> <td>At least 1 room</td> <td>For Printer’s male personnel, can accommodate at least 5 persons</td> </tr> <tr> <td>At least 1 room</td> <td>For Printer’s female personnel, can accommodate at least 5 persons</td> </tr> <tr> <td>1 room</td> <td>For BEA paperwork, with at least 2 office tables w/ air conditioning unit</td> </tr> <tr> <td>2 units</td> <td>Personal Computer with Printer</td> </tr> </table>	1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit	1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit	At least 1 room	For Printer’s male personnel, can accommodate at least 5 persons	At least 1 room	For Printer’s female personnel, can accommodate at least 5 persons	1 room	For BEA paperwork, with at least 2 office tables w/ air conditioning unit	2 units	Personal Computer with Printer			
1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit														
1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit														
At least 1 room	For Printer’s male personnel, can accommodate at least 5 persons														
At least 1 room	For Printer’s female personnel, can accommodate at least 5 persons														
1 room	For BEA paperwork, with at least 2 office tables w/ air conditioning unit														
2 units	Personal Computer with Printer														
<ul style="list-style-type: none"> <li>➤ 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 <b>four (4) calendar days</b></li> </ul>															

<ul style="list-style-type: none"> <li>➤ Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel</li> <li>➤ Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel</li> </ul>				
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p>				
Warehouse	At least 20 square meters, ten (10) feet in height			
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked			
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks			
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA			
Security	24 hours security, 1 Security Guard per shift			
<ul style="list-style-type: none"> <li>➤ Preferably with shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>➤ One (1) year warehousing shall commence ten (10) days after test administration</li> <li>➤ Exclusive use of the identified warehouse for three (3) months</li> <li>➤ 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</li> <li>➤ Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA</li> </ul>				
<p><b>MANPOWER REQUIREMENTS</b></p>				
1	Computer Programmer			
1	Manager			
1	Supervisor			
2	Quality Assurance			
8	Workers for printing, stitching, numbering, packing and labeling			
*1	Male workers during matching of test booklets and answer sheets			
*1	Workers during the accounting of test booklets			



6	Security Guards ( <b>1 Security Guards per 8 hour shift</b> )		
**3	Security Guard per shift during the accounting of test booklets and the 3 month warehousing period ( <b>1 Security Guard per 8 hour shift</b> )		
*2	Task Force to act on request for additional test materials		
<p>NOTE labeling</p> <ul style="list-style-type: none"> <li>- with * may come from the 7 workers for printing, stitching , numbering, packing and labeling</li> <li>- with ** may come from the 6 security guards</li> </ul> <ul style="list-style-type: none"> <li>➤ Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel</li> <li>➤ 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</li> <li>➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted</li> <li>➤ All workers <b>must at least be eighteen (18) years old</b> and must be willing to be quarantined for the entire duration of the Project</li> <li>➤ 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</li> <li>➤ All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices</li> <li>➤ Quarantined personnel shall be allowed to go out only in <b>meritorious cases</b> and must secure a written approval from the End-user e. g. death of immediate family member. <b>Only health and safety reasons shall be exempted</b> from this provision of securing a written approval e. g. life threatening illness, accidents</li> <li>➤ 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</li> <li>➤ Bidder/Printer must provide quarantined personnel with uniforms and IDs</li> </ul>			
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p>			
<ul style="list-style-type: none"> <li>➤ 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</li> </ul>			

<p>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</p> <ul style="list-style-type: none"> <li>➤ Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</b></p> <ul style="list-style-type: none"> <li>➤ Bidder/Printer must have an in-house <b>Computer Programmer</b> who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets</li> <li>➤ 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</li> <li>➤ Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>➤ Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS</li> <li>➤ Preparation of NAS shall be by testing center, by division and by region</li> </ul>		
<p><b>PRINTING OF TEST BOOKLETS</b></p> <ul style="list-style-type: none"> <li>➤ Camera-ready form of test booklets shall be given by DepEd – BEA on <b>April 22, 2024</b> Printing, stitching, numbering, packing and labeling period of test booklets is on <b>April 22 – 26, 2024 (4 calendar days)</b></li> </ul>		
<p><b>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>➤ 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 (<b>schedule of delivery of boxes of answer sheets is provided below</b>)</li> </ul>		
<p><b>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of authorized BEA personnel</li> <li>➤ After the Bidder/Printer has finished the matching of boxes containing the test booklets and boxes</li> </ul>		

<p>containing the answer sheets and non-classified materials, Printer/Bidder shall deliver the boxes of test materials at DepEd-BEA-education Assessment Division (EAD)</p> <ul style="list-style-type: none"> <li>➤ Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of authorized BEA personnel</li> <li>➤ After retrieval of test materials by BEA personnel, boxes of test booklets picked-up by the Bidder/Printer at DepEd-BEA-Education Assessment Division (EAD)</li> </ul> <p>All test materials shall be duly received by representatives of the Printer of test booklets from the authorized BEA personnel</p>								
<b>DELIVERY AND PICK-UP SCHEDULE</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Date of Delivery of Boxes of Answer Sheets</th> <th style="width: 33%;">Date of Matching of Boxes of ASs and TBs</th> <th style="width: 33%;">Date of Delivery of Boxes of TBs and SAS to DepEd-CO (BEA-EAD)</th> </tr> </thead> <tbody> <tr> <td>April 25, 2024</td> <td>April 26, 2024</td> <td>April 26, 2024</td> </tr> </tbody> </table>	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Delivery of Boxes of TBs and SAS to DepEd-CO (BEA-EAD)	April 25, 2024	April 26, 2024	April 26, 2024		
Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Delivery of Boxes of TBs and SAS to DepEd-CO (BEA-EAD)						
April 25, 2024	April 26, 2024	April 26, 2024						
<b>ACCOUNTING OF TEST BOOKLETS</b>								
<ul style="list-style-type: none"> <li>➤ Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets</li> <li>➤ Bidder/Printer must provide an area at least 10 square meters for the accounting of test</li> </ul>								
<b>REQUIRED PACKAGING and LABELING MATERIALS</b>								
<ul style="list-style-type: none"> <li>➤ Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>➤ Plastic bags (gauge 3) for packing of test booklets by 20's</li> <li>➤ Palette stretch film <b>(at least 3 layers)</b> to protect box from water and other liquids</li> <li>➤ Plastic twine</li> <li>➤ Plastic straps</li> <li>➤ Packing tapes <b>with DepEd – BEA imprint</b> to seal boxes</li> <li>➤ Clear tapes <b>with DepEd – BEA imprint</b> to seal plastic bags containing the test booklets</li> <li>➤ Boxes must be properly labeled with Project Name, Name of School, Division and Region</li> </ul>								

<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour security system</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>➤ Lost and/or wet test booklets during the one (1) year warehousing (<b>storage period</b>) and leakage of confidential materials during the one (1) year warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, Inspection and delivery test booklets, and test administration</li> <li>➤ Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price</li> </ul>		
---	--	--

as a guarantee to cover the three (3) month warehousing of test booklets			
<b>Qualifying Examination in Arabic language and Islamic Studies (QEALIS)</b> Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results <b>(Package 2)</b>			
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>			
To submit the following A. During bid opening: <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>			
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>			
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>	
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour	
1	Plate maker		
At least 1	Digital Paper Cutter, high capacity – or its equivalent	35 inch length 5 to 7 inches height	
At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	1,000 sheets per hour	
At least 10	Desktop/Laptop Computers		
1	Server		
At least 3	High Speed, Heavy Duty Laser Printer – or its equivalent	1,000 sheets per hour	
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	1,000 sheets per hour	
At least 1	Perforating Machines – or its equivalent	1,000 sheets per hour	
At least 1	Plastic Sealer	N/A	
At least 1	Strapping Machine	N/A	
At least 1	Plastic Shrinkable Sealer	N/A	
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours	

<ul style="list-style-type: none"> <li>Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificate of ratings</li> </ul>													
<p><b>PLANT AND OTHER FACILITIES</b></p> <table border="1"> <tr> <td>Plant area</td> <td>At least 400 square meters is roofed</td> </tr> <tr> <td>Parking area</td> <td>Adequate space for at least two (2) delivery trucks and vans</td> </tr> <tr> <td>Office area</td> <td>Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing-related activities before, during and after Test Administration</td> </tr> <tr> <td>Wall/Fence</td> <td>At least 6 feet</td> </tr> </table> <ul style="list-style-type: none"> <li>DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>		Plant area	At least 400 square meters is roofed	Parking area	Adequate space for at least two (2) delivery trucks and vans	Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing-related activities before, during and after Test Administration	Wall/Fence	At least 6 feet				
Plant area	At least 400 square meters is roofed												
Parking area	Adequate space for at least two (2) delivery trucks and vans												
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing-related activities before, during and after Test Administration												
Wall/Fence	At least 6 feet												
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p> <table border="1"> <tr> <td>Warehouse</td> <td>At least 20 square meters, ten (10) feet in height</td> </tr> <tr> <td>Wall/fence</td> <td>Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked</td> </tr> <tr> <td>Roofing</td> <td>Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks</td> </tr> <tr> <td>Access door</td> <td>Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA</td> </tr> <tr> <td>Security</td> <td>24 hours security, 1 Security Guard per shift</td> </tr> </table> <ul style="list-style-type: none"> <li>Preferably, have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> </ul>		Warehouse	At least 20 square meters, ten (10) feet in height	Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA	Security	24 hours security, 1 Security Guard per shift		
Warehouse	At least 20 square meters, ten (10) feet in height												
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked												
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks												
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA												
Security	24 hours security, 1 Security Guard per shift												

<ul style="list-style-type: none"> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA</li> </ul>		
<b>MANPOWER REQUIREMENTS</b>		
<b>Scope of Work:</b>	<b>Manpower Requirement</b>	
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics	
<b>B. Before Test Administration</b>		
a. Quality Control	1 Quality control staff	
b. Supervising and roving quality control	1 Supervising Quality Control	
c. Encoding	1 Encoder	
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms	at least 5 workers	
e. Act on request for additional test materials	1 Task Force	
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	3 Security Guards per shift	
<b>C. After Test Administration</b>		
g. Batching, sorting and accounting of scannable answer sheets	at least 5 workers	
h. Cleaning, editing, proof-reading of answer sheets	at least 5 workers per day	
i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 5 workers per day	
Note: ** May come from <b>item g (15 workers )</b>		

<ul style="list-style-type: none"> <li>• Bidder/printer must provide personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>CONTENTS OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• QEALIS scannable answer sheets and shall be printed using OMR paper (110 GSM) using green and black ink</li> <li>• For the scannable answer sheets, the following information/data shall be printed:</li> </ul> <p style="padding-left: 40px;"><b>FRONT SIDE</b></p> <ol style="list-style-type: none"> <li>1. DedEd Logo and BEA Logo</li> <li>2. Last Name, First name, Middle Initial w/ bubbles/options</li> <li>3. Examinee Number</li> <li>4. Year</li> <li>5. Region and Division w/ bubbles/options</li> <li>6. Birth date w/ bubbles/options</li> <li>7. Age w/ bubbles/options</li> <li>8. Highest Grade/Year Level completed w/ bubbles/options</li> <li>9. Civil status w/ bubbles/options</li> <li>10. Gender w/ bubbles/options</li> <li>11. Name and Address of Examination Center</li> <li>12. Home Address</li> <li>13. Bar Code and Serial Numbers</li> <li>14. Timing Marks</li> <li>15. Marking Instructions</li> </ol> <p style="padding-left: 40px;"><b>DORSAL PORTION</b></p> <ol style="list-style-type: none"> <li>1. Examinees with work experience (continued) w/ bubbles/options</li> <li>2. Answer for Examinee's Descriptive Questionnaire (EDQ) Questions 1 to 30 w/bubbles/options</li> <li>3. Questions 1 to 300 w/ 4 bubbles/ 4options marked A to D</li> </ol>		



4. Timing marks										
<p><b>PRINTING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variable/contents of the scannable answer sheets on <b>April 15, 2024</b></li> <li>• Printer must present the customized design of answer sheets based on the variable/contents provided by DepEd-BEA on <b>April 17, 2024</b>. Design must be approved by DepEd-BEA</li> <li>• Answer sheets must have serialized numbering and bar codes</li> <li>• Printing, packing and labeling period of answer sheets is on <b>April 22 – 24, 2024 (2 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> <li>• Automated printing of Allocation List and Packing Guides</li> </ul>										
<p><b>DELIVERY AND RETRIEVAL OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Delivery of boxes containing scannable answer sheets and non-classified materials must be delivered at the plant of the Printer of test booklets is on <b>April 25, 2024</b>. 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</li> <li>• Delivery destination: PRINTER’S WAREHOUSE → Printer of test booklets</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Date of Delivery of Boxes of Answer Sheets</th> <th style="width: 33%;">Date of Matching of Boxes of ASS and TBs</th> <th style="width: 33%;">Date of delivery of Boxes of TBs and SAS to DepEd-CO (BEA)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">April 25, 2024</td> <td style="text-align: center;">April 26, 2024</td> <td style="text-align: center;">April 26, 2024</td> </tr> </tbody> </table>			Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASS and TBs	Date of delivery of Boxes of TBs and SAS to DepEd-CO (BEA)	April 25, 2024	April 26, 2024	April 26, 2024		
Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASS and TBs	Date of delivery of Boxes of TBs and SAS to DepEd-CO (BEA)								
April 25, 2024	April 26, 2024	April 26, 2024								

<ul style="list-style-type: none"> <li>• Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of authorized BEA personnel</li> <li>• Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of authorized BEA personnel</li> <li>• After retrieval of test materials by BEA personnel, boxes of scannable answer sheets shall be picked-up by the Bidder/Printer at DepEd-BEA-Education Assessment Division (EAD)</li> <li>• All test materials shall be duly received by representatives of the Test Processing Company from the authorized BEA</li> </ul>		
<p><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>• Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>• Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>• Plastic twine straps</li> <li>• Packing tapes and clear tapes</li> <li>• Boxes must be properly labeled with Project Name, region, division and school</li> </ul>		
<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>		
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> </ul>		

<ul style="list-style-type: none"> <li>Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> </ul> <p>If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</p>		
<p><b>PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes</li> <li>Program development and automated processing of test result</li> <li>Develop program and software to process individual test results</li> <li>Program development for the automated printing of individual Certificate of Ratings</li> <li>Printing of Certificate of Rating forms and processing period is from <b>May 20 – 30, 2024 (10 calendar days)</b></li> <li>Please see attached for the statistical data output requirements</li> <li>Certificate of Ratings must be delivered to DepEd – BEA on <b>May 31, 2024</b></li> <li>Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before <b>June 10, 2024</b></li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>Twenty-four (24) hour security system</li> <li>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</li> <li>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</li> <li>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</li> </ul>		

<ul style="list-style-type: none"> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of Items x No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection, delivery of answer sheets and certificates of rating, test administration, and processing of test results and statistical data output requirements</li> <li>• Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
---	--	--

• **A&E:**

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>2024 Accreditation and Equivalency (A and E) Test Booklets and Non-classified Materials (Package 1)</b>		
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following:</p> <p>A. During bid opening</p> <ul style="list-style-type: none"> <li>➤ Paper test results from the Forest Products Research and Development Institute</li> </ul>		

(FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%		
<b>REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 1	Web Press with Quarter Fold – or its equivalent	Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 26,000 copies/hour
At least 1	Plate Maker	
At least 1	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day
At least 1	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day
At least 1	High capacity – two color offset press – or its equivalent	10,000 sheets per hour
At least 1	Digital paper cutter, high capacity – or its equivalent	45 inches length 5 to 7 inches height
At least 1	Perforating machine	
At least 1	Plastic Sealer	N/A
At least 1	Strapping Machine	N/A
At least 1	Power Generator	Industrial/commercial type Can supply power for at least 24 hours
<p>➤ 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</p>		

<b>REQUIRED PLANT and OTHER FACILITIES</b>	
Plant area	At least 1,000 square meters At least 800 square meters is roofed <b>or its equivalent</b>
Parking area	Adequate space for at least two (2) delivery trucks or vans
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
Wall/Fence	At least 7 feet
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (<b>land lines, fax machines, cellular phones and internet connection</b>)</li> </ul>	
<b>REQUIRED LIVING QUARTERS and WORKING AREA</b>	
1 room	For BEA one (1) male personnel, at least 3 square meters w/ air conditioning unit
1 room	For BEA one (1) female personnel, at least 3 square meters w/ air conditioning unit
At least 1 room	For Printer’s male personnel, can accommodate at least 20 persons
At least 1 room	For Printer’s female personnel, can accommodate at least 20 persons
1 room	For BEA paper work, with at least 2 office tables w/ air conditioning unit
2 units	Personal Computer with Printer

<ul style="list-style-type: none"> <li>➤ 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 <b>fourteen (14) calendar days from September 18 - October 2, 2023</b></li> <li>➤ Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel</li> <li>➤ Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel</li> </ul>				
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>				
Warehouse	At least 150 square meters, ten (10) feet in height			
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked			
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks			
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA			
Security	24 hours security, 1 Security Guard per shift			
<ul style="list-style-type: none"> <li>➤ Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>➤ One (1) year warehousing shall commence ten (10) days after test administration</li> <li>➤ Exclusive use of the identified warehouse for one (1) year</li> <li>➤ 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</li> <li>➤ <b>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</b></li> <li>➤ Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA</li> </ul>				
<b>MANPOWER REQUIREMENTS (test booklets and non-classified materials)</b>				
<b>(Non-classified materials)</b>				
1	Manager or Supervisor			

1	Quality Assurance			
5	Workers for printing, stitching, packing and labeling			
6	Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE			
<p><b>NOTE</b> - with * may come from the 20 workers for printing, stitching , numbering, packing and labeling          - with ** may come from the 6 security guards</p> <ul style="list-style-type: none"> <li>➤ Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel</li> <li>➤ 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</li> <li>➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted</li> <li>➤ All workers <b>must at least be eighteen (18) years old</b> and must be willing to be quarantined for the entire duration of the Project</li> <li>➤ 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</li> <li>➤ All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices</li> <li>➤ Quarantined personnel shall be allowed to go out only in <b>meritorious cases</b> and must secure a written approval from the End-user e. g. death of immediate family member. <b>Only health and safety reasons shall be exempted</b> from this provision of securing a written approval e. g. life threatening illness, accidents</li> <li>➤ 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</li> <li>➤ Bidder/Printer must provide quarantined personnel with uniforms and IDs</li> </ul>				
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> </ul>				



<p>result (released within 24 to 72 hours) before entering the premises of the service provider</p> <ul style="list-style-type: none"> <li>➤ Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</b></p> <ul style="list-style-type: none"> <li>➤ 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 <b>April 13, 2024</b></li> <li>➤ Printing, inserting and packing period of non-classified materials is on <b>April 20 – 25, 2024 (5 calendar days)</b></li> <li>➤ Date of delivery must start on <b>April 26 – 29, 2024 (3 calendar days)</b></li> <li>➤ Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider</li> <li>➤ Delivery destination  <div style="text-align: center;"> <del>PRINTER’S WAREHOUSE</del>                      PRINTER of                      answer sheets  <b>(ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7</b>  <b>Sticker Tapes, Name Grid, Board Work and Examiner’s Handbook)</b> </div> </li> </ul>		
<p><b>PACKAGING MATERIALS AND REQUIREMENTS for NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ ETRE (<b>brown envelope</b>) 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</li> <li>➤ CETRE (<b>white envelope</b>) with Examiner’s Handbook, Forms 3, 4, 5, 6 and Sticker Tape must be packed by 500 per box prior to delivery</li> </ul>		
<p><b>PRE-PRINTING and PRINTING PHASE of test booklets</b></p>		

<ul style="list-style-type: none"> <li>➤ Bidder/Printer must have an in-house <b>Computer Programmer</b> who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets</li> <li>➤ Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>➤ Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS</li> <li>➤ Preparation of NAS shall be by school, by district, by division and by region</li> </ul>		
<p><b>PRINTING OF TEST BOOKLETS</b></p> <ul style="list-style-type: none"> <li>➤ Camera-ready form of test booklets shall be given by DepEd – BEA on <b>April 26, 2024</b></li> <li>➤ Printing, stitching, numbering, labeling and packing period of test booklets is on <b>April 26 - May 10, 2024 (14 calendar days)</b></li> </ul>		
<p><b>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets (<b>schedule of delivery of boxes of answer sheets is provided below</b>)</li> </ul>		
<p><b>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</b></p> <ul style="list-style-type: none"> <li>➤ Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> <li>➤ 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</li> <li>➤ All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer’s representative/s</li> <li>➤ Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier</li> </ul>		

<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier</li> </ul>														
<b>DELIVERY AND PICK-UP SCHEDULE</b>														
<table border="1"> <thead> <tr> <th>Priority No.</th> <th>Date of Delivery of Boxes of Answer Sheets</th> <th>Date of Matching of Boxes of ASs and TBs</th> <th>Date of Pick-up of Boxes of TBs and Ass of Forwarder</th> </tr> </thead> <tbody> <tr> <td>Luzon</td> <td>May 6, 2024</td> <td>May 6, 2024</td> <td>May 7, 2024</td> </tr> <tr> <td>Visayas and Mindanao</td> <td>May 8, 2024</td> <td>May 8, 2024</td> <td>May 9, 2024</td> </tr> </tbody> </table>	Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder	Luzon	May 6, 2024	May 6, 2024	May 7, 2024	Visayas and Mindanao	May 8, 2024	May 8, 2024	May 9, 2024		
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder											
Luzon	May 6, 2024	May 6, 2024	May 7, 2024											
Visayas and Mindanao	May 8, 2024	May 8, 2024	May 9, 2024											
<b>ACCOUNTING OF TEST BOOKLETS</b>														
<ul style="list-style-type: none"> <li>➤ Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets</li> <li>➤ Bidder/Printer must provide an area at least 100 square meters for the accounting of test</li> </ul>														
<b>REQUIRED PACKAGING and LABELING MATERIALS</b>														
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ 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</li> <li>➤ Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer</li> <li>➤ 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</li> </ul>														

<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>➤ Plastic bags (gauge 3) for packing of test booklets by 20’s</li> <li>➤ Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>➤ Plastic twine</li> <li>➤ Plastic straps</li> <li>➤ Packing tapes <b>with DepEd – BEA imprint</b> to seal boxes</li> <li>➤ Clear tapes <b>with DepEd – BEA imprint</b> to seal plastic bags containing the test booklets</li> <li>➤ Boxes must be properly labeled with Project Name, Name of School, Division and Region</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>➤ Twenty-four (24) hour security system</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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</li> <li>➤ 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>➤ 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</li> <li>➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepED – BEA shall terminate/rescind the contract</li> <li>➤ Lost and/or wet test booklets during the three (3) month warehousing (<b>storage period</b>) and leakage of confidential materials during the three (3) month</li> </ul>		

<p>warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer</p> <p><b>Formula:</b>  <b>No. of Test Booklets x Php 100.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and non-classified materials, and test administration n</li> <li>➤ 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</li> </ul>																	
<p>Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results  <b>(Package 2)</b></p>																	
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>																	
<p><b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b></p> <table border="1" data-bbox="284 1384 1145 1923"> <thead> <tr> <th>QUANTITY</th> <th>DESCRIPTION</th> <th>MINIMUM CAPACITY</th> </tr> </thead> <tbody> <tr> <td>At least 1</td> <td>High capacity – Two Colors Offset Press/Impressions – or its equivalent</td> <td>10,000 sheets per hour</td> </tr> <tr> <td>1</td> <td>Plate maker</td> <td></td> </tr> <tr> <td>At least 1</td> <td>Digital Paper Cutter, high capacity – or its equivalent</td> <td>45 inch length 5 to 7 inches height</td> </tr> <tr> <td>At least 1</td> <td>OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent</td> <td>10,000 sheets per hour</td> </tr> </tbody> </table>			QUANTITY	DESCRIPTION	MINIMUM CAPACITY	At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour	1	Plate maker		At least 1	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height	At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	10,000 sheets per hour
QUANTITY	DESCRIPTION	MINIMUM CAPACITY															
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour															
1	Plate maker																
At least 1	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height															
At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	10,000 sheets per hour															

At least 10	Desktop/Laptop Computers			
1	Server			
At least 3	High Speed, Heavy Duty Laser Printer – or its equivalent	5,000 sheets per hour		
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	5,000 sheets per hour		
At least 1	Perforating Machines – or its equivalent	10,000 sheets per hour		
At least 1	Plastic Sealer	N/A		
At least 1	Strapping Machine	N/A		
At least 1	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>• Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificates of rating</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 400 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration			
Wall/Fence	At least 6 feet			
<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> </ul>				

Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)			
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>			
Warehouse	At least 100 square meters, ten (10) feet in height		
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>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</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>			
<b>MANPOWER REQUIREMENTS</b>			
<b>Scope of Work:</b>	<b>Manpower Requirement</b>		
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics		
<b>B. Before Test Administration</b>			
a. Quality Control	1 Quality control staff		
b. Supervising and roving quality control	1 Supervising Quality Control		
c. Encoding	1 Encoder		

<p>d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms</p>	<p>at least 15 workers</p>	
<p>e. Act on request for additional test materials</p>	<p>2 Task Force members</p>	
<p>f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)</p>	<p>6 Security Guards per shift</p>	
<p><b>C. After Test Administration</b></p>		
<p>g. Batching, sorting and accounting of scannable answer sheets and school headers</p>	<p>at least 10 workers</p>	
<p>h. Cleaning, editing, proof-reading of answer sheets**</p>	<p>at least 10 workers per day</p>	
<p>i. Editing and proof-reading and printing of individual Certificates of Rating**</p>	<p>at least 10 workers per day</p>	
<p>Note: ** May come from <b>item g (15 workers )</b></p> <ul style="list-style-type: none"> <li>• Bidder/printer must provide personnel with uniforms and IDs</li> </ul>		
<p><b>HEALTH AND SAFETY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>		
<p><b>CONTENTS OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• A and E (<b>elementary</b>) scannable answer sheets and shall be printed using OMR paper (110 GSM) using blue and black ink</li> <li>• For the scannable answer sheets, the following information/data shall be printed:</li> </ul> <p style="text-align: center;"><b>FRONT SIDE</b></p>		



<ol style="list-style-type: none"> <li>1. DepEd Logo and BEA Logo</li> <li>2. Last Name, First name, Middle Initial w/ bubbles/options</li> <li>3. Learner Reference Number (LRN)</li> <li>4. Examinee Number</li> <li>5. Year</li> <li>6. Region and Division w/ bubbles/options</li> <li>7. Birth date w/ bubbles/options</li> <li>8. Age w/ bubbles/options</li> <li>9. Highest Grade, Year Level completed w/ bubbles/options</li> <li>10. Civil status w/ bubbles/options</li> <li>11. Gender w/ bubbles/options</li> <li>12. Name and Address of Examination Center</li> <li>13. Home Address</li> <li>14. Employed, Yes or No</li> <li>15. Bar Code and Serial Numbers</li> <li>16. Timing Marks</li> <li>17. Marking Instructions</li> </ol> <p><b>DORSAL PORTION</b></p> <ol style="list-style-type: none"> <li>1. Examinees with work experience (continued) w/ bubbles/options</li> <li>2. Answer for Examinee's Descriptive Questionnaire (EDQ) Questions 1 to 30 w/ bubbles/options</li> <li>3. Questions 1 to 300 w/ bubbles/options</li> <li>4. Timing marks</li> </ol> <ul style="list-style-type: none"> <li>• A and E (<b>junior high</b>) scannable answer sheets and shall be printed using OMR paper (110 GSM) using green and black ink</li> <li>• For the scannable answer sheets, the following information/data shall be printed:</li> </ul> <p><b>FRONT SIDE</b></p> <ol style="list-style-type: none"> <li>1. DepEd Logo and BEA Logo</li> <li>2. Last Name, First name, Middle Initial w/ bubbles/options</li> <li>3. Learner Reference Number (LRN)</li> <li>4. Examinee Number</li> <li>5. Year</li> <li>6. Region and Division w/ bubbles/options</li> <li>7. Birth date w/ bubbles/options</li> <li>8. Age w/ bubbles/options</li> <li>9. Highest Grade/Year Level completed w/ bubbles/options</li> <li>10. Civil status w/ bubbles/options</li> <li>11. Gender w/ bubbles/options</li> <li>12. Name and Address of Examination Center</li> <li>13. Home Address</li> <li>14. Employed, Yes or No</li> </ol>		
---	--	--

<p>15.Bar Code and Serial Numbers 16.Timing Marks 17.Marking Instructions</p> <p><b>DORSAL PORTION</b></p> <ol style="list-style-type: none"> <li>1. Examinees with work experience (continued) w/ bubbles/options</li> <li>2. Answer for Examinee’s Descriptive Questionnaire (EDQ) Questions 1 to 30 w/ bubbles/options</li> <li>3. Question 1 to 300 w/ 4 bubbles/ 4 options marked A to D</li> <li>4. Timing marks</li> </ol>		
<p><b>PRINTING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variable/contents of the scannable answer sheets on <b>April 17, 2024</b></li> <li>• Printer must present the customized design of scannable answer sheets based on the variable/contents provided by DepEd-BEA on <b>April 19, 2024</b>. Design must be approved by DepEd-BEA</li> <li>• Scannable answer sheets must have serialized numbering and bar code</li> <li>• Printing, packing and labeling period of scannable answer sheets is on <b>April 27 – May 7, 2024 (10 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> <li>• Automated printing of Allocation List and Packing Guides</li> </ul>		
<p><b>DELIVERY OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Delivery of boxes containing scannable answer sheets and non-classified materials must be delivered at the plant of the Printer of test booklets and must start on <b>May 6, 2024</b> and end on <b>May 8, 2024</b> 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</li> </ul>		

<ul style="list-style-type: none"> <li>Delivery destination: PRINTER'S WAREHOUSE → Printer of test booklets</li> </ul>						
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder			
Luzon	May 6, 2024	May 6, 2024	May 7, 2024			
Visayas and Minda nao	May 8, 2024	May 8, 2024	May 9, 2024			
<ul style="list-style-type: none"> <li>Delivery of scannable answer sheets for norming A&amp;E is on <b>May 6, 2023</b> at DepEd Central Office, Bureau of Education Assessment – Education Assessment Division</li> </ul>						
<p><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>Plastic twine straps</li> <li>Packing tapes and clear tapes</li> <li>Boxes must be properly labeled with Project Name, region, division and school</li> </ul>						
<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>Scannable answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>						
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS</b></p>						

<ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PRINTING of CERTIFICATES OF RATING and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Customized designing and printing of Certificate of Rating forms with Security Logo, DepEd silhouette background and barcodes</li> <li>• Program development and automated processing of test results</li> <li>• Develop program and software to process individual test results</li> <li>• Program development for the automated printing of individual Certificates of Rating</li> <li>• Printing of Certificates of Rating forms and processing period is from <b>May 31 – July 20, 2024 (50 calendar days)</b></li> <li>• Please see attached for the statistical data output requirements</li> <li>• Certificate of Ratings must be ready for pick-up by the authorized forwarder/courier on <b>July 21- 31, 2024 (10 calendar days)</b></li> <li>• Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before <b>August 7, 2024</b></li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• Twenty-four (24) hour security system</li> <li>• 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</li> </ul>		

<ul style="list-style-type: none"> <li>• 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. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>• 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</li> <li>• If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be             <ul style="list-style-type: none"> <li>- 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li> <li>- 50 % of the total contract price upon completion processing, printing, packaging, labeling, inspection and delivery of certificates of rating and processing of statistical data output requirements</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
<p><b>Delivery and Retrieval of Test Materials and Delivery of Certificate of Ratings – Package 3</b></p>		

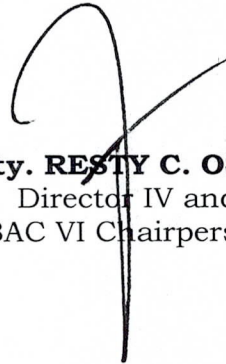
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following during post-qualification:</p> <ul style="list-style-type: none"> <li>• Letter specifying the main office address of the Bidder/Forwarder and enumerating their branches/offices/outlets nationwide</li> <li>• List of vehicles, whether owned, leased or rented, or legally in possession together with proof of ownership, contract of lease/rental, or contract of usufruct as the case maybe</li> <li>• List of personnel with the corresponding job description</li> <li>• Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.</li> <li>• Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired</li> <li>• Letter of Commitment showing, indicating and signifying that the forwarder/courier will strictly follow all security requirements and mode of transportation</li> </ul>													
<p><b>MANPOWER REQUIREMENTS</b></p> <table border="1"> <tr> <td>2</td> <td>checkers</td> <td>To account and receive boxes of test materials</td> </tr> <tr> <td>10</td> <td>drivers</td> <td>To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)</td> </tr> <tr> <td>20</td> <td>Workers/ helpers</td> <td>To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval</td> </tr> </table>			2	checkers	To account and receive boxes of test materials	10	drivers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)	20	Workers/ helpers	To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval		
2	checkers	To account and receive boxes of test materials											
10	drivers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)											
20	Workers/ helpers	To carry and arrange boxes of test materials to trucks/vans, division offices and warehouse after retrieval											
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials</li> <li>• 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</li> <li>• DepEd – BEA has the right to inspect the vehicles and security procedures being applied by the</li> </ul>													

<p>Forwarder/Courier with regards to its conformity with the Technical Specifications</p> <ul style="list-style-type: none"> <li>• If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace or make the necessary adjustments/corrections to meet the requirements</li> <li>• 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</li> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd - BEA shall terminate/rescind the contract</li> <li>• Lost and/or wet test booklets, scannable answer sheets, non-classified materials and certificates of rating during the <b>delivery</b> must be replaced by the Bidder/Printer and penalized accordingly</li> </ul> <p><b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Lost and/or wet test booklets and answer sheets during the <b>retrieval</b> shall be penalized accordingly  <b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></li> <li>• Further, all expenses for the <b>re-test</b> shall be shouldered by the Forwarder/Courier including the test materials to be used</li> <li>• Lost and/or wet Certificates of Rating (COR) during the <b>delivery</b> shall be replaced by the Bidder/Printer and penalized accordingly  <b>Formula</b>  <b>No. Certificate of Ratings x Php 50.00 = Amount of Deduction</b></li> </ul> <ul style="list-style-type: none"> <li>• Payment shall be             <ul style="list-style-type: none"> <li>- 40 % of the total contract price upon completion delivery of test materials</li> <li>- 40 % of the total contract price upon completion retrieval of test materials</li> <li>- 20% of the total contract price upon completion of delivery of certificates of rating</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price</li> </ul>		
--	--	--

as a guarantee to cover for defects, mis-sent, incomplete delivery and retrieval		
--	--	--

All other provisions of the Bidding Documents not herein modified shall remain in full force and effect.

For your information and guidance.



**Atty. RESTY C. OSIAS**  
Director IV and  
BAC VI Chairperson