



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

Bids and Awards Committee IV

SUBJECT : **BID BULLETIN NO. 2**

PROJECT : **Procurement of Test Materials for 2023 National Career Assessment Examination (NCAE)**

PROJECT NO.: **2023-BEA2(013)-BIV-CB-034**

DATE : **October 2, 2023**

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

I. Section I, Invitation to Bid

Item No. 9, on page 9, of the bidding documents, is hereby amended to read:

Bid opening shall be on October 10, 2023, 2:00 P.M. at **OUPro Conference Room, 4th Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

II. Section VII. Technical Specifications, on pages 43 to 49 of the bidding documents, are hereby amended and supplemented to read:

Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
1	Printing of Test Booklets, non-classified materials, scannable answer sheets, and Scannable		

	school headers must be clean and clear. <i>(For Lots 1 and 2)</i>		
2	Printing of examinee information and individual test results in the certificate of rating forms must be confidential. <i>(For Lots 1, 2)</i>		
3	<p>Certificate of Paper Test Result from Forest Products Research and Development Institute (FPRDI) or the Manufacturer of Paper, which must be issued within three (3) months prior to the date of the deadline for the submission and opening of bids for this project. In case the certificate is from the Manufacturer of Paper, the same shall secure a certificate from FPRDI. Any paper attributes that FPRDI cannot process, there must also be a certificate that states their incapability to proceed, detailed as follows</p> <p>Lot No. 1 White Newsprint 48.8 GSM with - 2% tolerance</p> <p>Lot No. 2 Scannable OMR paper, 110 GSM with - 2% tolerance</p>		
4	Delivery, retrieval, and warehousing of test materials before and after test administration must be safe. <i>(For Lots 1,2 and 3)</i>		

Lot No. 1 - Printing, stitching, numbering, packaging and labeling of test booklets		STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
	National Career Assessment Examination (NCAE)		
1. Printing size	8 ¼ inches x 10 ¾ inches		
2. Estimated number of pages (including cover pages)	Test Booklet 1 – 72 pages Test Booklet 2 – 72 pages		

3. Color of cover	Test Booklet 1 – Green Test Booklets 2 - Red		
4. Paper stock of cover	White newsprint (two color printing) – Red and Black		
5. Paper stock of inside pages	White newsprint (48.8 GSM)		
6. Number of copies	Test Booklet 1 – 1,050,000 copies Test Booklet 2 – 1,050,000 copies		
7. Process	Offset printing		
8. Numbering	Consecutive serial numbering		
9. Binding	Saddle stitch		
10. Packaging	<ul style="list-style-type: none"> • 15 TB1 and 15 TB2 per sealed plastic (gauge 3) with label/batch slip containing the region, division, testing center and serial numbers of TB's • sealed plastics containing TB's must be placed inside a box (double wall, 350 lbs) with label on four sides covered with plastic (palett stretch film, at least 3 layers) and plastic twine straps, • plastic bags with 15 TB1 and 15 TB2 must be sealed using clear tape with DepEd – BEA imprint, boxes must be sealed using packing tapes with DepEd – BEA imprint • buffer must be packed by 5 TB's per sealed plastic to be placed in a separate box per Division Office 		

Name of Forwarder
 Paste or Print name of forwarder
 Paste or Print Project Name
PROJECT
 Paste "Region, Division, Name of School & No. of Boxes" in both sides
NCR SDS – MAKATI (Pio del Pilar High School)
Box of

Package 1 – Printing, packaging and labeling of Non-classified Materials

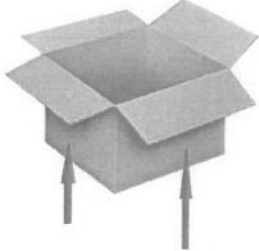
Specifications	Examiner's Handbook	BEA Forms 1 & 2 Seat Plan & List	BEA Form 3 Accounting Form	BEA Form 4 Chief Examiner's Report	BEA Form 5 and 6 Test Booklet Quantity and Complete	BEA Form 7 Room Examiner Test Admi	Chief Examiner's Transmittal Report Envelope.	Room Examiner's Transmittal Report	BEA Sticker Tape	BEA Name Grid	BEA Board Work
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		of Actual Examinees		Form	ness Verification Sheet/ Report on the Number of Used CETRE's, ETRE's and Answer Sheets	nistration Report	CETRE (white envelope)	Envelope ETRE (brown envelope)			
1. Printing size	7 in x 10 in	8 ½ in x 13 in	8 ½ in x 13 in	8 ½ in x 13 in	8 ½ in x 13 in	8 ½ in x 13 in	Long White Envelope	Long Brown Envelope	11 inches x 2 inches	22 inches x 34 inches	22 inches x 34 inches
2. Number of pages (estimate)	20 pages	Back to Back	Back to back	Back to back	Front only	Back to back	--	--	--	Front only	Front only
3. Color of Cover	None	--	--	--	--	--	--	--	--	--	--
4. Paper stock of Cover	White news print	White news print	White news print	White news print	White newsprint	White news print	Long White Envelope	Long Brown Envelope	--	White news print	White newsprint
5. Paper Stock of Inside Pages	White news print	--	--	--	--	--	--	--	--	--	--
6. Number of Copies	96,500	82,000	14,500	14,500	14,500	82,000	14,500	82,000	96,500	82,000	82,000
7. Process	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing	Offset printing
8. Numbering	None	None	None	None	None	None	None	None	None	None	None
9. Binding	Saddle stitch	None	None	None	None	None	None	None	None	None	None

10. Packaging	One per ETRE and one per CETRE	One sheet per room /ETRE	One sheet per school /CETRE	One sheet per school /CETRE	One sheet per school /CETRE (w/perforation/ line)	One set per room /ETRE	One envelope per school	One envelope per room	One per room /ETRE and per school 1/CETRE	One sheet per room /ETRE	One sheet per room /ETRE
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Lot No. 2- Batching, Accounting, Sorting, Editing, Cleaning, Proof Reading, Processing and Printing of Data Output Requirements and Technical Specifications for the Scannable Answer Sheets, School Headers and Certificates of Rating				STATE MENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
SPECIFICATIONS	Scannable Answer Sheets	Scannable School Headers	Certificates of Rating		
1. Printing size	8 ¼ inches x 12 ½ inches, back to back printing w/perforation (1 st sheet) 8 ¼ inches x 10 ½ inches, back to back printing (2 nd sheet)	8 ¼ inches x 10 ½ inches (back to back printing)	8 ¼ inches x 11 inches (back to back printing)		
2. Estimated number of pages	1 st sheet, back to back 2 nd sheet, back to back	1 sheet, back to back	One (1) sheet back to back printing		
3. Paper stock	Scannable OMR paper, 110 GSM	Scannable OMR paper, 110 GSM	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background and bar codes		
4 Number of copies	2,100,000 (1 st sheet) 2,100,000 (2 nd sheet)	14,500	2,000,000		
5. Process	Offset printing	Offset printing	Offset printing		

26. Numbering	Consecutive serial numbering	Consecutive serial numbering	Consecutive serial numbering		
7 Packaging	<ul style="list-style-type: none"> • 30 pairs AS per sealed plastic (gauge 3) & with label/batch slip containing the region, division, school and serial numbers • AS's shall be placed in a box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 layers) with label and plastic twine strap • Buffer must be packed by 5 answer sheets per sealed plastic to be placed in a separate box per Division Office <p>Paste name of authorized forwarder</p> <p>Print or Paste "Project Name" In both sides</p>	<p>One (1) sheet per school to be placed/inserted in the CETRE (white envelope)</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Name of Forwarder</div>	<p>Quantity of CORs shall be based on the number of examinees per school. CORs shall be placed in sealed plastic with label (gauge 3), per division, per box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 layers) with label and plastic twine straps</p>		

		Paste region, division and Testing Center and no. of		
	Project Name	NCR Division of Makati Elpidio Quirino High School Box __ of __		
8. Scanning machine and software	OMR scanners and software	OMR scanners and software	-----	
9. Designing and programming	Customized	Customized	Customized designing, includes the UV ink for BEA security logo, DepEd silhouette background, bar codes	

Lot No. 3 – Delivery and Retrieval of Test Materials	STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER									
Specification											
<ul style="list-style-type: none"> Forwarder/Courier must at least have ten (10) units of delivery trucks/vans in excellent running condition <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">Test Booklets, Scannable Answer Sheets and Non-classified Materials</th> </tr> <tr> <th style="text-align: center;">Delivery Period</th> <th style="text-align: center;">Test Administration</th> <th style="text-align: center;">Retrieval Period</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">November 8 – December 8, 2023 (30 calendar days)</td> <td style="text-align: center;">December 13 - 14, 2023</td> <td style="text-align: center;">December 18 – February 1, 2024 (45 calendar days)</td> </tr> </tbody> </table> <p style="text-align: center; border: 1px solid black; padding: 2px;">Delivery of CORs</p>	Test Booklets, Scannable Answer Sheets and Non-classified Materials			Delivery Period	Test Administration	Retrieval Period	November 8 – December 8, 2023 (30 calendar days)	December 13 - 14, 2023	December 18 – February 1, 2024 (45 calendar days)		
Test Booklets, Scannable Answer Sheets and Non-classified Materials											
Delivery Period	Test Administration	Retrieval Period									
November 8 – December 8, 2023 (30 calendar days)	December 13 - 14, 2023	December 18 – February 1, 2024 (45 calendar days)									

March 11 - 26,
2024
(15 calendar days)

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	November 9, 2023	November 9, 2023	November 10, 2023
Priority 11 - 16	November 13, 2023	November 13, 2023	November 14, 2023
Priority 17 - 24	November 17, 2023	November 17, 2023	November 18, 2023
Priority 25 - 30	November 21, 2023	November 21, 2023	November 22, 2023
Priority 31 - 36	November 25, 2023	November 25, 2023	November 26, 2023
Priority 37 - 41	November 30, 2023	November 30, 2023	December 1, 2023
Priority 42 - 46	December 6, 2023	December 6, 2023	December 7, 2023

MEANS OF TRANSPORTATION (test booklets, answer sheets, school headers and non-classified materials)
By Land/Truck

- Forwarder/Courier shall pick up the test materials by cluster/region at the Printer's warehouse using close vans/trucks or other vehicles with similar specification and capacity
- After loading of test materials, close vans must be pad locked and must only be open at DepEd Division Offices
- Forwarder/Courier must have at least ten (10) units of close vans/trucks or other vehicles with similar specifications and capacity in **excellent** running condition
- During retrieval, Forwarders/Courier must comply with the same requirements
- Boxes of test materials shall be brought directly at DepEd Division Offices during the delivery period and the boxes of test booklets at Printer of test booklets warehouse and the boxes of answer sheets at the Processing Company during the retrieval period

DELIVERY

Printer's warehouse (TB's and AS's) →
DepEd Division Offices

RETRIEVAL

DepEd Division Offices → Printer's
warehouse (TB's) →

Company warehouse (AS's)

By Air/Plane

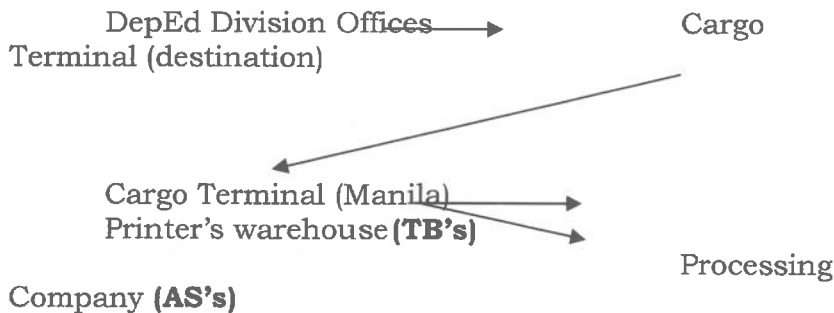
- Forwarder/Courier shall pick up the test materials by cluster/region at the Printer's warehouse using wing vans or close vans or other vehicles with similar specification and capacity
- Test materials must be brought directly at Cargo Terminal for loading and upon arrival at the destination, Forwarder/Courier must pick up the test materials and deliver it to DepEd Division Offices using close vans
- Close vans must be pad locked and must only be open at DepEd Division Offices
- Vehicles must be in **excellent** running condition
- During retrieval, Forwarders/Courier must comply with the same requirements
- Boxes of test materials shall be brought directly at DepEd Division Offices during the delivery period and the boxes of test booklets at Printer of test booklets warehouse and the boxes of answer sheets at the Processing Company during the retrieval period

DELIVERY

Printer's warehouse (TB's and AS's)
 Cargo Terminal (Manila)



RETRIEVAL



By Sea/Boat

- Forwarder/Courier shall pick up the test materials by cluster at the Printer's warehouse using close vans/trucks
- Test materials must be brought directly at Seaport Terminal for loading and upon arrival at the destination, Forwarder/Courier must pick up the

test materials and deliver it to DepEd Division Offices using close vans

- Test materials must be loaded/transported using **passenger vessels**
- Close vans must be pad locked and must only be open at DepEd Division Offices
- Vehicles must be in **excellent** running condition
- During retrieval, Forwarders/Courier must comply with the same requirements
- Boxes of test materials shall be brought directly at DepEd Division Offices during the delivery period and the boxes of test booklets at Printer of test booklets warehouse and the boxes of answer sheets and at the Processing Company during the retrieval period

DELIVERY

Printer's warehouse (**TB's and AS's**) →
Seaport Terminal (Manila)

Seaport Terminal (destination) → DepEd
Division Offices

RETRIEVAL

DepEd Division Offices → Seaport Terminal
(destination)

Seaport Terminal (Manila) → Printer's
warehouse (**TB's**)
Processing Company
(**AS's**)

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

- Means of transportation for the delivery by scheme and priority clusters/regions **must be strictly followed**. In case of force majeure, the forwarder/courier must advise DepEd – BEA (end-user)
- Accompanied cargo utilizing container vans **must not be mixed cargo**. For billing purposes forwarder/courier must attach/submit Bills of Lading to validate compliance, otherwise a penalty of 1/10 of 1% shall be deducted to the total contract price
- Delivery of test materials **must be ten (10) days for divisions outside Metro Manila and three (3) days for divisions within Metro Manila** before examination day to be coordinated with DepEd – BEA. Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total

<p>contract price shall be imposed for every day of delay</p> <ul style="list-style-type: none"> Forwarder/Courier shall pick up the test materials from the Printer's warehouses and deliver is simultaneously to DepEd Division Offices <p>RETRIEVAL OF TEST BOOKLETS AND ANSWER SHEETS</p> <ul style="list-style-type: none"> Means of transportation for the retrieval by priority clusters must be strictly followed During the retrieval, accompanied cargo utilizing container vans must not be mixed cargo. For billing purposes, bidder/forwarder must attach/submit Bills of Lading to validate compliance, otherwise a penalty of 1/10 of 1 % shall be deducted to the total contract price Prior to retrieval Forwarder/Courier must conduct coordination with DepEd Offices to ensure that test materials are complete In case the Division/s failed to collect all the boxes of test materials from all the schools within its jurisdiction before the agreed date of retrieval, the Forwarder/Courier may still retrieve the collected boxes of test materials from the Division/s The Forwarder/Courier, however must secure a written confirmation that the Division/s failed to collect all the boxes of test materials before the agreed date of retrieval signed by Schools Division Superintendent, Assistant Schools Division Superintendent, Division Testing Coordinator or any authorized schools division personnel Expenses for the mailing of boxes of test materials not retrieved by the Forwarder/Courier shall be shouldered by the Division/s All test materials must be at the Printer's warehouse (TB.s) and Processing Company (AS's) on February 1, 2024 		
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Lot No. 1 - Guidelines, Qualifications for Quarantine Printing, Packaging, Labeling and Warehousing Requirements for Bidders/Printers and Technical Specifications		STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
Required Printing and Packaging Machines/Equipment			
Web Press with Quarter Fold – or its equivalent	At least 3 Speed Rate: 25,000 to 30,000 copies/hour Applied: 15,000 to 25,000 copies/hour		
Plate Maker or CTP	At least 1		
Gang Stitcher with 4 to 5	At least 3 100,000 copies/day		

stations – or its equivalent			
Three-knife Trimmer – or its equivalent	At least 3 at least 100,000 copies/day		
High capacity – two color offset press – or its equivalent	At least 1 10,000 sheets per hour		
Digital paper cutter, high capacity – or its equivalent	At least 2 45 inches length 5 to 7 inches height		
Perforating machine	At least 1		
Plastic Sealer	At least 7		
Strapping Machine	At least 5		
Power Generator	At least 1 Industrial/commercial type Can supply power for at least 24 hours		
Other Requirements	DepEd - BEA shall have exclusive use of all printing and packaging machines/equipment intended for the Project during printing, stitching, numbering, packaging, labeling of test booklets and prior to the delivery of test materials to the Division Offices		
Required Plant and Facilities			
Plant area	At least 1,200 square meters At least 1,000 square meters is roofed or its equivalent		
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		
Other requirements	<ul style="list-style-type: none"> • DepEd – BEA shall have exclusive use of the specified plant during printing, stitching, numbering, packaging, labeling of test booklets and prior to the delivery of test materials to the Division Offices • In case the specified plant is too big for the Project, the Bidder/Printer must identify the portion of the plant to be 		

	<p>used for the Project. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</p> <ul style="list-style-type: none"> • 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			
For BEA one (1) male personnel	1 room at least 3 square meters w/ air conditioning unit		
For BEA one (1) female personnel	1 room at least 3 square meters w/ air conditioning unit		
For Printer's male personnel	At least 1 room can accommodate at least 40 persons		
For Printer's female personnel	At least 1 room can accommodate at least 40 persons		
For BEA paper work	1 room with at least 2 office tables w/ air conditioning unit		
Personal Computer with Printer	2 units		
Other requirements	<ul style="list-style-type: none"> • Printer must provide food/meals (breakfast, lunch, dinner, morning and afternoon snacks), personal needs (bath soap, detergent soap, shampoo, toothpaste) and medical care to all BEA and Bidder/Printers quarantined personnel for forty (40) 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		

Other requirements	<ul style="list-style-type: none"> • Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao) • Three (3) 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 enclosed using concrete, double-wall plywood or galvanized metal sheets • Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder • Bidder/Printer should not transfer the test booklets without the written approval of DepEd - BEA 		
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MANPOWER REQUIREMENTS (test booklets and non-classified materials)

Manager or Supervisor	Quantity: 1 Personnel		
Quality Assurance	Quantity: 1 Personnel		
Workers for printing, stitching, packing and labeling	Quantity: 15 Personnel		
Inserting of BEA Forms, Sticker Tapes, Name Grid and Examiner's Handbook to CETRE and ETRE	Quantity: 20 Personnel		

MANPOWER REQUIREMENTS (test booklets)

Computer Programmer	Quantity: 1 Personnel		
Managers	Quantity: 2 Personnel		
Supervisors	Quantity: 2 Personnel		
Quality Assurance	Quantity: 2 Personnel		
Workers for printing, stitching, numbering, packing and labeling	Quantity: 80 Personnel		

Male workers during matching of test booklets and answer sheets	Quantity: 10 Personnel that may come from the 20 workers for printing, stitching, numbering, packing and labeling		
Workers during the accounting of test booklets	Quantity: 20 Personnel that may come from the 20 workers for printing, stitching, numbering, packing and labeling		
Security Guards (1 Security Guards per 8 hour shift)	Quantity: 6 Personnel		
Security Guard per shift during the accounting of test booklets and the 1 year warehousing period (1 Security Guard per 8 hour shift)	Quantity: 3 Personnel that may come from the 6 security guards		
Task Force to act on request for additional test materials	Quantity: 2 Personnel that may come from the 20 workers for printing, stitching, numbering, packing and labeling		
Other requirements	<ul style="list-style-type: none"> • Task Force shall be composed of two (2) personnel from the Bidder/Printer and two (2) BEA personnel • At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following information: complete name, age, gender and job description • In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted • All workers <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 		

	<ul style="list-style-type: none"> • All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices • Quarantined personnel shall be allowed to go out only in meritorious cases and must secure a written approval from the End-user e. g. death of immediate family member. Only health and safety reasons shall be exempted from this provision of securing a written approval e. g. life threatening illness, accidents • BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount on all quarantined personnel, time and frequency shall be at discretion of BEA • Bidder/Printer must provide quarantined personnel with uniforms and IDs 		
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Additional Project Requirements

<p>HEALTH AND SAFETY REQUIREMENTS</p>	<ul style="list-style-type: none"> • In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider • Installation of thermal scanners, sanitation/hygiene stations, alcohol stations 		
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<p>PRE-PRINTING, PRINTING and DELIVERY PHASE of non-classified materials</p>	<ul style="list-style-type: none"> • Camera-ready form of Examiner's Handbook and samples of ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7, Sticker Tape, Name Grid and Board Work shall be provided by DepEd – BEA to the Printer on October 9, 2023 • Printing, inserting and packing period of non-classified materials is on October 14 – 28, 2023 (14 calendar days) • Date of delivery must start on October 29 – November 6 (7 calendar days) • Bidder/Printer must deliver non-classified materials at the warehouse/plant of the printer of answer sheets/service provider • Delivery destination <p>PRINTER'S WAREHOUSE → PRINTER of answer sheets (ETRE, CETRE, BEA Forms 1, 2, 3, 4, 5, 6, 7 Sticker Tapes, Name Grid, Board Work and Examiner's Handbook)</p>		
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<p>PACKAGING MATERIALS AND REQUIREMENTS for NON-CLASSIFIED MATERIALS</p>	<ul style="list-style-type: none"> • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 1, 2, 7, Sticker Tape, Name Grid and Board Work inside the ETRE prior to delivery at the printer of answer sheets • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 3, 4, 5, ,6, and Sticker Tape inside the CETRE prior to delivery at the printer of answer sheets • Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer • ETRE (brown envelope) with Examiner's Handbook, Forms 1, 2, 7, Sticker Tape, Name Grid and Board Work must be packed by 500 per box prior to delivery • CETRE (white envelope) with Examiner's Handbook, Forms 3, 4, 5, 6 and Sticker Tape must be packed by 500 per box prior to delivery 		
<p>PRE-PRINTING and PRINTING PHASE of test booklets</p>	<ul style="list-style-type: none"> • Bidder/Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS) and Packing Guide of test booklets • Data of NAS shall be provided by DepEd – BEA. In case of additional test booklets is needed, Alternative Method of Procurement (AMP), specifically Repeat Order shall be used • Program to be used in the preparation of NAS must be evaluated and approved by DepEd – BEA • Excel, MS Access, MS SQL, .NET or other programming languages may be used to prepare the NAS • Preparation of NAS shall be by school, by district, by division and by region 		
<p>PRINTING OF TEST BOOKLETS</p>	<ul style="list-style-type: none"> • Camera-ready form of test booklets shall be given by DepEd – BEA on October 29, 2023 • Printing, stitching, numbering, labeling and packing period of test booklets is on October 29 December 8, 2023 (40 calendar days) 		
<p>MATCHING OF BOXES OF TEST BOOKLETS AND BOXES OF ANSWER SHEETS</p>	<ul style="list-style-type: none"> • Matching of boxes of test booklets and boxes of answer sheets must be done inside the identified/specified plant of the Printer of test booklets • Printer of answer sheets shall deliver boxes of answer sheets to the plant/warehouse of the printer of test booklets (schedule of delivery of boxes of answer sheets is provided below) 		

<p>DELIVERY and RETRIEVAL OF TEST BOOKLETS, ANSWER SHEETS and NON-CLASSIFIED MATERIALS</p>	<ul style="list-style-type: none"> • Delivery of test booklets, answer sheets and non-classified materials to DepEd Division Offices shall be the responsibility of the winning forwarder/courier • Forwarder/Courier shall pick-up the test materials at Printer's warehouse after 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 • After retrieval of test materials, test booklets will be brought directly to the warehouse of test booklet Printer and the scannable answer sheets and school headers to the warehouse of the Test Processing Company • All test materials shall be duly received by representatives of the Printer of test booklets and Test Processing Company from the Forwarder/Courier 																																		
<p>DELIVERY AND PICK-UP SCHEDULE</p>	<table border="1"> <thead> <tr> <th>Priority No.</th> <th>Date of Delivery of Boxes of Answer Sheets</th> <th>Date of Matching of Boxes of ASs and TBs</th> <th>Date of Pick-up of Boxes TBs and Ass of Forwarder</th> </tr> </thead> <tbody> <tr> <td>Priority 1 - 10</td> <td>November 9, 2023</td> <td>November 9, 2023</td> <td>November 10, 2023</td> </tr> <tr> <td>Priority 11 - 16</td> <td>November 13, 2023</td> <td>November 13, 2023</td> <td>November 14, 2023</td> </tr> <tr> <td>Priority 17 - 24</td> <td>November 17, 2023</td> <td>November 17, 2023</td> <td>November 18, 2023</td> </tr> <tr> <td>Priority 25 - 30</td> <td>November 21, 2023</td> <td>November 21, 2023</td> <td>November 22, 2023</td> </tr> <tr> <td>Priority 31 - 36</td> <td>November 25, 2023</td> <td>November 25, 2023</td> <td>November 26, 2023</td> </tr> <tr> <td>Priority 37 - 41</td> <td>November 30, 2023</td> <td>November 30, 2023</td> <td>December 1, 2023</td> </tr> <tr> <td>Priority 42 - 46</td> <td>December 6, 2023</td> <td>December 6, 2023</td> <td>December 7, 2023</td> </tr> </tbody> </table>	Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes TBs and Ass of Forwarder	Priority 1 - 10	November 9, 2023	November 9, 2023	November 10, 2023	Priority 11 - 16	November 13, 2023	November 13, 2023	November 14, 2023	Priority 17 - 24	November 17, 2023	November 17, 2023	November 18, 2023	Priority 25 - 30	November 21, 2023	November 21, 2023	November 22, 2023	Priority 31 - 36	November 25, 2023	November 25, 2023	November 26, 2023	Priority 37 - 41	November 30, 2023	November 30, 2023	December 1, 2023	Priority 42 - 46	December 6, 2023	December 6, 2023	December 7, 2023		
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<p>ACCOUNTING OF TEST BOOKLETS</p>	<ul style="list-style-type: none"> • Bidder/Printer must provide office supplies, such as pens, pencils, packing tapes, markers, plastics, etc. during the accounting of test booklets • Bidder/Printer must provide an area at least 100 square meters for the accounting of test booklets 																																		
<p>REQUIRED PACKAGING and LABELING MATERIALS</p>	<ul style="list-style-type: none"> • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 1, 2, 7, Sticker Tape, Name Grid and Board Work inside the ETRE prior to delivery at the printer of answer sheets • Bidder/Printer must put/place/insert Examiner's Handbook, Forms, 3, 4, 5, ,6, and Sticker Tape inside the CETRE prior to delivery at the printer of answer sheets • Labor and materials for packing and labeling of non-classified materials must be shouldered by the Bidder/Printer 																																		

	<ul style="list-style-type: none"> • 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 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 		
<p>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION and LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • Twenty-four (24) hour security system • A Task Force from the Bidder/Printer to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials • Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract • DepEd - BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications • If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. 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 		

	<ul style="list-style-type: none"> • If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract • Lost and/or wet test booklets during the three (3) month warehousing (storage period) and leakage of confidential materials during the three (3) month warehousing period shall be penalized accordingly, without prejudice to the filing of criminal charges against the Bidder/Printer <p>Formula:</p> <ul style="list-style-type: none"> • 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, 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 		
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Lot No. 2: NCAE Scannable Answer Sheets and Processing of Test Results)Guidelines, Qualifications, Security Requirements for the Printing of Scannable Answer Sheets and School Headers; Batching, Accounting, Sorting, Scanning, Editing, Cleaning, Proof Reading, Processing of Test Results and Data Output Requirements and Technical Specifications)

REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT			
High capacity – Two Colors Offset Press/Impressions – or its equivalent	At least 2 10.000 sheets per hour		
Plate maker	Quantity: 1		
Digital Paper Cutter, high capacity – or its equivalent	At least 2 45 inch length 5 to 7 inches height		

OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	At least 3 20,000 sheets per hour		
Desktop/Laptop Computers	At least 25		
Server	Quantity: 1		
High Speed, Heavy Duty Laser Printer – or its equivalent	At least 10 3,000 sheets per hour - minimum		
Bar Code Printer and Numbering Machine – or its equivalent	At least 10 12,000 sheets per hour		
Perforating Machines – or its equivalent	At least 2 6,000 sheets per hour		
Plastic Sealer	At least 2		
Strapping Machine	At least 3		
Plastic Shrinkable Sealer	At least 3		
Power Generator	Quantity: 1 Industrial/Commercial Type Can supply power for 24 hours		
Other requirement	Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets		
Required Plant and Other Facilities			
Plant area	At least 1,000 square meters is roofed		
Parking area	Adequate space for at least two (2) delivery trucks and vans		
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration		
Wall/Fence	At least 6 feet		
Other requirements	<ul style="list-style-type: none"> • 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 		

	<p>concrete, double-wall plywood or galvanized metal sheets</p> <ul style="list-style-type: none"> • Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones) 		
REQUIRED WAREHOUSE/STORAGE (after test administration)			
Warehouse	At least 1,000 square meters, ten (10) feet in height		
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
Other requirements	<ul style="list-style-type: none"> • Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao) • 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			
A. Programming and data processing for BEAs Computer Output Requirements	1 Computer Programmer with knowledge in statistics		
B. Before Test Administration			
a. Quality Control	2 Quality control staff		

b. Supervising and roving quality control	1 Supervising Quality Control		
c. Encoding	6 Encoders		
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets, school headers	at least 60 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 and school headers	at least 60 workers		
h. Cleaning, editing, proof-reading of answer sheets and school headers**	at least 20 workers per day		
I Editing, proof-reading and printing of certificates of rating	30 workers		
j. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards		

Other Requirements	Bidder/printer must provide personnel with uniforms and IDs		
Additional Project Requirements			
HEALTH AND SAFETY REQUIREMENTS	<ul style="list-style-type: none"> • In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider • Installation of thermal scanners, sanitation/hygiene stations, alcohol stations 		
CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS	<ul style="list-style-type: none"> • NCAE scannable answer sheets and scannable school headers shall be printed using OMR paper (110 GSM) using blue and black ink • NCAE scannable answer sheets and school headers shall contain, the following information/data: <p style="text-align: center;">FRONT SIDE (1st sheet)</p> <ol style="list-style-type: none"> 1. Last Name, First name, Middle Initial w/ bubbles/options 2. Birth date w/ bubbles/options 3. School ID w/ bubbles/options 4. How many are you in the class/section? w/ bubbles/options 5. School Subject Grade in Math, English, Science and TLE w/ bubbles/options 6. Type of School, Public or Private w/ bubbles/options 7. Region and Division w/ bubbles/options 8. School Location w/ bubbles/options 9. Examinee Descriptive Questionnaire w/ bubbles/options 10. Occupational Interest Scale w/ bubbles/options 11. Gender w/ bubbles/options 12. Out of School Youth, Yes or No w/ bubbles/options 		

13. GASTPE Grantee, Yes or No w/ bubbles/options
14. Applying for CHED Scholarship, Yes or No w/ bubbles/options
15. Bar Code and serial Numbers
16. Timing Marks
17. Marking Instructions

DORSAL PORTION

1. Examinee Descriptive Questionnaire (EDQ)
10 questions with bubbles/options per questions
2. Reading Comprehension
30 questions with 4 bubbles/options per question
3. Clerical Ability
20 questions with 4 bubbles/options per question
4. Mathematical Ability
30 questions with 4 bubbles/options per question
5. Manipulative Skills
20 questions with 4 bubbles/options per question
6. Verbal Ability
30 questions with 4 bubbles/options per question
7. Scientific Ability
30 questions with 4 bubbles/options per question
8. Logical Reasoning Ability
15 questions with 4 bubbles/options per question
9. Non-Verbal Ability
20 questions with 4 bubbles/options per question
10. Entrepreneurial Skills
20 questions with 4 bubbles/options per question
11. Signature
12. Name of School
13. Address of School
14. Timing marks

FRONT SIDE (2nd sheet)

1. Last Name, First name, Middle Initial w/ bubbles/options
2. School ID w/ bubbles/options
3. Bar Codes and serial number
4. Timing marks
5. Occupational Interest Inventory for Secondary Students
260 questions with 4 bubbles/options per question

DORSAL PORTION

NCAE Tracks

1. Science, Technology, Engineering and Mathematics (STEM)
60 questions with 4 bubbles/options per question
2. Humanities , Education, Social Sciences (HESS)
60 questions with 4 bubbles/options per question
3. Accountancy, Business and Management (ABM)
60 questions with 4 bubbles/options per question
4. Arts and Design
20 questions with 4 bubbles/options per question
5. Sports
20 questions with 4 bubbles/options per question
6. Timing Marks

- For the scannable school headers, the following information/data shall be printed:

FRONT SIDE

1. Name of School
2. Address of School
3. Region and Division w/ bubbles/options
4. Total enrolment w/ bubbles/options
5. Number of actual Examinees w/ bubbles/options
6. Does the school conduct SPED classes in high

	<p>school? Yes or No w/ bubbles/options</p> <p>7. Legislative/Congressional District w/ bubbles/options</p> <p>8. Pupil-Textbook Ratio w/ bubbles/options</p> <p>9. High School Type w/ bubbles/options</p> <p>10. Does the school have the following facilities? list of facilities, Yes or No w/ bubbles/options</p> <p>11. Headed by w/ bubbles/options</p> <p>12. School location w/ bubbles/options</p> <p>13. Percentage rate, drop-out, survival and retention w/ bubbles/options</p> <p>14. In what way does the school utilize NCAE results? w/ bubbles/options</p> <p>15. For school Heads/Principals questions w/ bubbles/options</p> <p>16. Timing Marks</p> <p>DORSAL PORTION</p> <p>1. Is the school supported/sponsored by</p> <p>2. Number of teachers, completed bachelor's degree, master's degree, doctoral degree</p> <p>3. Number of teachers, Teacher I, Teacher II, Teacher III, Master Teacher</p> <p>4. Number of teachers, major/minor in Math, Science, English, Filipino and Araling Panlipunan</p> <p>5. Number of teachers who are non-majors, but teaching the subject, Math, Science, English, Filipino and Araling Panlipunan</p> <p>6. Non-teaching personnel</p> <p>7. Number of teachers w/ teaching load</p> <p>8. Number of classroom</p> <p>9. Number of classroom furniture</p> <p>10. Number of GASTPE scholars</p> <p>11. Number of GASTPE scholars, G7</p> <p>12. Number of GASTPE scholars, G8</p>		
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	<p>13. Number of GASTPE scholars, G9 14. Number of Grade 7 students 15. Number of Grade 8 students 16. Number of Grade 9 students 17. Timing marks</p> <p>NOTE - information/data, questions, bubbles/options may be added/deleted by DepEd - BEA</p>		
<p>PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</p>	<ul style="list-style-type: none"> • DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on October 18, 2023 • Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before October 20, 2023. 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 October 28 - November 27, 2023 (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 		
<p>DELIVERY OF ANSWER SHEETS and</p>	<ul style="list-style-type: none"> • Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the 		

<p>SCHOOL HEADERS</p>	<p>plant of the Printer of test booklets and must start on November 9, 2023 and end on December 6, 2023 Delivery dates must be strictly followed, otherwise, a penalty of 1/10 of 1 % of the total contract price shall be imposed for every day of delay</p> <ul style="list-style-type: none"> • Delivery destination: PRINTER'S WAREHOUSE → Printer of test booklets <table border="1" data-bbox="467 488 1066 660"> <thead> <tr> <th>Priority No.</th> <th>Date of Delivery of Boxes of Answer Sheets</th> <th>Date of Matching of Boxes of ASs and TBs</th> <th>Date of Pick-up of Boxes TBs and Ass of Forwarder</th> </tr> </thead> <tbody> <tr> <td>Priority 1 - 10</td> <td>November 9, 2023</td> <td>November 9, 2023</td> <td>November 10, 2023</td> </tr> <tr> <td>Priority 11 - 16</td> <td>November 13, 2023</td> <td>November 13, 2023</td> <td>November 14, 2023</td> </tr> <tr> <td>Priority 17 - 24</td> <td>November 17, 2023</td> <td>November 17, 2023</td> <td>November 18, 2023</td> </tr> <tr> <td>Priority 25 - 30</td> <td>November 21, 2023</td> <td>November 21, 2023</td> <td>November 22, 2023</td> </tr> <tr> <td>Priority 31 - 36</td> <td>November 25, 2023</td> <td>November 25, 2023</td> <td>November 26, 2023</td> </tr> <tr> <td>Priority 37 - 41</td> <td>November 30, 2023</td> <td>November 30, 2023</td> <td>December 1, 2023</td> </tr> <tr> <td>Priority 42 - 46</td> <td>December 6, 2023</td> <td>December 6, 2023</td> <td>December 7, 2023</td> </tr> </tbody> </table>	Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes TBs and Ass of Forwarder	Priority 1 - 10	November 9, 2023	November 9, 2023	November 10, 2023	Priority 11 - 16	November 13, 2023	November 13, 2023	November 14, 2023	Priority 17 - 24	November 17, 2023	November 17, 2023	November 18, 2023	Priority 25 - 30	November 21, 2023	November 21, 2023	November 22, 2023	Priority 31 - 36	November 25, 2023	November 25, 2023	November 26, 2023	Priority 37 - 41	November 30, 2023	November 30, 2023	December 1, 2023	Priority 42 - 46	December 6, 2023	December 6, 2023	December 7, 2023		
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<p>PACKAGING MATERIALS AND REQUIREMENTS</p>	<ul style="list-style-type: none"> • 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 																																		
<p>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</p>	<ul style="list-style-type: none"> • Answer sheets must be 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 																																		
<p>SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</p>	<ul style="list-style-type: none"> • Service provider must develop a program to scan the used scannable answer sheets and school headers • DepEd-BEA shall perform manual checking/scoring to validate the 																																		

	<p>test results of scanning and programming</p> <ul style="list-style-type: none"> • 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 • 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 		
<p>PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</p>	<ul style="list-style-type: none"> • Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes • Program development and automated processing of test result • Develop program and software to process individual test results • Program development for the automated printing of individual Certificate of Ratings • Printing of Certificate of Rating forms and processing period is from December 21 – March 10, 2024 (80 calendar days) • Please see attached for the statistical data output requirements • Certificate of Ratings must be ready for pick-up by the authorized forwarder/courier on March 11 – 15, 2024 • Statistical data output requirements in printed and electronic copies must be delivered at DepED - BEA on or before March 20, 2024 		
<p>PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</p>	<ul style="list-style-type: none"> • Batching, sorting, accounting, scanning, processing is from December 21, 2023 – March 10, 2024 (70 calendar days) • Program development and automated processing of test result 		

	<ul style="list-style-type: none"> • 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 March 29, 2024 • Please see attached for the statistical data output requirements 		
<p>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • 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 		

	<p>must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</p> <ul style="list-style-type: none"> • 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 <p>Formula: No. of scannable answer sheets x Php 50.00 = Amount of Deduction</p> <ul style="list-style-type: none"> • Payment shall be <ul style="list-style-type: none"> - 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, printing of certificates of rating 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 		
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Lot No. 3 Delivery and Retrieval of Test Materials(Guidelines, Qualifications, Requirements of Bidders/Forwarders/Couriers and Technical Specifications)

MANPOWER REQUIREMENTS

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

Additional Project Requirements

SECURITY REQUIREMENTS FOR TEST	<ul style="list-style-type: none"> • A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA 		
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MATERIALS,
INSPECTION
AND
LIQUIDATED
DAMAGES

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**

	<ul style="list-style-type: none"> • Further, all expenses for the re-test shall be shouldered by the Forwarder/Courier including the test materials to be used • Payment shall be <ul style="list-style-type: none"> - 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 <p>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</p>		
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STATEMENT OF COMPLIANCE

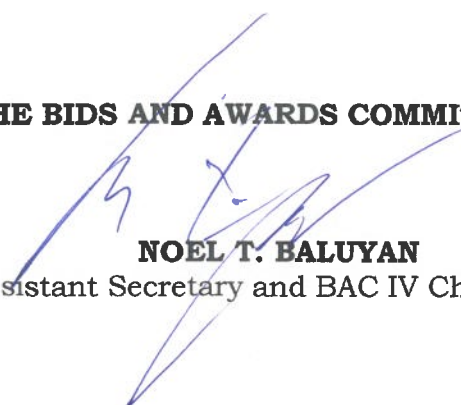
I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Procurement of Test Materials for 2023 National Career Assessment Examination (NCAE).**

Name and Signature of Bidder’s Authorized Representative

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

For your information and guidance.

FOR THE BIDS AND AWARDS COMMITTEE IV:


NOEL T. BALUYAN
 Assistant Secretary and BAC IV Chairperson 