

### Republic of the Philippines

### Department of Education

**Procurement Management Service** 

#### **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

 $\mathbb{V}.$ 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:

Email Address: depedcentral.bacsecretariat@deped.gov.ph

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

Package	Item Description		Quantity		Approved ABC (in Php)
I. PEPT -	Special Administration	L			
2	Printing and processing of Scannable Answer Sheets (SAS) and Certificates of Ratings (CORs)	A A A	Scannable (Sheet 1): 30, Scannable (Sheet 2): 30,000	AS ,000	2,218,884.14

IV. QEA	LIS		and the second s	
1	Quarantine, Printing, Packaging, Labeling and Warehousing of 2024 QEALIS Test Materials (TBs and NCMs)	A A A	TBs 1: 5,000  TBs 2: 1,050,000  NCMs: 661,000	1,918,445.44
V. A&E				
2	Printing and processing of SAS and CORs	AA A AA	Scannable AS:  50,000 (Elementary) 290,000 (Junior High) 340,000 (Total) CORs: 320,000	7,458,920.70

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

#### жжж...

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 COMPLIANC E (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
1	PHILIPPINE E		EMENT TEST (PEPT)	Special Admini	stration -
	7		<b>lependence Day</b> on-classified Materials ()	Package 1)	
OI		NS OF BIDDERS/PR	·	denage 1)	
RI	Reseat Accept is - 2% EQUIRED ACHINES/EQU	d opening test results from rch and Developme table paper tolerance PRINTING UIPMENT	the Forest Products ent Institute (FPRDI). e for basis weight/GSM  AND PACKAGING	T.	
	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	= 5,500 copies/ flour		
	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/commer cial type Can supply power for at least 24 hours

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 or its equivalent
Parking area	Adequate space for at least two
	(2) delivery trucks or vans
Office/Worki	Spacious and well ventilated
ng area	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 during plant 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

plywoo	be enclosed using concrete, double-wall od or galvanized metal sheets	
	y-four (24) hour communication network	
	en the Bidder/Printer and DepEd - BEA (land	
	fax machines, cellular phones and internet	
conne		
CEQUIRED I	LIVING QUARTERS and WORKING AREA	
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	
At least	conditioning unit t For Printer's male personnel, can	
1 room		
1 100111	describing at least 10 persons	
At least	For Printer's female personnel, can	- 1
1 room	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	
2 units		
	Personal Computer with Printer	
> Printer	Personal Computer with Printer  must provide food/meals (breakfast, lunch,	
> Printer	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal	
<ul><li>Printer dinner needs toothpa</li></ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and	
<ul> <li>Printer dinner needs toothpa</li> <li>Bidder</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and personnel for ten (10)	
<ul> <li>Printer dinner needs toothpastidder calend</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and /Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024	
<ul> <li>Printer dinner needs toothpassidder calend</li> <li>Must</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet	
<ul> <li>Printer dinner needs toothpass</li> <li>Bidder calend</li> <li>Must connect</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet etion, bath/rest room and laundry area for	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA queen</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet ction, bath/rest room and laundry area for marantined personnel	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connect BEA qu</li> <li>Must 1</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet etion, bath/rest room and laundry area for	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA qu</li> <li>Must 1 Bidder</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet etion, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for	
<ul> <li>Printer dinner needs toothpasider calend</li> <li>Must connect BEA quest labeled</li> <li>Must labeled</li> <li>Bidder</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA qu</li> <li>Must I Bidder</li> <li>EQUIRED</li> <li>dministration</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet etion, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA qu</li> <li>Must I Bidder</li> <li>EQUIRED dministration</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA queen Bidder</li> <li>Must I Bidder</li> <li>EQUIRED dministration</li> </ul>	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024 have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA queen Bidder</li> <li>Must I Bidder</li> <li>EQUIRED dministration</li> </ul>	Personal Computer with Printer  If must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet etion, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connec BEA que Must I Bidder</li> <li>EQUIRED dministration</li> <li>Warehouse</li> </ul>	Personal Computer with Printer  The must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet etion, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	
> Printer dinner needs toothpa Bidder calend > Must connec BEA que Must I Bidder EQUIRED dministration warehouse	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet	
> Printer dinner needs toothpa Bidder calend   > Must connect BEA quere bidder bidder bidder   EQUIRED dministration   Warehouse   Roofing	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	
<ul> <li>Printer dinner needs toothpa Bidder calend</li> <li>Must connect BEA qu</li> <li>Must 1</li> </ul>	Personal Computer with Printer  The must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and /Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet etion, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for /Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks  Solid metal doors or accordion doors, keys	
> Printer dinner needs toothpa Bidder calend   > Must connect BEA quere bidder bidder bidder   EQUIRED dministration   Warehouse   Roofing	Personal Computer with Printer  must provide food/meals (breakfast, lunch, morning and afternoon snacks), personal (bath soap, detergent soap, shampoo, aste) and medical care to all BEA and Printers quarantined personnel for ten (10) lar days from May 15 – 25, 2024  have refrigerator, telephone, internet ction, bath/rest room and laundry area for uarantined personnel have bath/rest room and laundry area for Printer quarantined personnel  WAREHOUSE/STORAGE (after test on)  At least 100 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	

>		have shelves and/or dividers for the gement of boxes by geographical region (Luzon,	
		as and Mindanao)	
~	Three	(3) months warehousing shall commence ten	
1	,	ays after test administration	
<b>&gt;</b>		sive use of the identified warehouse for three (3)	
	montl		
		se the specified warehouse of the Bidder/Printer	
		big for the Project, the Bidder/Printer must fy a portion of the warehouse intended to store	
		est booklets. The identified area must be	
		sed using concrete, double-wall plywood or	
		nized metal sheets	
>	_	house must be open to 8:00 am to 10:00 pm,	
24.51		lays to Saturdays to receive retrieved boxes	
		t booklets from the authorized forwarder	
>	Bidde	r/Printer should not transfer the test booklets	
	witho	ut the written approval of DepEd - BEA	
MANP	OWEF	REQUIREMENTS (test booklets and non-	
		aterials)	
(Non-	-classi	ified materials)	
	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	
(Test	Book	dets)	
	1	Computer Programmer	
	2	Managers	
	2	Supervisors	
5	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 (1 Security Guards per 8	
	6	hour shift)	
	0	Additional Security Guards during the maximum risk period (2 Security Guards	
		per 8 hour shift)	
	**3	Security Guard per shift during the	
	3	accounting of test booklets and the 1 year	
		warehousing period (1 Security Guard per	
		8 hour shift)	- 53
	*2	Task Force to act on request for additional	
		test materials	

NOTE – with \* may come from the 20 workers for printing, stitching, numbering, packing and labeling

- with \*\* may come from the 6 security guards
- > Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel
- At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following information: complete name, age, gender and job description
- ➤ In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted
- All workers <u>must at least be eighteen (18) years old</u> and must be willing to be quarantined for the entire duration of the Project
- Quarantine shall be defined as the complete isolation of all workers involved in the project from start to end of the printing, packaging and labeling of test booklets to prevent possible leakage of confidential test materials
- All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices
- Quarantined personnel shall be allowed to go out only in <u>meritorious cases</u> and must secure a written approval from the End-user e. g. death of immediate family member. <u>Only health and safety reasons</u> <u>shall be exempted</u> from this provision of securing a written approval e. g. life threatening illness, accidents
- ➤ BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount of all quarantined personnel, time and frequency shall be at discretion of BEA
- Bidder/Printer must provide quarantined personnel with uniforms and IDs

#### **HEALTH AND SAFETY REQUIREMENTS**

- In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider
- Installation of thermal scanners, sanitation/hygiene stations, alcohol stations

	PRINTING, PRINTING and DELIVERY PHASE of		
non-	classified materials		
	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 May 5,		
	2024		
>	Printing, inserting and packing period of non-		
	classified materials is on May 10 - 14, 2024 (4		
	calendar days)		
>	Date of delivery must be on May 14 - 16, 2024		
	Bidder/Printer must deliver non-classified materials		
	at the warehouse/plant of the printer of answer		
	sheets/service provider		
>	Delivery destination		
	PRINTER'S WAREHOUSE PRINTER of		
	answer sheets		
	(ETRE, CETRE, BEA Forms 1, 2, 3, 4,		
5,	6, 7		
	Sticker Tapes, Name Grid, Board Work and		
Exam	niner's Handbook)		
PRE-	PRINTING and PRINTING PHASE of test booklets		
<b>A</b>	Bidder/Printer must have an in-house Computer		
	Programmer who shall prepare the National		
	Allocation Summary (NAS) and packing Guide of test		
	booklets		
<b>A</b>	Data of NAS shall be provided by DepEd - BEA on		
	May 15, 2024		
<b>A</b>	Program to be used in the preparation of NAS must		
	be evaluated and approved by DepEd – BEA		
<b>A</b>	Excel, MS Access, MS SQL, .NET or other		
	programming languages may be used to prepare the		
	NAS		
<b>A</b>	Preparation of NAS shall be by school, by district, by		
,	division and by region		
DDIN	TING OF TEST BOOKLETS		
LIXIII	ING OF TEST BOOKLETS		
	Camera-ready form of test booklets shall be given by		
	DepEd – BEA on <b>May 15, 2024</b>		
D			
	Printing, stitching, numbering, labeling and packing		
	period of test booklets is on May 15 - 25, 2024 (10 calendar days)		
TA /TE A /TE 4			
	CHING OF BOXES OF TEST BOOKLETS AND BOXES		
OF A.	NSWER SHEETS		
<b>A</b>	Matching of hoves of test hard-late and hard-		
	Matching of boxes of test booklets and boxes of	7767	
	answer sheets must be done inside the		

idont				
bookl		plant of the	e Printer of tes	st
		eets shall deliv	er boxes of answe	er
			the printer of tes	
	- ,		f boxes of answe	
	s is provided			
		Commence of Control of the Control o	EST BOOKLETS	8
			D MATERIALS	,
Delive	ery of test boo	klets, answer	sheets and nor	n-
classi	fied materials	to DepEd Div	rision Offices sha	մ1
be	the respon	sibility of	the winnin	ng
forwa	rder/courier			
> Forwa	arder/Courier	shall pick-up	the test material	ls
at Pri	nter's warehou	ise after they	have finished th	ne
			test booklets an	
			ts, school header	rs
	on-classified m			
> All te	st materials rel	eased to the l	Forwarder/Courie	er
must	be received and	d witnessed by	BEA and Printer	's
repres	sentative/s			
Retrie	val of test boo	oklets, answer	sheets and nor	1-
classi	fied materials f	rom DepEd Di	vision Offices sha	.11
be	the respon	sibility of	the winnin	ıg
	rder/courier			
			st booklets will b	
broug	tht directly to	the warehou	se of test bookle	et
			sheets and school	
		ehouse of th	e Test Processin	ıg
Comp				
			luly received b	
A. Contraction 1977			test booklets an	d
Test	Processing	Company	from th	ie
Forwa	ırder/Courier			
LIVERY	AND PICK-UP	SCHEDULE		
	ID (	T	T	
D ' '		Date of	Date of Pick-	
Priorit	Date of	35 . 1 .		
Priorit y No.	Delivery of	Matching	up of Boxes	
	Delivery of Boxes of	of Boxes	up of Boxes of TBs and	
	Delivery of Boxes of Answer	of Boxes of ASs	up of Boxes of TBs and Ass of	
y No.	Delivery of Boxes of Answer Sheets	of Boxes of ASs and TBs	up of Boxes of TBs and Ass of Forwarder	
	Delivery of Boxes of Answer Sheets May 22,	of Boxes of ASs and TBs May 22,	up of Boxes of TBs and Ass of Forwarder May 23,	
y No.	Delivery of Boxes of Answer Sheets May 22, 2024	of Boxes of ASs and TBs May 22, 2024	up of Boxes of TBs and Ass of Forwarder May 23, 2024	
y No. Luzon Visaya	Delivery of Boxes of Answer Sheets May 22, 2024 May 24,	of Boxes of ASs and TBs May 22, 2024 May 24,	up of Boxes of TBs and Ass of Forwarder May 23, 2024 May 25,	
y No.  Luzon  Visaya s and	Delivery of Boxes of Answer Sheets May 22, 2024	of Boxes of ASs and TBs May 22, 2024	up of Boxes of TBs and Ass of Forwarder May 23, 2024	
y No. Luzon Visaya	Delivery of Boxes of Answer Sheets May 22, 2024 May 24,	of Boxes of ASs and TBs May 22, 2024 May 24,	up of Boxes of TBs and Ass of Forwarder May 23, 2024 May 25,	

>	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	
REQU	JIRED 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	
<i>D</i>	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)	
>	Plastic bags (gauge 3) for packing of test booklets by	
	20's	
-	Palette stretch film (at least 3 layers) to protect box	
<u></u>	from water and other liquids Plastic twine	
	Plastic straps	
1	Packing tapes with <b>DepEd - BEA imprint</b> to seal	
	boxes	
>	Clear tapes with DepEd - BEA imprint to seal	
	plastic bags containing the test booklets	
>	Boxes must be properly labeled with Project Name,	
	Name of School, Division and Region	
SECTI	DITY DECINDENTS DOD TOOT MATERIALS	×
	RITY REQUIREMENTS FOR TEST MATERIALS, ECTION and LIQUIDATED DAMAGES	
	Jorion and Digothillas Dillings	
4	Twenty-four (24) hour security system	
	A Task Force from the Bidder/Printer to be headed	
	by and coordinated by BEA representative one day	
	before and during the examination day for possible	
	emergency delivery of test materials	
	Breach of security resulting to leakage of confidential	
	test materials or that of its contents will result to	
	forfeiture of the entire value of the contract	

- ➤ DepEd BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- Figure 1. 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
- ➤ 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 reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract
- Lost and/or wet test booklets during the three (3) month warehousing (storage period) and leakage of confidential materials during the three (3) warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer

#### Formula:

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

- During the three (3) month warehousing period, the bidder/Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift
- Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and non-classified materials, and test administration
- ➤ 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

Scannable Answer Sheets, Certificate of Ratings 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%

AUÇ TITI Y	DESCRIPTION	MINIMUM CAPACITY	
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10.000 sheets per hour	
1 At least 1	Plate maker  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		
At least 3	Server 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/Comme rcial Type Can supply power for 24 hours	
m en	sclusive use of all proce achines/equipment intended tire duration the printing sca ad certificates of rating	essing and printing for the Project for the unnable answer sheets	

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/Fe	At least 6 feet	
nce		
<ul> <li>sheet</li> <li>In cather big, the F wall to the feather between the sheet</li> </ul>	ing and prior to the delivery of scannable answer to and processing of test results are the specified plant of the Bidder/Printer is the identified portion of the plant intended for Project must be enclosed using concrete, double-plywood or galvanized metal sheets aty-four (24) hour communication network een the bidder/printer and DepEd - BEA (land , fax machines and cellular phones)	
REQUIRED dministra	tion)	
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 doc		
Security	24 hours security, 1 Security Guard per shift	
ware admi • In ca Proje the answ	(1) year exclusive warehousing in the identified house shall commence ten (10) days after test nistration ase the specified warehouse is too big for the ct, the Bidder/Printer must identify a portion of warehouse intended to store the scannable per sheets. The identified area must be enclosed	
	g concrete, double-wall plywood or galvanized l sheets	

•	Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder
•	Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA

Scope of Work:	Manpower Requirement	
A. Programming and data processing for BEAs Computer Output Requirements	1 Computer Programmer with knowledge in statistics	
B. Before Test Administration		
a. Quality Control	1 Oraglitar governal at a CC	
b. Supervising and roving	1 Quality control staff	
quality control	1 Supervising Quality Control	44.4
c. Encoding	1 Encoder	and the second s
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	
C. After Test Administration		
g. Batching, sorting and accounting of scannable answer sheets	at least 10 workers	
h. Cleaning, editing, proof-	at least 10 workers per	
reading of answer sheets **	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	在 華 电 中
k. Packing and labeling of	at least 5 workers per	4.30
Certificate of Ratings**	day	
l. Providing security during the		
1 year warehousing period (8 hour shift)	3 Security Guards	

Bidder/printer must provide quarantined personnel with uniforms and IDs	
HEALTH AND SAFETY REQUIREMENTS	
• In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR	
result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene stations, alcohol stations	
CONTENTS OF SCANNABLE ANSWER SHEETS AND	
SCHOOL HEADERS	
<ul> <li>PEPT scannable answer sheets and shall be printed using OMR paper (110 GSM) using orange and black ink</li> </ul>	
<ul> <li>For the scannable answer sheets, the following information/data shall be printed:</li> </ul>	
FRONT SIDE (first sheet)  1. DepEd Logo and BEA Logo  2. Last Name, First name, Middle Initial w/bubbles/options  3. Examinee Number  4. Year  5. Age when you left school w/bubbles/options  6. Number of children, if married w/bubbles/options	
7. Region and Division w/ bubbles/options 8. Birth date w/ bubbles/options 9. Age w/ bubbles/options 10. Highest Grade/Year Level completed w/	
bubbles/options 11.Civil status w/ bubbles/options 12.Gender w/ bubbles/options	
13. Name and Address of Examination Center 14. Home Address 15. In school/Out of school w/ bubbles/options	
16.Employed, Yes or No 17.Examinees with work experience w/ bubbles/options 18.Bar Code and Serial Numbers 19.Timing Marks 20.Marking Instructions	
20. Marking modulis	

#### DORSAL PORTION (first sheet)

- 1. Examinees with work experience (continued) w/ bubbles/options
- 2. Answer for Examinee's Descriptive Questionnaire (EDQ)
  Questions 1 to 30 w/ bubbles/options
- 3. Questions
  Questions 31 to 210 w/ 4 bubbles/4
  options marked A to D
- 4. Timing marks

#### FRONT SIDE (second sheet)

- 1. Examinee Number
- 2. Timing Marks
- 3. Bar Code Question 211 to 500 w/ 4 bubbles/4 options marked A to D

#### **DORSAL PORTION** (second sheet)

- 1. Signature
- 2. Timing Marks
- 3. Question 501 to 745 w/4 bubbles/4 options marked A to D

NOTE – additional information/data, questions, bubbles/options may be added by DepEd-BEA

#### PRINTING OF SCANNABLE ANSWER SHEETS

- DepEd-BEA shall provide the variables/contents of the scannable answer sheets on May 10, 2024
- 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
- Scannable answer sheets must have serialized numbering and bar codes
- Printing, packing and labeling period of scannable answer sheets is on May 16 - 22, 2024 2023 (6 calendar days)
- Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) and Packing Guide
- Data of NAS shall be provided by BEA prior to the start of the Project
- Preparation of NAS shall be by school, division and region
- Program to be used in the preparation of NAS must be evaluated and approved by DepEd BEA
- Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS

• Auto		of Allocation	List and Packing	
	OF ANSWER S	HEETS		
shee deliv on <b>N</b> follo tota dela • Deli	ets, and non- vered at the plan <b>Iay 22 - 24, 202</b> wed, otherwise, I contract price by very destination NTER'S WAREHO	classified mannt of the Printo  24 Delivery dat a penalty of 1 shall be impose :	er of test booklets es must be strictly /10 of 1 % of the ed for every day of	
Cluste r/Regi on	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	
Visaya s and Minda	May 24, 2024	May 24, 2024	May 25, 2024	
nao	G MATERIALS	AND DECITE	ED COLOR	
<ul> <li>Two 350</li> <li>Plas 20's</li> <li>Pale from</li> <li>Plas</li> <li>Pacl</li> <li>Box region</li> </ul>	ply boxes, small lbs)  tic bags (gauge 3)  tte stretch film in water and other straps king tapes and ces must be propon, division and	l, medium and B) for packing o (at least 3 layer liquids) clear tapes perly labeled w school	large (double wall, f answer sheets by ers) to protect box with Project Name,	
BATCHING SHEETS	G, SORTING AI	ND ACCOUNT	ING OF ANSWER	
<ul> <li>Scar acco</li> <li>Prio mus</li> <li>Exa</li> <li>In cascar</li> <li>Narr</li> </ul>	nnable answer sounted per testing to scanning, st be verified with miner's Narrative ase of discrepantinable answer rative Report, the matter in writing			

SCANNING OF SCANNABLE ANSWER SHEETS		
<ul> <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>		
PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS		
REQUIREMENTS		
<ul> <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 June 13, 2024 to August 2, 2024 (50 calendar days)</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 August 4 - 7, 2024</li> <li>Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before August 15, 2024</li> </ul>		
	f Contificate a	f Dotings
Delivery and Retrieval of Test Materials and Delivery o	i Certificate o	i katings
QUALIFICATIONS OF BIDDERS/PRINTERS		
To submit the following during post-qualification:		

Letter specifying the main office address of the Bidder/Forwarder and enumerating 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, age and gender 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 abovementioned clearance/s were required and complied with 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 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) Workers/ 20 To carry and arrange boxes of test helpers 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, 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
- Lost and/or wet Certificate of Ratings (COR) during the **delivery** shall be replaced by the Bidder/Printer and penalized accordingly

No. of CORs x Php 50.00 = Amount of Deduction

- Payment shall Payment shall be
  - 40 % of the total contract price upon completion delivery of test materials
  - 40 % of the total contract price upon completion retrieval of test materials
  - 20% of the total contract price upon completion of delivery of certificates of rating
- 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

### • <u>NAT G6:</u>

	Specificati	STATEMENT OF COMPLIANC E (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER	
		<b>hievement Test for Grad</b> Non-classified Materials		
QUALIFICAT	TIONS OF BIDDERS		(rueruge r)	
To submit th	e following:			
	Research and Devel	from the Forest Products opment Institute (FPRDI) tolerance for basis		
REQUIRED MACHINES/	PRINTING EQUIPMENT	and PACKAGING	à .	
QUAN TITY	DESCRIPTION	MINIMUM CAPACITY		
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	Plate Maker	20,000 00,000,000		
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	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	Perforating machine			
At least 5	Plastic Sealer	N/A		

A + 10		Ctacania		DT / A	<del>-                                      </del>	
At lea	ast	Strapping Machine	S	N/A		
At lea	ast	Power		Industrial/commerc	-	
1	201	Generato	r	ial type		
		deliciato		Can supply power		
				for at least 24 hours		
				101 at least 2+ flours	_	
ar th pa	nd pa le Pro ackag	ckaging m oject during ging, labelin	achines/e g printing ng of test	clusive use of all printing equipment intended for stitching, numbering, booklets and prior to the the Division Offices		
REQUIR	ED P	LANT and	OTHER I	FACILITIES		
	Pla	nt area	At least	1,200 square meters	]	
	1 100	ar ar oa		1,000 square meters		
				d or its equivalent		
	Par	king		te space for at least		
	area	_		delivery trucks or		
			vans			
	Offi	ce/Wor	Spaciou	s and well ventilated		
	king	g area		or office work and		
			non-pri	nting related		
			activitie	s like preparation of		
				iming, preparation of		
			allocation	, 0,		
				tion of forms and		
			other	testing related		
				s before, during and		
	XX7 1	1 / 17		st Administration		
	Wal	1/Fence	At least	7 feet		
▶ De	h F d	- REA sho	1 horro orro	clusive use of the specific		
nl	ant		printing,	stitching, numberin		
_				booklets and prior to the		
de	livery	of test ma	terials to	the Division Offices		
				is too big for the Project	et.	
th	e Bid	lder/Printe	r must ic	dentify the portion of the	he	
pla	ant to	be used	for the Pr	oject. The identified are	ea	
m	ust	be enclos	ed using	g concrete, double-wa	all	
ply	ywoo	d or galvan	ized meta	d sheets		
ightharpoons Tv	venty	-four (24)	hour	communication netwo	rk	
be	twee	n the Bidd	er/Printer	and DepEd - BEA (lar	ıd	
lin	ies, f	ax machir	ies, cellu	lar phones and intern	et	
co	nnec	etion)				
REQUIR	ED L	IVING QUA	ARTERS a	and WORKING AREA		
1 200	<u> </u>	Eon DEA	(1)	-1- 1 1		
1 roo	111	For BEA	one (1) m	ale 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  For Printer's male personnel, can accommodate at least 40 persons  For Printer's female personnel, can accommodate at least 40 persons		
At least 1 room			
At least 1 room			
1 room	For BEA paper work, with at least 2 office tables w/ air conditioning unit		
2 units	Personal Computer with Printer		

- 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 thirty-five (35) calendar days
- Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel
- Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel

# REQUIRED WAREHOUSE/STORAGE (after test administration)

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

- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)
- Three (3) month warehousing shall commence ten (10) days after test administration
- Exclusive use of the identified warehouse for three (3) months
- In case the specified warehouse of the Bidder/Printer is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the test booklets. The identified area must be

	galvaı	sed using concrete, double-wall plywood or nized metal sheets	
	Warel	house must be open to 8:00 am to 10:00 pm,	
		ays to Saturdays to receive retrieved boxes	
		t booklets from the authorized forwarder	
	Bidde	r/Printer should not transfer the test booklets	
	witho	ut the written approval of DepEd - BEA	
		1 Section 1 Sect	
MANP	OWER	REQUIREMENTS (test booklets and non-	
		aterials)	
(Non-	classi	ified materials)	
	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	
(Test	Book	lets)	
	1	Computer Programmer	
	2	Managers	
	2	Supervisors	
	2	Quality Assurance	
	80	Workers for printing, stitching, numbering,	
	140	packing and labeling	
	*10	Male workers during matching of test	
-	¥10	booklets and answer sheets	
	*10	Workers during the accounting of test booklets	
	9		
		Security Guards (1 Security Guards per 8 hour shift)	
	**3	Security Guard per shift during the	
		accounting of test booklets and the 3	
		month warehousing period (1 Security	
-	+0	Guard per 8 hour shift)	
	*2	Task Force to act on request for additional	
L		test materials	

Land Town			
		In the event that the Bidder/Printer opts to add	
		personnel to facilitate completion of the Project, the	
	>	same requirement must be submitted	
		All workers must at least be eighteen (18) years old	
		and must be willing to be quarantined for the entire duration of the Project	
		Quarantine shall be defined as the complete isolation	
		of all workers involved in the project from start to end	
		of the printing, packaging and labeling of test	
		booklets to prevent possible leakage of confidential	
		test materials	
		access, communication thru cell phones, land lines	2,000
		and other communication gadgets/devices	
		Quarantined personnel shall be allowed to go out only	
		in meritorious cases and must secure a written	
		approval from the End user e. g. death of immediate	
		family member. Only health and safety reasons	
		shall be exempted from this provision of securing a	
		written approval e. g. life threatening illness,	
		accidents	
		BEA quarantined personnel or authorized	
		representative shall have the authority to conduct	
		random headcount of all quarantined personnel, time	
		and frequency shall be at discretion of BEA	
		Bidder/Printer must provide quarantined personnel	
		with uniforms and IDs	
HEA	ALT	H AND SAFETY REQUIREMENTS	
		In compliance with government prescribed health	
		protocols and ensure the safety of everyone	
		concerned with the Project, all personnel including	
		Managers, Computer Programmers, workers and	
		Security Guards are required to present their	
		Vaccination Card or their latest negative RTPCR	
		result (released within 24 to 72 hours) before	
		entering the premises of the service provider	
		Installation of thermal scanners, sanitation/hygiene	
		stations, alcohol stations	- 2.0
			· 動成 4 色 海 一志 。
		PRINTING, PRINTING and DELIVERY PHASE of	
	n-c	lassified materials	
no			
no		Camera-ready form of Examiner's Handbook and	
no		Camera-ready form of Examiner's Handbook and samples of ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5,	
no		samples of ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7, Sticker Tape, Name Grid and Board Work shall	
no		samples of ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7, Sticker Tape, Name Grid and Board Work shall	
no		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>	
no		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> Printing, inserting and packing period of non-	
no	<b>A</b>	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>	

>	Date of delivery must start on May 6 - 10 (4 calendar days)	
<b>A</b>	Bidder/Printer must deliver non-classified	
	materials at the warehouse/plant of the printer of	
	answer sheets/service provider	
	Delivery destination	
	PRINTER'S WAREHOUSE PRINTER	
	of answer sheets	
A	(ETRE, CETRE, BEA Forms 1, 2, 3,	
4,	5, 6, 7	
Exam	Sticker Tapes, Name Grid, Board Work and iner's Handbook)	
PACK	AGING MATERIALS AND REQUIREMENTS for NON-	
CLAS	SIFIED 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	
ŕ	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	
1	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	
PRE-I	PRINTING and PRINTING PHASE of test booklets	
D	Ridder/Printer must have an in haves Commenter	
	Bidder/Printer must have an in-house Computer	
	Programmer who shall prepare the National	
	Allocation Summary (NAS) and Packing Guide of test	
	booklets	
	DENIE DE PROVINCE DY DEPER DENIE III	
	case of additional test booklets is needed, Alternative	
	Method of Procurement (AMP), specifically Repeat	
	Order shall be used	
	Program to be used in the preparation of NAS must	
	be evaluated and approved by DepEd – BEA	
	Excel, MS Access, MS SQL, .NET or other	
	programming languages may be used to prepare the	
	NAS	
	Preparation of NAS shall be by school, by district, by	
	division and by region	

	ring of test booklets	
	Camera-ready form of test booklets shall be given by DepEd – BEA on <b>May 6, 2024</b> Printing, stitching, numbering, labeling and packing period of test booklets is on <b>May 6-June 10, 2024</b> (35 calendar days)	
	CHING OF BOXES OF TEST BOOKLETS AND BOXES NSWER SHEETS	
>	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	
<b>A</b>	Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets (schedule of delivery of boxes of answer sheets is provided below)	
	VERY and RETRIEVAL OF TEST BOOKLETS,	
N CIVI.	ER SHEETS and NON-CLASSIFIED MATERIALS	
<b>&gt;</b>	Delivery of test booklets, answer sheets and non- classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier	
>	Forwarder/Courier shall pick-up the test materials at Printer's warehouse after the they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials	
>	All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer's representative/s	
	Retrieval of test booklets, answer sheets and non- classified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier	
<b>&gt;</b>	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	
<b>A</b>	All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier	
	Test Processing Company from the	

ELIVERY	AND PICK-UP	SCHEDULE			
Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date Pick-up Boxes TBs and of Forward	of d Ass	
Priority 1 - 10	May 10, 2024	May 11, 2024	May 2024	14,	
Priority 11 - 16	May 15, 2024	May 16, 2024	May 2024	17,	
Priority 17 - 24	May 20, 2024	May 21, 2024	May 2024	22,	
Priority 25 - 30	May 25, 2024	May 26, 2024	May 2024	27,	
Priority 31 - 36	May 30, 2024	May 31, 2024	June 2024	1,	
Priority 37 - 41	June 3, 2024	June 4, 2024	June 2024	5,	
Priority 12 - 46	June 8, 2024	June 9, 2024	June 2024	10,	
durin ➤ Bidde	pencils, packing the accounting er/Printer mus are meters for th	ng of test bool t provide an	klets area at	least 100	
Bidde Hand and E the p	PACKAGING a er/Printer must book, Forms, 1 Board Work ins rinter of answer er/Printer must book, Forms, 3	st put/place/ , 2, 7, Sticke ide the ETRE r sheets st put/place/	insert E r Tape, N prior to d insert E	xaminer's lame Grid delivery at xaminer's	
the C	ETRE prior to		e printer		
sheet		C 1 .		C	
Labor classi	and materials fied materials				
<ul><li>Labor classi</li><li>Bidde</li><li>ETRE</li></ul>	and materials	must be s	houldered miner's H	d by the landbook,	

- > Two ply boxes, small, medium and large (double wall, 350 lbs)
- Plastic bags (gauge 3) for packing of test booklets by 20's
- Palette stretch film (at least 3 layers) to protect box from water and other liquids
- Plastic twine
- Plastic straps
- Packing tapes with DepEd BEA imprint to seal boxes
- Clear tapes with DepEd BEA imprint to seal plastic bags containing the test booklets
- Boxes must be properly labeled with Project Name, Name of School, Division and Region

# SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES

- > Twenty-four (24) hour security system
- A Task Force from the Bidder/Printer to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials
- Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract
- DepEd BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- > If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price
- Figure 1. If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- ➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd BEA shall terminate/rescind the contract
- Lost and/or wet test booklets during the three (3) month warehousing (storage period) and leakage of confidential materials during the three (3) month warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer

#### Formula:

# No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction

- During the three (3) month warehousing period, the bidder/Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift
- Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and onclassified materials, and test administration
- 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

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

Warehouse	At least 1,000 square meters in height	s, ten (10) feet	
REQUIRED administratio	WAREHOUSE/STORAGE n)	(after test	
plant labeling sheets a In case big, the the Proj wall ply Twenty- betweer lines, fa	BEA shall have exclusive us during printing, numbering and prior to the delivery of so and processing of test results the specified plant of the Edidentified portion of the placet must be enclosed using a wood or galvanized metal shour (24) hour communing the bidder/printer and Department and Department and Collular phores.	ing, packaging, cannable answer is Bidder/Printer is ant intended for concrete, double- eets cation network pEd - BEA (land	
Plant area Parking area Office area Wall/Fence	At least 1,000 square met Adequate space for at 1 delivery trucks and vans Spacious and well ventila office work activities or	east two (2)  Ited place for non-printing aration of of allocation of forms and vities before,	
At least 2 At least 3 At least 2 1	Perforating Machines – or its equivalent  Plastic Sealer Strapping Machine Plastic Shrinkable Sealer Power Generator  ve use of all processing es/equipment intended for thurstion the printing scannab	he Project for the	
At least 5  At least 2	Bar Code Printer and Numbering Machine – or its equivalent	12,000 sheets per hour	

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	Solid metal doors or accordion doors,
door	keys must be turned over to DepEd - BEA
Security	24 hours security, 1 Security Guard per
	shift

- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao
- One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration
- 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
- Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder
- Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd BEA

MANPOWER REQUIREMENTS

Scope of Work:	Manpower Requirement
A. Programming and data	1 Computer
processing for BEAs	Programmer with
Computer Output	knowledge in statistics
Requirements	
B. Before Test	
Administration	
a. Quality Control	1 Quality control staff
b. Supervising and roving	1 Supervising Quality
quality control	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

f. Providing security during	500 TO 100 TO 10	
printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift	
C. After Test		
Administration g. Batching, sorting and		
accounting of scannable answer sheets and school headers**	at least 50 workers	
h. Cleaning, editing, proof- reading of answer sheets and school headers**	at least 40 workers per day	
1. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards	
Note: ** May come from item g (15 worker  • Bidder/printer must uniforms and IDs		
	ernment prescribed health	
protocols and ensure concerned with the Project Managers, Computer Programmer Security Guards are result (released within entering the premises of the concerned within the premises of the premise of	the safety of everyone ect, all personnel including rogrammers, workers and required to present their eir latest negative RTPCR 24 to 72 hours) before	
protocols and ensure concerned with the Project Managers, Computer Professer Guards are result (released within entering the premises of the Installation of thermal secondering the premises of the premises	the safety of everyone ect, all personnel including rogrammers, workers and equired to present their eir latest negative RTPCR 24 to 72 hours) before the service provider anners, sanitation/hygiene	
protocols and ensure concerned with the Project Managers, Computer Programmer Security Guards are rown Vaccination Card or the result (released within entering the premises of the Installation of thermal so stations, alcohol stations  CONTENTS OF SCANNABLE SCHOOL HEADERS  NAT Grade 6 scannable are school headers shall be (110 GSM) using Blue and NAT Grade 6 scannable	the safety of everyone ect, all personnel including rogrammers, workers and required to present their eir latest negative RTPCR 24 to 72 hours) before the service provider anners, sanitation/hygiene  ANSWER SHEETS AND  aswer sheets and scannable printed using OMR paper	
protocols and ensure concerned with the Project Managers, Computer Programmer Security Guards are rown Vaccination Card or the result (released within entering the premises of the Installation of thermal security of the School stations).  CONTENTS OF SCANNABLE SCHOOL HEADERS  NAT Grade 6 scannable are school headers shall be (110 GSM) using Blue and NAT Grade 6 scannable headers shall controlled the scannable shall sh	the safety of everyone ect, all personnel including rogrammers, workers and equired to present their eir latest negative RTPCR 24 to 72 hours) before the service provider anners, sanitation/hygiene  ANSWER SHEETS AND  This wer sheets and scannable printed using OMR paper d black ink answer sheets and school	

- 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

#### Back page of answer sheet

- 1. Examinee Descriptive Questionnaire Questions 1 to 50 with bubbles
- 2. Science Questions 1 to 50 with bubbles
- 3. Math Questions 1 to 50 with bubbles
- 4. English Questions 1 to 50 with bubbles
- 5. Filipino Questions 1 to 50 with bubble
- 6. Aralin Panlipunan Questions 1 to 15 with bubbles
- 7. Signature
- 8. Timing marks

#### Front page of school header

- 1. DepEd and BEA logo
- 2. Project name
- 3. Name of school
- 4. Address of school
- 5. Region and Division ID with bubbles
- 6. School ID with bubbles
- 7. Type of school with bubbles
- 8. Total enrollment with bubbles
- 9. Number of actual examinees with bubbles
- 10. Shifts per day with bubbles
- 11. School head with bubbles
- 12. Conduct of SPED classes with bubbles
- 13. School location with bubbles
- 14. Percentage rate with bubbles
- 15. Retention rate with bubbles
- 16. Drop-out rate with bubbles
- 17. Survival rate with bubbles
- 18. Legislative/Congressional District
- 19. Timing marks

Back page of School header

1. Number of teachers Bachelor's degree Master's degree Doctoral degree 2. Number of teachers Teacher I Teacher II Teacher III Master Teacher 3. Number of who are major in English Science Math Filipino Aralin Panlipunan 4. Number of non-teaching personnel 5. Timing marks NOTE - additional information/data, questions, bubbles/options may be added/deleted by DepEd - BEA PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on April 22, 2024 Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before **April 25, 2024**. Design must be approved by DepEd-BEA Scannable answer sheets and school headers must have serialized numbering and bar codes Printing, packing and labeling period of answer sheets and school headers is on May 6 - June 5, 2024 (30 calendar days) Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) Data of NAS shall be provided by BEA prior to the start of the Project Preparation of NAS shall be by school, division and region Program to be used in the preparation of NAS must be evaluated and approved by DepEd - BEA Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS

• Autom Guide		of Allocation L	ist and Packing			
DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS						
sheets must bookle and er must 1/10 impos • Delive	s, school header be delivered at ets and must stand on or before be strictly follo	the plant of the art on or before <b>June 8, 2024</b> weed, otherwise total contract of delay	annable answer ssified materials to Printer of test to May 10, 2024 and Delivery dates to price shall be the materials of test to the materials and the mate			
Priority No.	Date of Delivery of Boxes of Answer	Date of Matching of Boxes of ASs	Date of Pick- up of Boxes of TBs and Ass of			
	Sheets	and TBs	Forwarder			
Priority 1 -	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			
PACKAGING	MATERIALS A	ND REQUIRE	MENTS			
350 lb Plastic by 20's Palette from w Plastic Packin Boxes	s) bags (gauge 3) s stretch film (at vater and other) twine straps g tapes and cle	for packing o the least 3 layers liquids ar tapes rly labeled with	rge (double wall,  f answer sheets  s) to protect box  h Project Name,			

BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS	
<ul> <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>	
SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS	
<ul> <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</li> </ul>	
representatives, results of which shall be compared to the scanned output or raw score  • Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA  • 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	
ROCESSING OF STATISTICAL DATA OUTPUT EQUIREMENTS	
<ul> <li>Batching, sorting, accounting, scanning and processing is from Jure 26 - August 15, 2024 (50 calendar days)</li> </ul>	
<ul> <li>Program development and automated processing of test result</li> </ul>	
<ul> <li>Develop program and software to process test results and statistical data output requirements</li> </ul>	
• Statistical data output requirements in electronic copies must be delivered at DepEd - BEA on or before August 25, 2024	
Please see attached for the statistical data output	

- Twenty-four (24) hour security system
- DepEd BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price
- If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd BEA shall terminate/rescind the contract
- The Printer shall shoulder the expenses to rectify the error in cases of mis-labeled and/or mis-sent test materials or lacking as to the allocation list per school, per district, per division and per region
- Lost and/or wet scannable answer sheets during the delivery shall be replaced by the Printer
- 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
- Lost and/or wet scannable answer sheets during the one (1) year warehousing (storage period) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer

No. of scannable answer sheets x Php 50.00 = Amount of Deduction

- Payment shall be
  - 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration
  - 50 % of the total contract price upon completion processing of test results and statistical data output requirements
- 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

UALIFICATION	S OF BIDDERS/PRINTERS	
o submit the fol	lowing during post-qualification:	
Bidder/Fobranches/ List of veh legally in ownership usufruct a List of production complete of employees character in Copies of regular or from the permanent Project are mentioned with when Copies of employees Project, or that the authem when	offices/outlets nationwide icles, whether owned, leased or rented, or possession together with proof of contract of lease/rental, or contract of the case maybe bersonnel with the corresponding job or recent NBI/Police/NICA Clearance of new or non-regular personnel of good moral involved in the Project.  recent NBI/Police/NICA Clearance of permanent employee, or a certification Bidder/Printer that the regular or employees who will be involved in the of good moral character and the above-clearance/s were required and complied they were hired  recent NBI/Police/NICA Clearance of of good moral character involve in the a Certification from the Bidder/Forwarder foresaid clearance/s were required from a they were hired  Commitment showing, indicating and that the fcrwarder/courier will strictly security requirements and mode of tion	
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	To carry and arrange boxes of test materials to trucks/vans, division	

## 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

• 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

#### • ELLNA:

	Specifications		STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>2024 E</b> a	rly Language, Litera est Booklets and Nor	acy and Numeracy Ass n-classified Materials (F	essment (ELLI Package 1)	VA)
QUALIFICATION	IS OF BIDDERS/PR	INTERS		
To submit the fol	lowing:			
Res Acc	er test results from	the Forest Products lent Institute (FPRDI). olerance for basis		
REQUIRED MACHINES/EQU		nd PACKAGING		a)
QUANTITY	DESCRIPTION	MINIMUM CAPACITY		
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	copies/nour		
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	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/com mercial type Can supply power for at least 24 hours	
and packa Project o packaging	nging machines/equ during printing,	ooklets and prior to the	
QUIRED PLA	NT and OTHER FA	CILITIES	
Plant area	At least 1,0	00 square meters 000 square meters is sequivalent	
Parking are		pace for at least two trucks or vans	
Office/World area	place for o printing re preparation preparation boxing, pr and othe activities	and well ventilated  ffice work and non- elated activities like n of programming, n of allocation lists, reparation of forms r testing related before, during and	
Wall/Fence			
plant depackaging delivery of the Bidder plant to must be plywood of the between	uring printing, g, labeling of test be of test materials to the specified plant is er/Printer must ide be used for the Project enclosed using or galvanized metal our (24) hour courthe Bidder/Printer at machines, cellula	pooklets and prior to the me Division Offices too big for the Project, ntify the portion of the ject. The identified area concrete, double-wall	

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	For Printer's male personnel, can
1 room	accommodate at least 40 persons
At least	For Printer's female personnel, can
1 room	accommodate at least 40 persons
1 room	For BEA paper work, with at least 2 office
1 100111	For BEA paper work, with at least 2 office
	tables w/ air conditioning unit
2 units	Personal Computer with Printer

- 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 forty-five (45) calendar days
- Must have refrigerator, telephone, internet connection, bath/rest room and laundry area for BEA quarantined personnel
- Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel

## REQUIRED WAREHOUSE/STORAGE (after test administration)

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

- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)
- Three (3) month warehousing shall commence ten (10) days after test administration
- Exclusive use of the identified warehouse for three (3) months
- In case the specified warehouse of the Bidder/Printer is too big for the Project, the Bidder/Printer must

	identi	ify a portion of the warehouse intended to store	
	the t	test booklets. The identified area must be	-
	enclo	sed using concrete, double-wall plywood or	
	galva	nized metal sheets	
>	Ware	house must be open to 8:00 am to 10:00 pm,	
	Mond	lays to Saturdays to receive retrieved boxes	
	of tes	st booklets from the authorized forwarder	
>	Bidde	er/Printer should not transfer the test booklets	
	witho	out the written approval of DepEd - BEA	
MANP	OWE	R REQUIREMENTS (test booklets and non-	
classif	fied m	naterials)	
(Non-	-class	ified materials)	
	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	
(Test	Bool	klets)	
(	1	Computer Programmer	
	2	Managers	
	2	Supervisors	
	$\frac{2}{2}$	Quality Assurance	
	80	Workers for printing, stitching,	
		numbering, packing and labeling	
	*1	Male workers during matching of test	
	0	booklets and answer sheets	
	*2	Workers during the accounting of test	
	0	booklets	
	6	Security Guards (1 Security Guards per	
		8 hour shift)	
	**	Security Guard per shift during the	
	3	accounting of test booklets and the 1 year	
		warehousing period (1 Security Guard	
		per 8 hour shift)	
	*2	Task Force to act on request for	
		additional test materials	
	NOT	E – with * may come from the 20 workers for	
		ing, stitching, numbering, packing and	
	label	<u>-</u>	
-	with	** may come from the 6 security guards	
~	Task	Force shall be composed of two (2) personnel	
	from	the Bidder/Printer and two (2) BEA personnel	
>		the start of the quarantined period, the	
		er/Printer must submit the official list of all	
	perso	onnel to be quarantined with the following	

	information: complete name, age, gender and job description		
>	In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the		
	same requirement must be submitted		
	All workers must at least be eighteen (18) years old		
	and must be willing to be quarantined for the entire		
	duration of the Project		
	Quarantine shall be defined as the complete isolation		
	of all workers involved in the project from start to end	×	
	of the printing, packaging and labeling of test		
	booklets to prevent possible leakage of confidential		
	test materials		
	All quarantined personnel shall have no internet		
	access, communication thru cell phones, land lines		
>	and other communication gadgets/devices  Quarantined personnel shall be allowed to go out		
	only in <b>meritorious cases</b> and must secure a written		
	approval from the End-user e. g. death of immediate		
	family member. Only health and safety reasons		
	shall be exempted from this provision of securing a		
	written approval e. g. life threatening illness,		
	accidents		
	BEA quarantined personnel or authorized		
	representative shall have the authority to conduct		
	random headcount on all quarantined personnel,		
_	time and frequency shall be at discretion of BEA		
	Bidder/Printer must provide quarantined personnel with uniforms and IDs		
LIEAT			
пеаі	TH AND SAFETY REQUIREMENTS		
	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		
<b>A</b>	Installation of thermal scanners, sanitation/hygiene		
	stations, alcohol stations		* * * *
	200000000000000000000000000000000000000		
	PRINTING, PRINTING and DELIVERY PHASE of classified materials	*	
11011-0	ANDULLE MANUELLE MANU		
>	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</b>		
	7, 2024		

	d packing period of non- n <b>April 15 – 30, 2024 (15</b>	
	tart on <b>May 2 - 6, 2024 (5</b>	
Bidder/Printer must deli at the warehouse/plant	iver non-classified materials t of the printer of answer	
AND ADDRESS OF THE PARTY OF THE	CHOUSE → PRINTER of	
	TRE, BEA Forms 1, 2, 3, 4,	
5, 6, 7	Control Washand	
Examiner's Handbook)	ame Grid, Board Work and	
PACKAGING MATERIALS AND CLASSIFIED MATERIALS	REQUIREMENTS for NON-	
Handbook, Forms, 1, 2,	out/place/insert Examiner's 7, Sticker Tape, Name Grid the ETRE prior to delivery at	
<ul> <li>Bidder/Printer must p</li> <li>Handbook, Forms, 3, 4, 5</li> </ul>	but/place/insert Examiner's 5, ,6, and Sticker Tape inside very at the printer of answer	
Labor and materials for	packing and labeling of non- ust be shouldered by the	
Forms 1, 2, 7, Sticker 7	) with Examiner's Handbook, Tape, Name Grid and Board y 500 per box prior to delivery	
	7elope) with Examiner's 5, 6 and Sticker Tape must ox prior to delivery	
PRE-PRINTING and PRINTING	G PHASE of test booklets	
<b>Programmer</b> who sh	ave an in-house <b>Computer</b> nall prepare the National AS) and Packing Guide of test	
case of additional test bo	rovided by DepEd – BEA. In ocklets is needed, Alternative at (AMP), specifically Repeat	
be evaluated and approv		
Excel, MS Access, M	MS SQL, .NET or other s may be used to prepare the	

Preparation of NAS shall be by school, by district, by division and by region  PRINTING OF TEST BOOKLETS  Camera-ready form of test booklets shall be given by DepEd – BEA on May 2, 2024  Printing, stitching, numbering, labeling and packing period of test booklets is on May 2 - June 15, 2024 (45 calendar days)  MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS  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/warchouse of the printer of test booklets (schedule of delivery of boxes of answer sheets is provided below)  DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS  Delivery of test booklets, answer sheets and nonclassified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier  Forwarder/Courier shall pick-up the test materials at Printer's warehouse after the they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials  All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer's representative/s  Retrieval of test booklets, answer sheets and nonclassified materials from DepEd Division Offices shall be the responsibility of the winning forwarder/courier  All test materials rom DepEd Division Offices shall be the responsibility of the winning forwarder/courier  After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the scannable answer sheets and school headers to the warehouse of the Test Processing Company			
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	After brown Prin head Com	r retrieval of test materials, test booklets will be aght directly to the warehouse of test booklet ter and the scannable answer sheets and school ders to the warehouse of the Test Processing apany	
All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier	repr Test	resentatives of the Printer of test booklets and Processing Company from the	

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	
Bidder	the accounting /Printer must meters for the	provide an	area at least 1	00
Bidder Handb and Bo the pri Bidder Handb	ook, Forms, 1, pard Work inside the nter of answer / Printer must book, Forms, 3,	put/place/i 2, 7, Sticker de the ETRE p sheets put/place/i 4, 5, ,6, and S	Insert Examine Tape, Name G prior to delivery Insert Examine Sticker Tape ins	rid r at er's ide
sheets <ul><li>Labor</li></ul>	and materials	for packing ar	printer of answ nd labeling of no nouldered by	on-
classif	ieu materiais	2220000 00 02		
Bidder  Forms	/Printer (brown envelop 1, 2, 7, Sticke	pe) with Exam er Tape, Nam	niner's Handbo le Grid and Boo ox prior to deliv	ok, ard

Plastic bags (gauge 3) for packing of test booklets by > Palette stretch film (at least 3 layers) to protect box from water and other liquids Plastic twine Plastic straps Packing tapes with DepEd - BEA imprint to seal Clear tapes with DepEd - BEA imprint to seal plastic bags containing the test booklets Boxes must be properly labeled with Project Name, Name of School, Division and Region SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES > Twenty-four (24) hour security system A Task Force from the Bidder/Printer to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract DepEd - BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price. If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd -BEA shall terminate/rescind the contract Lost and/or wet test booklets during the three (3) month warehousing (storage period) and leakage of

confidential materials during the three (3) month warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges

against the Bidder/Printer

Formula:

## No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction

- During the three (3) month warehousing period, the bidder/Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift
- ➤ Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of test booklets and non-classified materials administration of the test, delivery
- > Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the three (3) month warehousing of test booklet

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	

in height

			1	
At least 5	Bar Code Printer and Numbering Machine	12,000 sheets per hour		
	– or its equivalent			
At least 2	Perforating Machines	6,000 sheets		
	- or its equivalent	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/Comm ercial Type Can supply power for 24		
		power for 24 hours		
entire o	nes/equipment intended to duration the prir.ting scar OTHER FACILITIES			
Plant area	At least 1,000 square			
Parking area	Adequate space for delivery trucks and va	` '		
Office area	Spacious and well ve	ntilated place for		
	office work activities			
	activities like	preparation of		
	programming, prepara	ation of allocation		
	lists, boxing, preparat	tion of forms and		
	other testing related	activities before,		
	during and after Test	Administration		
Wall/Fence	At least 6 feet			
plant labelin sheets	- BEA shall have exclusive during printing, numing and prior to the delivery and processing of test reset the specified plant of the spec	nbering, packaging, of scannable answer sults		
big, th the Pro	e the specified plant of the identified portion of the identified portion of the identified must be enclosed us ywood or galvanized meta	e plant intended for ing concrete, double-		
	y-four (24) hour comm			
	n the bidder/printer and			
	ax machines and cellular	_ `		
EQUIRED	WAREHOUSE/STORA	GE (after test		
	•			
Warehouse	At least 1,000 square m	eters, ten (10) feet		

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	Solid metal doors or accordion doors,
door	keys must be turned over to DepEd - BEA
Security	24 hours security, 1 Security Guard per
	shift

- Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao
- One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration
- 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
- Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder
- Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA

MANPOWER REQUIREMENTS

	Manpower
Scope of Work:	Requirement
A. Programming and data	1 Computer
processing for BEAs	Programmer with
Computer Output	knowledge in statistics
Requirements	
B. Before Test	
Administration	
a. Quality Control	1 Quality control staff
b. Supervising and roving	1 Supervising Quality
quality control	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

f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)  C. After Test Administration	6 Security Guards per shift	
g. Batching, sorting and accounting of scannable answer sheets and school headers	at least 30 workers	
h. Cleaning, editing, proof reading of answer sheets and school headers**	at least 20 workers per day	7 67 67
1. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards	
Note: ** May come from <b>item g</b>	(15 workers)	
Bidder/printer must uniforms and IDs	provide personnel with	
protocols and ensure concerned with the Proje Managers, Computer Prosecurity Guards are revision Card or the result (released within entering the premises of the concerned within contents of the concerned within contents of the premises of the concerned within contents of the concerned within the concerned within the concerned with the conc	ernment prescribed health the safety of everyone ct, all personnel including cogrammers, workers and equired to present their cir latest negative RTPCR 24 to 72 hours) before	
CONTENTS OF SCANNABLE SCHOOL HEADERS	ANSWER SHEETS AND	
school headers shall be (110 GSM) using Green as	sheets and school headers	
Front page of answer sheet		
<ol> <li>DepEd and BEA logo</li> <li>Project name</li> <li>Last name, First name, M</li> <li>Learner Reference Number</li> <li>Name of School</li> </ol>		

- 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

#### Back page of answer sheet

- 1. Examinee Descriptive Questionnaire Questions 1 to 50 with bubbles
- 2. Reading Test in English, Questions 1 to 20 with 4 bubbles/options
- 3. Reading Test in Filipino Questions 1 to 20 with 4 bubbles/options
- 4. English Grammar Questions 1 to 10 with 4 bubbles/options
- 5. Filipino Grammar Questions 1 to 10 with 4 bubbles/options
- 6. Science Questions 1 to 20 with 4 bubbles/options
- 7. Mathematics Questions 1 to 15 2with 4 bubbles/options
- 8. Signature
- 9. Timing marks

#### Front page of school header

- 1. DepEd and BEA logo
- 2. Project name
- 3. Name of school
- 4. Address of school
- 5. Region and Division ID with bubbles
- 6. School ID with bubbles
- 7. Type of school with bubbles
- 8. Total enrollment with bubbles
- 9. Number of actual examinees with bubbles
- 10. Shifts per day with bubbles
- 11. School head with bubbles
- 12. Conduct of SPED classes with bubbles
- 13. School location with bubbles
- 14. Percentage rate with bubbles

15. Retention rate with bubbles 16. Drop-out rate with bubbles 17. Survival rate with bubbles 18. Legislative/Congressional District 19. Timing marks Back page of School header 1. Number of teachers Bachelor's degree Master's degree Doctoral degree 2. Number of teachers Teacher I Teacher II Teacher III Master Teacher 3. Number of who are major in English Science Math Filipino Aralin Panlipunan 4. Number of non-teaching personnel 5. Timing marks additional information/data, questions, bubbles/options may be added/deleted by DepEd - BEA

## PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS

- DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on April 26, 2024
- Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before May 2, 2024. Design must be approved by DepEd-BEA
- Scannable answer sheets and school headers must have serialized numbering and bar code
- Printing, packing and labeling period of scannable answer sheets and school headers is on May 5 – June 4, 2024 (30 calendar days)
- Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)
- Data of NAS shall be provided by BEA prior to the start of the Project
- Preparation of NAS shall be by school, division and region
- Program to be used in the preparation of NAS must be evaluated and approved by DepEd BEA
- Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS
- Automated printing of Allocation List and Packing Guides

#### DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS

- Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets and must start on **May 17, 2024** and end on **June 16, 2024.** Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay
- Delivery destination:
   PRINTER'S WAREHOUSE
   Printer of test booklets

Priority	Date	of	Date	of	Date of Pick-
No.	Delivery	of	Match	ning	up of Boxes of
	Boxes	of	of Box	xes of	TBs and Ass
	Answer		ASs	and	of Forwarder
	Sheets		TBs		

Priority 1 - 10	May 2024	17,	May 2024	18,	May 19,	2024	
Priority 11 - 16	May 2024	22,	May 2024	23,	May 24,	2024	
Priority 17 - 24	May 2024	27,	May 2024	28,	May 29,	2024	
Priority 25 - 30	June 2024	1,	June 2024	2	June 3,	2024	
Priority 31 - 36	June 2024	6,	June 2024	7,	June 8,	2024	
Priority 37 - 41	June 2024	11,	June 2024	12,	June 2024	13,	
Priority 42 - 46	June 2024	16,	June 2024	17,	June 2024	18,	
PACKAGII	IG MATI	ERIALS	AND R	EQUIR	EMENTS		
350 • Plas by 2	lbs) tic bags 20's	(gauge	3) for p	acking	large (dou	er sheets	
fron	n water a	nd othe			<b>020,</b> to pro	7000 5011	
	tic twine						
	king tape		-				
				peled v	vith Projec	et Name,	
	on, divisi			OTTATES.		NOWED	
BATCHING SHEETS	i, SURT	ING A	ND ACC	CUNT	ING OF A	INSWER	
SHEETS							
• Ans	wer she	eets m	ust be	batc	hed, sort	ed and	
					chool, per		
	_		_	-	sed answe		
mus	st be ve	rified v	with the	e ETR	E and th	e Room	
Exa	miner's I	Varrativ	e Repor	t			
		-			ıal numbe		
					Room Ex		
					vider mus	st report	
the	matter ir	ı wiitili	g to Dep	Eu-DE	<i>i</i> A		
SCANNING			BLE A	NSWE	R SHEE	TS and	100
SCHOOL I	IEADER	S					
• Serv	vice provi	ider mu	st devel	op a ni	rogram to	scan the	
					d school h		
					l checking		
			est res	ults	of scann	ing and	
	grammin	_					
					er sheets		
	nually		ed/score			pEd-BEA	
					shall be c	ompared	
10 11	ne scann	cu outp	ut of fa	w SCOI	C		

•	Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA  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	
PROC	ESSING OF STATISTICAL DATA OUTPUT	
1-815 10-10-10-10-10-10-1	TIREMENTS	
•	Batching, sorting, accounting, scanning and processing is from July 3, 2024 – August 22, 2024 (50 calendar days)  Program development and automated processing of	
•	test result	
•	Develop program and software to process test results	
	and statistical data output requirements	
•	Statistical data output requirements in electronic	
	copies must be delivered at DepEd - BEA on or before	
	August 30, 2024	
	Please see attached for the statistical data output	
	requirements	
	RITY REQUIREMENTS FOR TEST MATERIALS, ECTION AND LIQUIDATED DAMAGES	
•	Twenty-four (24) hour security system	
•	DepEd - BEA has the right to inspect and test or	
	cause the testing of the goods delivered by the	
	Bidder/Printer at any stage of the contract e. g.	
	during printing of the goods with regards to its	
	conformity with the Technical Specifications	
•	If the goods fail to conform to the Technical	
	Specifications, the Bidder/Printer shall replace or	
	make the necessary adjustments/corrections to meet	
	the requirements. Cost of non-compliant goods not	
	replaced or corrected by the Bidder/Printer shall be	
	deducted from the contract price	
•	If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified	
	period in the contract DepEd - BEA shall deduct one	
	tenth of one percent (0.1 %) of the cost of the	
	unperformed portion for every day of delay in the	
	delivery of goods and services	42.5
	If the cumulative liquidated damages reaches ten	
	percent (10 %) of the total contract price, DepEd –	
	BEA shall terminate/rescind the contract	
•	The Printer shall shoulder the expenses to rectify the	
	error in cases of mis-labeled and/or mis-sent test	
	materials or lacking as to the allocation list per	
	school, per district, per division and per region	

- Lost and/or wet scannable answer sheets during the **delivery** shall be replaced by the Printer
- 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
- Lost and/or wet scannable answer sheets during the one (1) year warehousing (storage period) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer

# Formula: No. of scannable answer sheets x Php 50.00 = Amount of Deduction

- Payment shall be
  - 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration
  - 50 % of the total contract price upon completion processing and delivery of test results and statistical data output requirements
- 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

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

#### **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-

•	with when the Copies of a employees of Project, or a that the afor them when the Letter of Cosignifying the follow all a transportation.		
MAN	POWER REQU	TIREMENTS	
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	
•	headed by a one day before possible eme Breach of sectors test material	ce from the Forwarder/Courier to be and coordinated by BEA representative ore and during the examination day for argency delivery of test materials curity resulting to leakage of confidential is or that of its contents will result to the entire value of the contract	
•	security property forwarder/C	has the right to inspect the vehicles and rocedures being applied by the courier with regards to its conformity unical Specifications	
•	Specification	ces fail to conform to the Technical s, the Forwarder/Courier must replace e necessary adjustments/corrections to uirements	
•	goods or to period in the tenth of on unperformed	r/Printer fails to deliver any or all the perform the services within the specified contract DepEd - BEA shall deduct one e percent (0.1 %) of the cost of the portion for every day of delay in the bods and services	
•	percent (10 BEA shall te	ulative liquidated damages reach ten %) of the total contract price, DepEd – rminate/rescind the contract wet test booklets, scannable answer	
	· ·	not headers non classified materials	

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 ofDeduction Further, all expenses for the re-test shall be shouldered by the Forwarder/Courier including the test materials to be used

- Payment shall 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
- 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

### • QEALIS:

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)  BIDDER'S ACTUAL OFFER
Qualifying Examination in Arabic Language and Booklets (Package	
QUALIFICATIONS OF BIDDERS/PRINTERS	
QUALIFICATIONS OF BIDDERS/FRINTERS	
To submit the following:	

UANTITY	DESCRIPTION	MINIMUM CAPACITY	
t 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	
t least 1	Plate Maker		
t least 1	Gang Stitcher with 4 to 5 stations – or its equivalent	30,000 copies/day	
t least 1	Three-knife Trimmer – or its equivalent	at least 50,000 copies/day	ça
t least 1	Digital paper cutter, high capacity – or its equivalent	45 inches length 5 to 7 inches height	
t least 1	Plastic Sealer	N/A	
t least 1	Strapping Machine	N/A	
t least 1	Power Generator	Industrial/comme rcial type Can supply power for at least 24 hours	
and packas Project d packaging, delivery of	ging machines/equipuring printing, st labeling of test boo test materials to the		
JIRED PLAN	IT and OTHER FAC	ILITIES	
Plant a	At least 800	00 square meters square meters is equivalent	
Parking area	Adequate s	pace for at least livery trucks or	

Office/Wor king 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

- DepEd BEA shall have exclusive use of the specified plant during printing, stitching, numbering, packaging, labeling of test booklets and prior to the delivery of test materials to the Division Offices
- In case the specified plant is too big for the Project, the Bidder/Printer must identify the portion of the plant to be used for the Project. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets
- Twenty-four (24) hour communication network between the Bidder/Printer and DepEd BEA (land lines, fax machines, cellular phones and internet connection)

#### REQUIRED LIVING QUARTERS and WORKING AREA

1 room	For BEA one (1) male personnel, 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	For Printer's male personnel, can
1 room	accommodate at least 5 persons
	•
At least	For Printer's female personnel, can
1 room	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
	*

Printer must provide food/meals (breakfast, lunch, dinner, morning and afternoon snacks), personal needs (bath soap, detergent soap, shampoo, toothpaste) and medical care to all BEA and Bidder/Printers quarantined personnel for **four (4)** calendar days

refrigerator, telephone, internet Must have connection, bath/rest room and laundry area for BEA quarantined personnel Must have bath/rest room and laundry area for Bidder/Printer quarantined personnel REOUIRED WAREHOUSE/STORAGE (after test administration) Warehouse At least 20 square meters, ten (10) feet in height Solid concrete or double walled plywood Wall/fence 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 24 hours security, 1 Security Guard per Security shift > Preferably with shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao) One (1) year warehousing shall commence ten (10) days after test administration Exclusive use of the identified warehouse for three (3) months In case the specified warehouse of the Bidder/Printer is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the test booklets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA MANPOWER REQUIREMENTS Computer Programmer 1 Manager 1 Supervisor 2 Quality Assurance 8 Workers printing, stitching, for numbering, packing and labeling \*1 Male workers during matching of test booklets and answer sheets Workers during the accounting of test \*1 booklets

6	Security Guards (1 Security Guards per		
	8 hour shift)		
**3	Security Guard per shift during the accounting of test booklets and the 3 month warehousing period (1 Security		
	Guard per 8 hour shift)		
*2	Task Force to act on request for		
	additional test materials		

NOTE labeling

– with st may come from the 7 workers for printing, stitching , numbering, packing and

with \*\* may come from the 6 security guards

- Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel
- At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following information: complete name, age, gender and job description
- In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted
- All workers <u>must at least be eighteen (18) years old</u> and must be willing to be quarantined for the entire duration of the Project
- Quarantine shall be defined as the complete isolation of all workers involved in the project from start to end of the printing, packaging and labeling of test booklets to prevent possible leakage of confidential test materials
- All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices
- Quarantined personnel shall be allowed to go out only in <u>meritorious cases</u> and must secure a written approval from the End-user e. g. death of immediate family member. <u>Only health and safety reasons shall</u> <u>be exempted</u> from this provision of securing a written approval e. g. life threatening illness, accidents
- ➤ BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount on all quarantined personnel, time and frequency shall be at discretion of BEA
- Bidder/Printer must provide quarantined personnel with uniforms and IDs

#### HEALTH AND SAFETY REQUIREMENTS

In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and

Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene stations, alcohol stations	
PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials	
Bidder/Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets	
Data of NAS shall be provided by DepEd – BEA. In case of additional test booklets is needed, Alternative Method of Procurement (AMP), specifically Repeat	
Order shall be used  Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA	
Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS	
Preparation of NAS shall be by testing center, by division and by region	
PRINTING OF TEST BOOKLETS	
<ul> <li>Camera-ready form of test booklets shall be given by DepEd – BEA on April 22, 2024</li> <li>Printing, stitching, numbering, packing and labeling period of test booklets is on April 22 – 26, 2024 (4 calendar days)</li> </ul>	
MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS	
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 (schedule of delivery of boxes of answer sheets is provided below)	
DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS	
Delivery of test booklets, answer sheets and non- classified materials to DepEd Division Offices shall be the responsibility of authorized BEA personnel	
<ul> <li>After the Bidder/Printer has finished the matching of boxes containing the test booklets and boxes</li> </ul>	

		41		
materials, Pr test materials Division (EAI  Retrieval of test classified materials be the responsible the retrieval boxes of Bidder/Printerials All test materials	inter/Bidder shall of at DepEd-BEA-edo b) test booklets, answeterials from DepEd I asibility of authorized of test materials test booklets pier at DepDivision (EAD) aterials shall be	and non-classified deliver the boxes of ucation Assessment er sheets and non-Division Offices shall d BEA personnel by BEA personnel, icked-up by the DEd-BEA-Education duly received by first booklets from		
DELIVERY AND PI				
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,	April 26, 2024	April 26, 2024		
> 2024				
ACCOUNTING OF 7	TEST BOOKLETS			
pens, pencils during the ac Bidder/Print square meter REQUIRED PACKA	s, packing tapes, mecounting of test boder must provide at s for the accounting	n area at least 10 g of test NG MATERIALS		
1 5	s, small, medium an	d large (double wall,		
20's  Palette stretc		g of test booklets by wers) to protect box		
Plastic straps				
0 1	es with DepEd - B	<b>EA</b> imprint to seal		
<ul> <li>Packing tapes with DepEd - BEA imprint to seal boxes</li> <li>Clear tapes with DepEd - BEA imprint 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>				

## SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES

- > Twenty-four (24) hour security system
- ➤ A Task Force from the Bidder/Printer to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials
- Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract
- ➤ DepEd BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- > If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements prior to test administration. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price
- Fig. 1. If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- ➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract
- Lost and/or wet test booklets during the one (1) year warehousing (storage period) 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

#### Formula:

## No. of Items x No. of Test Booklets x Php 100.00 = Amount of Deduction

- During the three (3) month warehousing period, the bidder/Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift
- Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, Inspection and delivery test booklets, and test administration
- 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 Qualifying Examination in Arabic language and Islamic Studies (QEALIS) Scannable Answer Sheets, Certificate of Ratings 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** 

		CAIACIII
At least 1	High capacity - Two	10.000 sheets
	Colors Offset	per hour
	Press/Impressions -	
	or its equivalent	i i
1	Plate maker	
At least 1	Digital Paper Cutter,	35 inch length
	high capacity - or its	5 to 7 inches
	equivalent	height
At least 1	OMR Scanners (back	1,000 sheets
	to back scanning)	per hour
	with Bar Code Reader	
	– or its equivalent	
At least	Desktop/Laptop	
10	Computers	
1	Server	
At least 3	High Speed, Heavy	1,000 sheets
	Duty Laser Printer -	per hour
	or its equivalent	
At least 3	Bar Code Printer and	1,000 sheets
	Numbering Machine	per hour
	– or its equivalent	
At least 1	Perforating Machines	1,000 sheets
	– or its equivalent	per hour
At least 1	Plastic Sealer	N/A
At least 1	Strapping Machine	N/A
At least 1	Plastic Shrinkable	N/A
	Sealer	
1	Power Generator	Industrial/Comm
		ercial Type
		Can supply
		power for 24
		hours

and cer		
	OTHER FACILITIES	
Plant area	At least 400 square meters is roofed	
Parking	Adequate space for at least two (2)	
area	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 labeling sheets In case big, the Project	- BEA shall have exclusive use of the specified during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land fax machines and cellular phones)	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land fax machines and cellular phones)  WAREHOUSE/STORAGE (after test	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land fax machines and cellular phones)  WAREHOUSE/STORAGE (after test	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa  EQUIRED dministration	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is eidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height Solid concrete or double walled plywood	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall door galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land fax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa  EQUIRED dministration Warehouse  Wall/fence	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is elidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets refour (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa  EQUIRED dministration Warehouse  Wall/fence	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is eidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets four (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa  EQUIRED dministration Warehouse  Roofing	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is eidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets four (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	
plant labeling sheets In case big, the Project plywoo Twenty betwee lines, fa  EQUIRED dministration Warehouse  Roofing  Access	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is eidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets four (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks  Solid metal doors or accordion doors,	
plant labeling sheets In case big, the Project plywoo Twenty betwee	during printing, numbering, packaging, g and prior to the delivery of scannable answer and processing of test results the specified plant of the Bidder/Printer is eidentified portion of the plant intended for the must be enclosed using concrete, double-wall dor galvanized metal sheets four (24) hour communication network in the bidder/printer and DepEd - BEA (land ax machines and cellular phones)  WAREHOUSE/STORAGE (after test on)  At least 20 square meters, ten (10) feet in height  Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked  Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks	

- One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration
- 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
- Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA

Scope of Work:	Manpower Requirement
A. Programming and data processing for BEAs Computer Output	1 Computer Programmer with knowledge in statistics
Requirements B. Before Test Administration	
a. Quality Control b. Supervising and roving	1 Quality control staff 1 Supervising Quality
quality control c. Encoding	Control 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
C. After Test Administration	
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

Bidder/printer must provide personnel with uniforms and IDs	
<ul> <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>	
• QEALIS scannable answer sheets and shall be printed using OMR paper (110 GSM) using green and black ink • For the scannable answer sheets, the following information/data shall be printed:  FRONT SIDE  1. DedEd Logo and BEA Logo 2. Last Name, First name, Middle Initial w/ bubbles/options 3. Examinee Number 4. Year 5. Region and Division w/ bubbles/options 6. Birth date w/ bubbles/options 7. Age w/ bubbles/options 8. Highest Grade/Year Level completed w/ bubbles/options 9. Civil status w/ bubbles/options 10. Gender w/ bubbles/options 11. Name and Address of Examination Center 12. Home Address 13. Bar Code and Serial Numbers 14. Timing Marks 15. Marking Instructions	
<ol> <li>DORSAL PORTION</li> <li>Examinees with work experience (continued) w/ bubbles/options</li> <li>Answer for Examinee's Descriptive Questionnaire (EDQ)         Questions 1 to 30 w/bubbles/options</li> <li>Questions 1 to 300 w/ 4 bubbles/ 4options marked A to D</li> </ol>	

4	Timir	ng marks		
			47	
PRINTING	OF SCA	Annable answer	SHEETS	
the s Print answ provi must	cannab er mu ver sho ded by t be app	ole answer sheets or st present the cu eets based on th DepEd-BEA on <b>Ap</b> proved by DepEd-BE	ustomized design on the variable/contents ril 17, 2024. Design	of some
bar of Print sheet Print Program Alloco Data Start Preparegio Program be every Excerprogram NAS	odes ing, pa ts is on er m rammer ation S of NAS of the aration n ram to valuated l, MS rammin	acking and labeling April 22 – 24, 202 ust have an ingression who shall presummary (NAS) is shall be provided Project of NAS shall be by the used in the presum and approved by I Access, MS SQ and languages can be approved by I and approved by I and approved by I and approved by I access, MS SQ and languages can be approved by I and approved by I access, MS SQ and languages can be approved by I and approved by I access, MS SQ and languages can be approved by I and I and I approved by I access, MS SQ and I and I approved by I access, MS SQ and I and I approved by I access, MS SQ and I and I approved by I access, MS SQ and I and I approved by I access, MS SQ and I and I approved by I access, MS SQ and I access and I approved by I access and I access an	ng period of answer (4 (2 calendar days) in-house Compute epare the National by BEA prior to the school, division and paration of NAS must	r r d e d t re e
DELIVERY	AND I	RETRIEVAL OF AN	SWER SHEETS	
shee delive on <b>A</b> follow total delay • Deliv	ts and ered at april 25 wed, other contractors described to the contractors of the contractors are the contractors are april 25 miles. TER'S	d non-classified the plant of the Prin 5, <b>2024.</b> Delivery d herwise, a penalty of	nter of test booklets is ates must be strictly of 1/10 of 1 % of the posed for every day of	e s y e e of
Date Delivery Boxes Answer Sheets April	of of of of	Date of Matching of Boxes of ASs and TBs	Date of delivery of Boxes of TBs and SAS to DepEd-CO (BEA)	
2024	20,	April 20, 2024	April 26, 2024	

•	Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of authorized BEA personnel Retrieval of test booklets, answer sheets and non-classified materials from DepEd Division Offices shall be the responsibility of authorized BEA personnel 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) All test materials shall be duly received by representatives of the Test Processing Company from the authorized BEA	
PACE	AGING MATERIALS AND REQUIREMNTS	
•	Two ply boxes, small, medium and large (double wall, 350 lbs) Plastic bags (gauge 3) for packing of answer sheets by 20's Palette stretch film (at least 3 layers) to protect box from water and other liquids Plastic twine straps Packing tapes and clear tapes Boxes must be properly labeled with Project Name, region, division and school	
BATO	CHING, SORTING AND ACCOUNTING OF ANSWER	
SHE		
•	Answer sheets must batched, sorted and accounted per testing room, per school, per division Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report 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	
SCAN	INING OF SCANNABLE ANSWER SHEETS	
SCAL	ming of Scannable answer Specis	
•	Service provider must develop a program to scan the used scannable answer sheets DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared	

• (	Quantity of randomly picked answer sheets (sample		
	ize) shall be determined by DepEd-BEA		
	s or discrepancies are noted during the validation	3.1.	
	rification, the Service Provider must make the		
	ry adjustments to rectify the error before processing	33	
	results and statistical data output requirements	9767	-
RINTI			
	SSING OF STATISTICAL DATA OUTPUT		
	REMENTS		
• (	Customized designing and printing of Certificate of		
	Ratings forms with Security Logo, DepEd silhouette		100
	ackground and barcodes		
	Program development and automated processing of		
	est result	5-2/7	
	Develop program and software to process individual		
	est results		
	Program development for the automated printing of		
	adividual Certificate of Ratings	TOPE I	
	Printing of Certificate of Rating forms and processing		
	period is from May 20 – 30, 2024 (10 calendar days)	7.3	
_	Please see attached for the statistical data output		
	equirements	1.5	
	•		
	Certificate of Ratings must be delivered to DepEd – BEA on <b>May 31, 2024</b>		
	Statistical data output requirements in printed and		
	lectronic copies must be delivered at DepEd - BEA	Sport 1	
	n or before <b>June 10, 2024</b>		
O	11 of belofe <b>dune 10, 2024</b>		2.1
ECTID:	ITY REQUIREMENTS FOR TEST MATERIALS,		
	TION AND LIQUIDATED DAMAGES		
• T	wenty-four (24) hour security system		
	DepEd – BEA has the right to inspect and test or		
	ause the testing of the goods delivered by the	in-	
	Bidder/Printer at any stage of the contract e. g.		
	uring printing of the goods with regards to its		
	onformity with the Technical Specifications		
	the goods fail to conform to the Technical		
	specifications, the Bidder/Printer shall replace or		
	nake the necessary adjustments/corrections to meet		
	he requirements prior to test administration. Cost of	-	
	on-compliant goods not replaced or corrected by the		16.1
	Bidder/Printer shall be deducted from the contract		11.25
	rice		
_			
	the Bidder/Printer fails to deliver any or all the		
	oods or to perform the services within the specified		
	period in the contract DepEd - BEA shall deduct one		
-1	elivery of goods and services	Mary a	
te	enth of one percent (0.1 %) of the cost of the inperformed portion for every day of delay in the		
4	elivery 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
   The Printer shall shoulder the expenses to rectify the
- The Printer shall shoulder the expenses to rectify the error in cases of mis-labeled and/or mis-sent test materials or lacking as to the allocation list per school, per division and per region
- Lost and/or wet scannable answer sheets during the delivery shall be replaced by the Printer
- 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
- Lost and/or wet scannable answer sheets during the one (1) year warehousing (storage period) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer Formula:

No. of Items x No. of scannable answer sheets x Php 50.00 = Amount of Deduction

- 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
- 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

### • A&E:

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	
<b>2024 Accreditation and Equiva</b> Test Booklets and Non-classified	lency (A and E) Test Materials (Package 1)	
QUALIFICATIONS OF BIDDERS/PRINTERS		
To submit the following:		
A. During bid opening	D 1 1	
Paper test results from the Forest Research and Development	Institute	

QUIRED CHINES/EQU	PRINTING and IPMENT	PACKAGING	
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	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/com mercial type Can supply power for at least 24 hours	
<ul> <li>DepEd - BI</li> <li>and packag</li> <li>Project du</li> <li>packaging,</li> </ul>	THE CHANGE OF STREET	mercial type Can supply power for at least 24 hours  e use of all printing ent intended for the ching, numbering, ets and prior to the	

REQUIRED	PLANT	and	OTHER	<b>FACILITIES</b>
	T NAVATA T	anu		LUCIDITIES

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 must be enclosed using concrete, double-wall plywood or galvanized metal sheets
- > Twenty-four (24) hour communication network between the Bidder/Printer and DepEd BEA (land lines, fax machines, cellular phones and internet connection)

## REQUIRED LIVING QUARTERS and WORKING AREA

1 room For BEA one (1) male personnel, at le				
	3 square meters w/ air conditioning unit			
1 room For BEA one (1) female personnel, at				
	3 square meters w/ air conditioning unit			
At least	For Printer's male personnel, can			
1 room	accommodate at least 20 persons			
At least	For Printer's female personnel, can			
1 room	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			
	1			

dinner, needs toothpas Bidder/ (14) cal 2, 2023 Must connect BEA qua Must h Bidder/	have refrigerator, telephone, internet ion, bath/rest room and laundry area for arantined personnel ave bath/rest room and laundry area for Printer quarantined personnel	
Warehouse	At least 150 square meters, ten (10) feet in	
Wall/fence	height  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	
arrange Visayas > One (1) days af	have shelves and/or dividers for the ement of boxes by geographical region (Luzon, and Mindanao) year warehousing shall commence ten (10) ter test administration ye use of the identified warehouse for one (1)	
is too lidentify the tes enclose galvani	the specified warehouse of the Bidder/Printer big for the Project, the Bidder/Printer must a portion of the warehouse intended to store at booklets. The identified area must be dusing concrete, double-wall plywood or zed metal sheets	
Monda of test	ys to Saturdays to receive retrieved boxes booklets from the authorized forwarder /Printer should not transfer the test booklets	
<ul><li>Bidder, withou</li></ul>	t the written approval of DepEd - BEA	
classified ma		
	ied materials) Manager or Supervisor	

		TARY TO THE PARTY OF THE PARTY		
	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		
BIOMES		- with * may come from the 20 workers for		
NOTE		- With " may come from the 20 workers for		
printii	ng, st	itching, numbering, packing and labeling		
	- W	ith ** may come from the 6 security guards	(A)	
		- 1 11 1 1 (O) management		
	Task	Force shall be composed of two (2) personnel	F63	
	from	the Bidder/Printer and two (2) BEA personnel		
	At t	he start of the quarantined period, the		
	Bidde	er/Printer must submit the official list of all		
	perso	onnel to be quarantined with the following		
	infor	mation: complete name, age, gender and job		
	desci	ription		
	In th	ne event that the Bidder/Printer opts to add		
	perso	onnel to facilitate completion of the Project, the		
	same	e requirement must be submitted		
* >	All w	orkers must at least be eighteen (18) years old		
	and	must be willing to be quarantined for the entire		
	dura	tion of the Project		
	01121	cantine shall be defined as the complete isolation		
	of all	workers involved in the project from start to end		
	of the	he printing, packaging and labeling of test		
	book	dets to prevent possible leakage of confidential		
		materials		
<i>D</i>	Δ11 6	quarantined personnel shall have no internet		
	All	ss, communication thru cell phones, land lines		
	acce	other communication gadgets/devices		
_	One	rantined personnel shall be allowed to go out		
	Qua	in meritorious cases and must secure a written		
	only	roval from the End-user e. g. death of immediate		
	appi	ly member. Only health and safety reasons		
	iami	1 be exempted from this provision of securing a		
	snai	ten approval e. g. life threatening illness,		
			1 - 2	
		dents quarantined personnel or authorized		
	BEA	qualunca		
	repr	esentative shall have the authority to conduct		
	ranc	dom headcount on all quarantined personnel,		
	time	and frequency shall be at discretion of BEA		
>	Bido	der/Printer must provide quarantined personnel		
		uniforms and IDs		
HEAL	TH A	AND SAFETY REQUIREMENTS		
>	In o	compliance with government prescribed health		
	prot	ocols and ensure the safety of everyone		
	cone	cerned with the Project, all personnel including		
	Mar	nagers, Computer Programmers, workers and		
	Sect	urity Guards are required to present their		
	Vac	cination Card or their latest negative RTPCR		

result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene stations, alcohol stations	
DDE DDINGING DDINGING and DELIVEDY DUASE of	
PRE-PRINTING, PRINTING and DELIVERY PHASE of	
non-classified materials	
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</b>	
13, 2024	
> Printing, inserting and packing period of non-	
classified materials is on April 20 - 25, 2024 (5	
calendar days)	
Date of delivery must start on April 26 – 29, 2024 (3	
calendar days)	
Bidder/Printer must deliver non-classified materials	
at the warehouse/plant of the printer of answer	
sheets/service provider	
Delivery destination	
PRINTER'S WAREHOUSE PRINTER of	Mary Inc.
answer sheets	
(ETRE, CETRE, BEA Forms 1,	
2, 3, 4, 5, 6, 7	
Sticker Tapes, Name Grid, Board	
Work and Examiner's Handbook)	
PACKAGING MATERIALS AND REQUIREMENTS for NON-	
CLASSIFIED 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	
Handbook, Forms, 3, 4, 5, ,6, and Sticker Tape inside the CETRE prior to delivery at the printer of answer	
the CETRE prior to delivery at the printer of answer	
the CETRE prior to delivery at the printer of answer sheets	
the CETRE prior to delivery at the printer of answer sheets  Labor and materials for packing and labeling of non-	
<ul> <li>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</li> </ul>	
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	
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,	
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	
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	
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	
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	
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	
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	
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	

A	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		
	Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA		
>	Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS		
>	Preparation of NAS shall be by school, by district, by division and by region		
PRIN'	TING OF TEST BOOKLETS		
	Camera-ready form of test booklets shall be given by DepEd – BEA on <b>April 26, 2024</b>		
<b>&gt;</b>	Printing, stitching, numbering, labeling and packing period of test booklets is on <b>April 26 - May 10, 2024</b> (14 calendar days)	70.	
	CHING OF BOXES OF TEST BOOKLETS AND BOXES NSWER SHEETS		
>	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 (schedule of delivery of boxes of answer sheets is provided below)		
	VERY and RETRIEVAL OF TEST BOOKLETS, WER SHEETS and NON-CLASSIFIED MATERIALS		
>	Delivery of test booklets, answer sheets and non- classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier		
>	Forwarder/Courier shall pick-up the test materials at Printer's warehouse after they have finished the matching of boxes containing the test booklets and boxes containing the answer sheets, school headers and non-classified materials		
>	All test materials released to the Forwarder/Courier must be received and witnessed by BEA and Printer's representative/s		
	Retrieval of test booklets, answer sheets and non-		

brought Printer ar headers Company All test represent Test	directly to the and the scannal to the wareho materials shatives of the Processing	e warehouse ble answer shouse of the '	booklets will be of test booklet eets and school Test Processing  y received by st booklets and from the	
Forwarde DELIVERY AND	r/Courier	HEDULE		
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 Visayas and Mindanao	May 6, 2024 May 8, 2024	May 6 2024 May 8, 2024	May 7, 2024 May 9, 2024	
pens, per during th > Bidder/P	rinter must process, packing a	ovide office st tapes, marke of test booklet rovide an are	ea at least 100	
Handboo and Boar	rinter must <sub>l</sub> k, Forms, 1, 2 d Work inside	out/place/ins , 7, Sticker T the ETRE pri	sert Examiner's ape, Name Grid or to delivery at	
<ul><li>Bidder/P</li><li>Handboo</li></ul>	k, Forms, 3, 4,	out/place/ins 5, ,6, and Sti	sert Examiner's cker Tape inside rinter of answer	
Labor an	materials m		labeling of non- uldered by the	
Forms 1,	own envelope) 2, 7, Sticker	Tape, Name	ner's Handbook, Grid and Board 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)
- Plastic bags (gauge 3) for packing of test booklets by 20's
- Palette stretch film (at least 3 layers) to protect box from water and other liquids
- Plastic twine
- Plastic straps
- Packing tapes with DepEd BEA imprint to seal boxes
- Clear tapes with DepEd BEA imprint to seal plastic bags containing the test booklets
- Boxes must be properly labeled with Project Name, Name of School, Division and Region

# SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES

- > Twenty-four (24) hour security system
- A Task Force from the Bidder/Printer to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials
- Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract
- ➤ DepEd BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications
- > If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price
- ➤ If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services
- ➤ If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepED – BEA shall terminate/rescind the contract
- Lost and/or wet test booklets during the three (3) month warehousing (storage period) and leakage of confidential materials during the three (3) month

equivalent

without	using period shall be penalic prejudice to the filing of c the Bidder/Printer				
Formul					
	Test Booklets x Php 100.0	00 = Amou	nt of		
Deduct			1 41 -		
	the three (3) month warehou				
bidder/	Printer must maintain strict aterials. Doors of wareh	security 0.	t he		
	ently locked with one (1) Sec				
shift	lentily locked with one (1) see	curry Guar	a per		
	nt shall be 100 % of the total	al contract	price		
	ompletion of the printing, pac				
	ion and delivery of test boo				
classifie	ed materials, and test admini	stration n			
	equest for 100 % payment, a				
	ting to five percent (5 %) of tot				
	guarantee to cover the th	nree (3) n	nonth		
wareho	using of test booklets				
0 11	A	f Datings o	nd Droo	occing of T	Cost Possilts
Scannable	Answer Sheets, Certificate o	rage 2)	na Proc	essing of 1	est Results
	ONS OF BIDDERS/PRINTE				
• Par Res	bid opening: per test results from the search and Development In septable paper tolerance is -2	istitute (FI			
	PRINTING, PACKAGING an	d PROCES	SSING		v.
IACIIIIES/I	SQUII MIDIN I				
QUANTITY	DESCRIPTION	MINIMU	M		
		CAPACIT	Y.		
At least 1	High capacity - Two	10.000			
	Colors Offset		per		
	Press/Impressions - or	hour			
	its equivalent				
1	Plate maker	1.5	. 1		
At least 1	Digital Paper Cutter,	45	inch		
	high capacity - or its	length	7		
	equivalent	5 to inches	1		
		height			
At least 1	OMR Scanners (back to	10,000			
At ICaSt 1	back scanning) with Bar		per		
	Code Reader – or its	hour	r		
	equivolent	11041			

At least	Desktop/Laptop	
10	Computers	
1	Server	
At least 3	High Speed, Heavy Duty	5,000
	Laser Printer – or its	sheets per
	equivalent	hour
At least 3	Bar Code Printer and	5,000
	Numbering Machine – or	sheets per
	its equivalent	hour
At least 1	Perforating Machines -	10,000
	or its equivalent	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/Co
		mmercial
		Type
		Can supply
		power for 24
		hours

• 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

### PLANT AND OTHER FACILITIES

Plant area	At least 400 square meters is roofed					
Parking	Adequate space for at least two (2) delivery					
area	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					

- 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
- 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

between	our (24) hour the bidder/printe machines and ce	er and DepEd - B			
	The state of the s	GERMAN, ENGLISH	. 44		
REQUIRED administration	WAREHOUSE/ST	ORAGE (after	r test		
aummistration	,				
	At least 100 squa in height	re meters, ten (10	0) feet		
,	Solid concrete or without breaks, gwith windows, mu	gaps tears or ho	les, if		
0	Solid concrete or without tear, gaps	0			
	Solid metal door keys must be turn				
Security 2	24 hours security shift				
Project, to the ward answer so using cometal shows the warehous Mondays of test bounded answer written a	the specified war he Bidder/Printer ehouse intended heets. The identif ncrete, double-wa	to store the same to store the same the same the same the same the same to same to same to same to same to same the same transfer the same to same the same	cannable enclosed alvanized  0:00 pm, ed boxes varder cannable		
		Manpower	•		
Scope o	of Work:	Requiremen			
A. Programm processing Computer Requirements	ning and data for BEAs Output	1 Con Programmer knowledge in sta	mputer with atistics		
B. Before	re Test				
a. Quality Cor		1 Quality contro	l staff	2 T	
	ng and roving	1 Supervising ( Control			
c. Encoding		1 Encoder			

d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms  e. Act on request for additional test materials  f. Providing security during  at least 15 workers  at least 15 workers  at least 15 workers  at least 15 workers	
e. Act on request for 2 Task Force additional test materials members	
additional test materials members	
CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	
printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)  6 Security Guards per shift	
C. After Test	
Administration	
g. Batching, sorting and accounting of scannable answer sheets and school headers	
h. Cleaning, editing, proof- at least 10 workers	
reading of answer sheets** per day	
i. Editing and proof-reading at least 10 workers	
and printing of individual per day  Certificates of Rating**	
uniforms and IDs	
In compliance with government prescribed health protocols and ensure the safety of everyone	
concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene stations, alcohol stations	
concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene	
concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider  Installation of thermal scanners, sanitation/hygiene stations, alcohol stations	

- 1. DepEd Logo and BEA Logo
- 2. Last Name, First name, Middle Initial w/bubbles/options
- 3. Learner Reference Number (LRN)
- 4. Examinee Number
- 5. Year
- 6. Region and Division w/ bubbles/options
- 7. Birth date w/ bubbles/options
- 8. Age w/ bubbles/options
- 9. Highest Grade, Year Level completed w/bubbles/options
- 10. Civil status w/ bubbles/options
- 11. Gender w/ bubbles/options
- 12. Name and Address of Examination Center
- 13. Home Address
- 14. Employed, Yes or No
- 15. Bar Code and Serial Numbers
- 16. Timing Marks
- 17. Marking Instructions

#### DORSAL PORTION

- 1. Examinees with work experience (continued) w/ bubbles/options
- 2. Answer for Examinee's Descriptive Questionnaire (EDQ)
  Questions 1 to 30 w/ bubbles/options
- 3. Questions 1 to 300 w/ bubbles/options
- 4. Timing marks
- A and E (junior high) scannable answer sheets and shall be printed using OMR paper (110 GSM) using green and black ink
- For the scannable answer sheets, the following information/data shall be printed:

#### FRONT SIDE

- 1. DepEd Logo and BEA Logo
- 2. Last Name, First name, Middle Initial w/bubbles/options
- 3. Learner Reference Number (LRN)
- 4. Examinee Number
- 5. Year
- 6. Region and Division w/ bubbles/options
- 7. Birth date w/ bubbles/options
- 8. Age w/ bubbles/options
- 9. Highest Grade/Year Level completed w/bubbles/options
- 10. Civil status w/ bubbles/options
- 11. Gender w/ bubbles/options
- 12. Name and Address of Examination Center
- 13. Home Address
- 14. Employed, Yes or No

15.Bar Code and Serial Numbers 16.Timing Marks 17.Marking Instructions	
<ol> <li>DORSAL PORTION</li> <li>Examinees with work experience (continued) w/ bubbles/options</li> <li>Answer for Examinee's Descriptive Questionnaire (EDQ)         Questions 1 to 30 w/ bubbles/options</li> <li>Question 1 to 300 w/ 4 bubbles/ 4 options marked A to D</li> <li>Timing marks</li> </ol>	
PRINTING OF SCANNABLE ANSWER SHEETS	
<ul> <li>DepEd-BEA shall provide the variable/contents of the scannable answer sheets on April 17, 2024</li> <li>Printer must present the customized design of scannable answer sheets based on the variable/contents provided by DepEd-BEA on April 19, 2024. 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 April 27 - May 7, 2024 (10 calendar days)</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>	
DELIVERY OF ANSWER SHEETS	
<ul> <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 May 6, 2024 and end on May 8, 2024 Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay</li> </ul>	

	very destination NTER'S WAREH s		Printer of test	
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	
Visaya s and Minda nao	May 8, 2024	May 8, 2024	May 9, 2024	
is o of I	n <b>May 6, 2023</b>	at DepEd Cen	ts for norming A&E tral Office, Bureau cation Assessment	
PACKAG	ING MATERIAL	S AND REQUI	REMNTS	
350	lbs) stic bags (gauge		large (double wall, of answer sheets by	
<ul><li>Pale from</li><li>Plas</li><li>Pac</li><li>Box</li></ul>	ette stretch film n water and oth stic twine straps king tapes and	er liquids clear tapes operly labeled	vers) to protect box with Project Name,	
BATCHIN SHEETS	G, SORTING A	ND ACCOUNT	ING OF ANSWER	
ecc Price mu Exa In co sca Nar	ounted per testion to scanning, st be verified aminer's Narraticase of discreparenable answer	ng room, per s quantity of u with the ETR ve Report ncies in the act sheets with the Service Pro	atched, sorted and chool, per division sed answer sheets E and the Room ual number of used Room Examiner's ovider must report EA	
	G OF SCANNAB	_		

<ul> <li>Service provider must develop a program to scar used scannable answer sheets</li> <li>DepEd-BEA shall perform manual checking/scoto validate the test results of scanning programming</li> <li>Randomly picked scannable answer sheets shamanually checked/scored by DepEdrepresentatives, results of which shall be compto the scanned output or raw score</li> <li>Quantity of randomly picked answer sheets (sasize) shall be determined by DepEd-BEA</li> <li>If errors or discrepancies are noted during validation and verification, the Service Provider make the necessary adjustments to rectify the before processing the test results and statistical output requirements</li> </ul>	oring and all be -BEA pared ample g the must error
PRINTING of CERTIFICATES OF RATING PROCESSING OF STATISTICAL DATA OUT REQUIREMENTS	and TPUT
<ul> <li>Customized designing and printing of Certifica Rating forms with Security Logo, DepEd silho background and barcodes</li> </ul>	ouette
<ul> <li>Program development and automated processi test results</li> </ul>	ing of
<ul> <li>Develop program and software to process indiv test results</li> </ul>	vidual
<ul> <li>Program development for the automated printi individual Certificates of Rating</li> </ul>	ing of
<ul> <li>Printing of Certificates of Rating forms processing period is from May 31 - July 20, (50 calendar days)</li> </ul>	
<ul> <li>Please see attached for the statistical data outports</li> </ul>	put
<ul> <li>Certificate of Ratings must be ready for pick-the authorized forwarder/courier on July 21 2024 (10 calendar days)</li> </ul>	
<ul> <li>Statistical data output requirements in printed electronic copies must be delivered at DepEd - on or before August 7, 2024</li> </ul>	
SECURITY REQUIREMENTS FOR TEST MATERIAL INSPECTION AND LIQUIDATED DAMAGES	IALS,
SECURITY REQUIREMENTS FOR TEST MATERIANSPECTION AND LIQUIDATED DAMAGES  • Twenty-four (24) hour security system  • DepEd – BEA has the right to inspect and to cause the testing of the goods delivered by Bidder/Printer at any stage of the contract during printing of the goods with regards to	est or y the e. g.

- 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
- 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 reaches ten percent (10 %) of the total contract price, DepEd BEA shall terminate/rescind the contract
- The Printer shall shoulder the expenses to rectify the error in cases of mis-labeled and/or mis-sent test materials or lacking as to the allocation list per school, per district, per division and per region
- Lost and/or wet scannable answer sheets during the delivery shall be replaced by the Printer
- 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
- Lost and/or wet scannable answer sheets during the one (1) year warehousing (storage period) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer

#### Formula:

No. of scannable answer sheets x Php 50.00 = Amount of Deduction

- Payment shall be
  - 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration
  - 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
- 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

Delivery and Retrieval of Test Materials and Delivery of Certificate of Ratings – Package 3

QUAL	IFICATION	S OF BIDDERS/PRINTERS	
To sul	omit the foll	owing during post-qualification:	
	Bidder/Forbranches/Clist of vehiclegally in ownership, usufruct as List of period description. Copies of remployees character is Copies of regular or from the permanent Project are mentioned with when Letter of signifying	offices/outlets nationwide cles, whether owned, leased or rented, or possession together with proof of contract of lease/rental, or contract of sthe case maybe ersonnel with the corresponding job	
	transporta	tion	
MAN	POWER RE	QUIREMENTS	
2	checkers	To account and receive boxes of test materials	
20	drivers  Workers/ helpers	To drive vehicles (trucks/closed vans) from printer's plant to destination (pier, airport, division offices)  To carry and arrange boxes of test materials to trucks/vans, division	
SECU	JRITY REC	offices and warehouse after retrieval puirements FOR TEST MATERIALS,	
INSP	A Task F headed by one day b possible e Breach of test mate forfeiture	Force from the Forwarder/Courier to be and coordinated by BEA representative refore and during the examination day for mergency delivery of test materials security resulting to leakage of confidential rials or that of its contents will result to of the entire value of the contract BEA has the right to inspect the vehicles and 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, non-classified materials and certificates of rating 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
- Lost and/or wet Certificates of Rating (COR) during the **delivery** shall be replaced by the Bidder/Printer and penalized accordingly

**Formula** 

# No. Certificate of Ratings x Php 50.00 = Amount of Deduction

- Payment shall be
  - 40 % of the total contract price upon completion delivery of test materials
  - 40 % of the total contract price upon completion retrieval of test materials
  - 20% of the total contract price upon completion of delivery of certificates of rating
- Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price

as	а	guarantee	to	cover	for	defects,	mis-sent,	W.
inc	om	plete deliver	y a	nd retri	eval			

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