



Republic of Philippines
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City
<https://www.deped.gov.ph/>



Mahat-amel A. Carpostal
TRI-MEGA's Witness

Roberto M. Amurao
ROBERTO M. AMURAO
TRI-MEGA

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

Gloria Jumamil-Mercado
GLORIA JUMAMIL-MERCADO
DEPED

PROJECT: Procurement of Southeast Asia Primary Learning Metrics (SEA-PLM) Test Materials
CONTRACT NO.: 2023c-BEA3(002AMP001)-BIV-NP2FB008-C006

CONTRACT

THIS CONTRACT made and entered into this 28 day of APR 2023 2023 by and between the **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its Undersecretary for Human Resource and Organizational Development, **GLORIA JUMAMIL-MERCADO**, as per Department Order No. 001, s. 2023 and Office Order OO-OSEC-2023-60 (hereinafter referred to as "**DEPED**"); and **TRI-MEGA BUSINESS INTERNATIONAL, INC.**, represented herein by its President, **ROBERTO M. AMURAO**, with address at 85 Agno Extension, Tatalon, Quezon City, Philippines (hereinafter referred to as "**TRI-MEGA**"), as per Secretary's Certificate dated 17 April 2023 (hereto attached as Annex "A").

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

WHEREAS, DEPED invited bids for the procurement of Southeast Asia Primary Learning Metrics (SEA-PLM) test materials; **DEPED** conducted the bid opening on 03 March 2023 which, however, resulted to failure of competitive bidding since no bids were received; **DEPED** conducted another bid opening on 30 March 2023 which resulted to failure of competitive bidding due to the disqualification of the lone bidder;

WHEREAS, after two (2) failed competitive biddings, the Bids and Awards Committee (BAC) IV resolved to recommend to the Head of Procuring Entity (HOPE) the use of Negotiated Procurement as an alternative mode of procurement;

WHEREAS, under Section 53.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 and Section V, D (1.a) of Annex H of the same IRR, Negotiated Procurement – Two Failed Biddings may be resorted to where there has been failure of competitive bidding or Limited Source Bidding for the second time;

WHEREAS, DEPED invited four (4) prospective suppliers and engaged in negotiations with a lone supplier (**TRI-MEGA**) as to the technical and financial requirements for the project; **DEPED** selected the offer and declared the offer of **TRI-MEGA** as having the Single Calculated Responsive Quotation in the sum of **PHILIPPINE PESOS ONE MILLION, FOUR HUNDRED FORTY-FIVE THOUSAND, EIGHT HUNDRED FIFTY and 00/100 (PhP1,445,850.00) ONLY**, (hereinafter called the "Contract Price") detailed as follows:

Lot No.	Items	Quantity	Amount (in PhP)
Cognitive Test Booklets for Grade 5 Students			
1	Cognitive Booklet 1	360	PhP1,445,850.00
	Cognitive Booklet 2	360	
	Cognitive Booklet 3	360	
	Cognitive Booklet 4	360	
	Cognitive Booklet 5	360	
	Cognitive Booklet 6	360	

Lot No.	Items	Quantity	Amount (in PhP)
	Cognitive Booklet 7	360	
	Cognitive Booklet 8	360	
	Cognitive Booklet 9	360	
	Cognitive Booklet 10	360	
	Contextual Questionnaires		
	School Questionnaires	45	
	Teacher Questionnaires	225	
	Parent Questionnaire	3,600	
	Student Questionnaire	3,600	

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised IRR of RA 9184 shall be deemed to form and be read and construed as part of this Contract, viz:
 - a. Invitation for Negotiated Procurement Due to Two Failed Biddings;
 - i. Schedule of Requirements; and
 - ii. Technical Specifications;
 - b. **TRI-MEGA's** offer, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - c. Performance Security;
 - d. Notice of Award of Contract and **TRI-MEGA's** conforme thereto; and
 - e. Other contract documents required by existing laws and/or **DEPED**. **TRI-MEGA** agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed and Warranty Security, shall form part of the Contract.
3. **TRI-MEGA** shall post a Performance Security within ten (10) calendar days from receipt of the Notice of Award in the form and amount prescribed therein. The performance security shall be posted in favor of **DEPED**, and shall be forfeited in the event it is established that **TRI-MEGA** is in default of any of its obligations under this contract. **TRI-MEGA** shall be responsible for the extension of its performance security and/or undertake to renew its performance security whenever necessary, and without need of prior notice or instruction from the **DEPED**, to ensure that it is in force and effect for the whole duration of the contract and until a Certificate of Final Acceptance is duly issued.
4. Batch 1 of the goods shall be delivered by **TRI-MEGA** within **NINE (9) CALENDAR DAYS** while Batch 2 of the goods shall be delivered within **13 CALENDAR DAYS** upon **TRI-MEGA's** receipt of the Notice to Proceed. **TRI-**

Dr. Maharamel A. Corporal
 TRI-MEGA's Witness

Roberto M. Amurao
 ROBERTO M. AMURAO
 TRI-MEGA

Dr. Nelia V. Benito, CESO IV
 Director IV
 DEPED's Witness

Gloria Jumamil-Mercado
 DEPED


MADARAM J. A. CORPORAL
TRI-MEGA's Witness

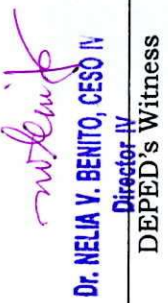
MEGA shall ensure the delivery of the goods in accordance with the Schedule of Requirements, and additional instructions for delivery and receipt of the goods, which are hereto attached as Annex "B" and made an integral part hereof.

5. **TRI-MEGA** shall deliver the goods at the DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City. Goods delivered to sites other than the DepEd Central Office without **DEPED**'s written authorization and/or approval may be rejected by the latter. **TRI-MEGA** shall notify the indicated authorized receiving personnel at the delivery site on the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of **DEPED** is present during the time of delivery. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel may be cause for the termination of the Contract.
6. **DEPED** shall have the right to visit and inspect **TRI-MEGA**'s premises covered by the Contract, at any time or stage of contract implementation, to monitor and assess **TRI-MEGA**'s capacity to discharge its contractual obligations.
7. Pre-delivery and Pre-implementation Conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team.
8. Prior to and for purposes of inspection, **TRI-MEGA** shall ensure convenient access to the goods for inspection. **TRI-MEGA** shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing and sorting of the goods prior to, during and after the inspection.
9. The goods shall be inspected by the designated DepEd Inspectorate Team. The said inspections shall be made upon notice to **DEPED** of the readiness of the goods for inspection. A turnaround period of not more than **30 WORKING DAYS** from the time of the receipt of the request for Pre-Delivery Inspection shall be given to **DEPED** to schedule the inspection.
10. The goods must conform to and comply with the standards mentioned in the Schedule of Requirements, and must be in accordance with the final Technical Specifications as approved by the Bids and Awards Committee, which is hereto attached as Annex "C" and made an integral part hereof.

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

11. Goods with defects or non-compliant with the required technical specifications shall be rejected, orally or in writing, by **DEPED** and replaced by **TRI-MEGA**. In such case, **TRI-MEGA** shall make the necessary


ROBERTO M. AMURAO
TRI-MEGA


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


GLORIA J. MAMIL-MERCADO
DEPED

adjustments/corrections to meet the requirements. The replacement goods for this reason shall be subject to re-inspection.

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

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

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

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

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

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

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


14. Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to five percent (5%) of the payment or a Special Bank Guarantee in an amount equal to five percent (5%) of the Contract Price required under Section 62 of R.A. 9184 and its revised IRR.

a. A three (3)-month warranty for the test booklets shall reckon from the date of issuance of Certificate of Final Acceptance by **DEPED**.

15. Ownership, title, rights and interest with respect to the contents of the test booklets, including all resources, records, or materials used or obtained in the course of this Agreement shall vest exclusively with **DEPED**. **TRI-MEGA** hereby irrevocably waives any claim thereto. **TRI-MEGA** shall not, in any manner and for any purpose, use the contents of the test booklets


Madaramel A. Corporeal
TRI-MEGA's Witness


ROBERTO M. AMURAO
TRI-MEGA


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



GLORIA DOMAMIL-MERCADO
DEPED

beyond what is expressly allowed for the purpose of accomplishing the terms under this Contract, unless express permission of **DEPED** in writing is obtained.

16. **TRI-MEGA** shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to **TRI-MEGA**, or collect from any of the securities or warranties posted by **TRI-MEGA**, whichever is convenient to **DEPED**. Once the accumulated amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.
17. Breach of security and confidentiality resulting to leakage of the test materials or that of its contents by **TRI-MEGA** or any of its personnel/staff shall result to termination of the contract, without prejudice to other legal remedies and actions available to **DEPED**.
18. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to R.A. No. 9285, or the "Alternative Dispute Resolution Act of 2004," and its Implementing Rules and Regulations.

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

SIGNED, SEALED AND DELIVERED BY:


GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource
and Organizational Development
DEPED


ROBERTO M. AMURAO
President
TRI-MEGA

SIGNED IN THE PRESENCE OF:


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


Maharamet A. Corporeal
TRI-MEGA's Witness

CERTIFIED FUNDS AVAILABLE: ₱1,446,850.-


MA. RHUNNAL CATALAN
Chief Accountant

REPUBLIC OF THE PHILIPPINES)

_____, METRO MANILA) S.S

PASIG CITY

ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for PASIG CITY,
Philippines, this APR 28 2023 day of _____ 2023 personally appeared:

NAME

GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource
and Organizational Development
DEPED

GOVERNMENT ISSUED ID
(Number, Issued On, Issued By)

P6519758A, 22 March 2018
DFA Manila


ROBERTO M. AMURAO
President
TRI-MEGA

NO5-77-012003
DRIVERS LICENSE

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is the free and voluntary act and deed of the entity which they respectively represent.

The foregoing instrument is a CONTRACT consisting of five (5) pages (exclusive of attachments), excluding this page on which this acknowledgment is written and signed by the parties hereto.

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

NOTARY PUBLIC

Doc. No. 76
Page No. 116
Book No. 118
Series of 2023.

FERDINAND D. AYAHAO
Notary Public
For Pasig City, Pateros and San Juan City
Appointment No. 108 (2022-2023) valid until 12/31/2023
MCLB Exemption No. VII-BEP003719 valid until 04/14/25
Roh No. 46377; IBP LRN 02459; OR 539886; 06/21/2001
TIN 123-011-785; PTR 0161665; 01/06/23; Pasig City
Unit 5, West Tower PSE, Exchange Road
Ortigas Center, Pasig City Tel. +632-86314090

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

SECRETARY'S CERTIFICATE

I, Macaria S. Castillo, of legal age, Filipino, being the duly elected and qualified Corporate Secretary of Tri-Mega Business International, Inc., a corporation duly organized and existing in accordance with the laws of the Republic of the Philippines, with the office address at 85 Agno Extension, Tatalon, Quezon City, under oath do hereby certify that in a special meeting of the Board of Directors held on April 14, 2023 the following resolution was unanimously approved:

RESOLVED, that the Board of Directors of the Corporation hereby authorizes ROBERTO M. AMURAO, having full power and authority as the duly designated Authorized Representative of TRI-MEGA BUSINESS INTERNATIONAL INC in the bidding *Procurement of Southeast Asia Primary Learning Metrics (SEA-PLM) Test Materials PROJECT ID: 2023c-BEA3(002AMP001)-BIV-NP2FB-008* of the Department of Education - Bureau of Educational Assessment

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

IN WITNESS WHEREOF, I have signed this Certificate on this APR 17 2023 day of _____ 2023 at Quezon City, Philippines.

m.s. Castillo
Macaria S. Castillo
Corporate Secretary

Attested by:

[Signature]

Roberto M. Amurao
President

APR 17 2023

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

Doc. No. 231;
Page No. 03;
Book No. 100;
Series of 2023

Notary Public
[Signature]
ATTY. NATHANIEL IAN C. BALIGOD
Notary Public for Quezon City
Roll of Attorneys No. 71361
PTR No. 4091905 E, 01/17/23, Quezon City
IBP No. 195000; 01/17/23; Quezon City
MCLE VII-0019691 NP-201 (2022-2023) Valid until 12/31/23

8

[Signature]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantities	Total Per Batch	
			Batch 1 (within 9 days)	Batch 2 (within 13 days)
1	Cognitive Booklet for Grade 5 Students			
	Cognitive Booklet 1	360	120	240
	Cognitive Booklet 2	360	120	240
	Cognitive Booklet 3	360	120	240
	Cognitive Booklet 4	360	120	240
	Cognitive Booklet 5	360	120	240
	Cognitive Booklet 6	360	120	240
	Cognitive Booklet 7	360	120	240
	Cognitive Booklet 8	360	120	240
	Cognitive Booklet 9	360	120	240
	Cognitive Booklet 10	360	120	240
	Contextual Questionnaires			
	School Questionnaires	45	15	30
	Teacher Questionnaires	225	75	150
	Parent Questionnaire	3,600	1200	2400
	Student Questionnaire	3,600	1200	2400
	TOTAL	11070	3690	7380

A. Delivery Schedule

The delivery of goods shall start from the receipt of the Notice to Proceed (NTP). The delivery period is within thirteen days, consisting of two batches. The Batch 1 of the goods, with a total quantity of 3,690, shall be delivered within nine (9) days from receipt of NTP or not later than May 7, 2023. The Batch 2 of the goods, with a total quantity of 7,380, shall be delivered within thirteen (13) days from receipt of NTP or not later than May 11, 2023.

B. Project Site

Goods/Services shall be delivered to DepEd Central Office, Meralco Avenue, Pasig City.

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications /Terms of Reference (TOR) shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. to 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR) (see attached Annex "C")
- 3) Price – Lowest Bid/Quotation

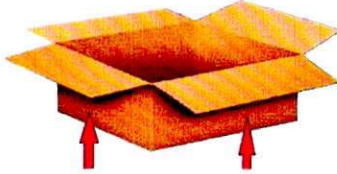
Technical Specifications

Detailed Product Specifications

Specifications		
Cognitive Booklet for Grade 5 Students Cognitive Booklets 1-10		Cognitive Booklet 1 Cognitive Booklet 2 Cognitive Booklet 3 Cognitive Booklet 4 Cognitive Booklet 5 Cognitive Booklet 6 Cognitive Booklet 7 Cognitive Booklet 8 Cognitive Booklet 9 Cognitive Booklet 10
	No. of Pages	32 pages for each booklet
	No. of Copies	360 copies for each booklet
Contextual Questionnaires School Questionnaires Teacher Questionnaires Parent Questionnaire Student Questionnaire		School Questionnaires Teacher Questionnaires Parent Questionnaire Student Questionnaire
	No. of Pages	24 pages for each questionnaire booklet
	No. of Copies	School Questionnaires- 45 copies Teacher Questionnaires- 225 copies Parent Questionnaire- 3600 copies Student Questionnaire- 3600 copies
Printing size	8 ¼ to inches x 10 ¾ inches	
Paper stock of cover	Book Paper (two color printing) – 60 GSM or higher	
Paper stock of inside pages	Book Paper (60 GSM) or higher	
Process	Offset printing	
Numbering	Consecutive serial numbering	
Binding	Saddle stitch	
Packaging	<ul style="list-style-type: none"> • 25 TEST BOOKLETS per sealed plastic (gauge 3) with label/batch slip containing the region, division, testing center and serial numbers of TB's • 8 SEALED PLASTICS CONTAINING TB'S must be placed inside a box (double wall, 350 lbs.) with label on four sides covered with plastic (pallet stretch film, at least 3 layers) and plastic twine straps, • Plastic bags with test booklets must be sealed using CLEAR TAPE WITH DEPED – BEA IMPRINT, boxes must be sealed using PACKING TAPES WITH DEPED – BEA IMPRINT <ul style="list-style-type: none"> ➤ Pallet 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 	

Specifications

- Clear tapes with DepEd – BEA imprint to seal plastic bags containing the test booklets
- Boxes must be properly labeled with Division and Region
- 25 test booklet per pack/8 packs per box



Paste or Print Project Name
in both sides

**PROJECT
SEAPLM**

Paste "Region, Division,
Name of School & No. of
Boxes" in both sides

NCR
SDS – MAKATI
(Pio del Pilar High School)
Box _ of _

Detailed Project Specific Requirements	
Specifications	
REQUIRED PRINTING and PACKAGING MACHINES/EQUIPMENT	
1. Full-color Sheet fed Press or Web Press with Quarter Fold – or its equivalent	Quantity: At least 1 Minimum capacity: 10,000 sheets per hour
2. Plate Maker	Quantity: At least 1
3. Gang Stitcher with 4 to 5 stations – or its equivalent	Quantity: At least 1 Minimum capacity: 30,000 copies/day
4. Three-knife Trimmer – or its equivalent	Quantity: At least 2 Minimum capacity: at least 50,000 copies/day
5. Digital paper cutter, high capacity – or its equivalent	Quantity: At least 1 Minimum capacity: 45 inches in length and 5 to 7 inches height
6. Plastic Sealer	Quantity: At least 2
7. Strapping Machine	Quantity: At least 2
8. Power Generator	Quantity: At least 1 Minimum capacity: Can supply power for 24 hours Type: Industrial/Commercial
9. Other requirement	DepEd - BEA shall have exclusive use of all printing and packaging machines/equipment intended for the Project during printing, stitching, packaging, labeling of test booklets and prior to the delivery of test materials to DepED Central Office
REQUIRED PLANT and OTHER FACILITIES	
1. Plant area	At least 600 square meters At least 500 square meters is roofed or its equivalent
2. Parking area	Adequate space for at least two (2) delivery trucks or vans
3. Office/Working area	Spacious and well ventilated place for office work and non-printing related activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms
4. Wall/Fence	At least 7 feet
5. Other requirement	<ul style="list-style-type: none"> • DepEd – BEA shall have exclusive use of the specified plant during printing, stitching, packaging, labeling of prior to the delivery of test materials to DepEd Central Office • In case the specified plant is too big for the Project, the Bidder/Printer must identify the portion of the plant to be used for the Project. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets • Twenty-four (24) hour communication network between the Bidder/Printer and DepEd - BEA (land lines, fax machines, cellular phones and internet connection)
REQUIRED LIVING QUARTERS and WORKING AREA	
1. Room for BEA one (1) male personnel	Quantity: 1 room at least 3 square meters w/ air conditioning unit

Detailed Project Specific Requirements		
Specifications		
2.	Room for BEA one (1) female personnel	Quantity: 1 room at least 3 square meters w/ air conditioning unit
3.	Room for Printer's male personnel	Quantity: At least 1 room can accommodate at least 40 persons
4.	Room for Printer's female personnel	Quantity: At least 1 room can accommodate at least 40 persons
5.	Room for BEA paperwork	Quantity: 1 room with at least 2 office tables w/ air conditioning unit
6.	Personal Computer with Printer	Quantity: 2 units
7.	Other requirements	<ul style="list-style-type: none"> • Printer must provide food/meals (breakfast, lunch, dinner, morning and afternoon snacks), personal needs (bath soap, detergent soap, shampoo, toothpaste) and medical care to all BEA and Bidder/Printers quarantined personnel for twelve (12) 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
MANPOWER REQUIREMENTS		
1.	Managers	Quantity: 2 personnel
2.	Supervisors	Quantity: 2 personnel
3.	Quality Assurance	Quantity: 2 personnel
4.	Workers for printing, stitching, numbering, packing and labeling	Quantity: 30 personnel
5.	Security Guards (1 Security Guards per 8 hour shift)	Quantity: 6 personnel
6.	Other requirement	<ul style="list-style-type: none"> • At the start of the quarantined period, the Bidder/Printer must submit the official list of all personnel to be quarantined with the following information: complete name, age, gender and job description • In the event that the Bidder/Printer opts to add personnel to facilitate completion of the Project, the same requirement must be submitted • All workers must at least be eighteen (18) years old and must be willing to be quarantined for the entire duration of the Project • Quarantine shall be defined as the complete isolation of all workers involved in the project from start to end of the printing, packaging and labeling of Primers to prevent possible leakage of confidential contents • All quarantined personnel shall have no internet access, communication thru cell phones, land lines and other communication gadgets/devices

Detailed Project Specific Requirements	
Specifications	
	<ul style="list-style-type: none"> • Quarantined personnel shall be allowed to go out only in meritorious cases and must secure a written approval from the End-user e. g. death of immediate family member. Only health and safety reasons shall be exempted from this provision of securing a written approval e. g. life threatening illness, accidents • BEA quarantined personnel or authorized representative shall have the authority to conduct random headcount on all quarantined personnel, time and frequency shall be at discretion of BEA • Bidder/Printer must provide quarantined personnel with uniforms and IDs
ADDITIONAL PROJECT REQUIREMENTS	
1. Health and safety	<ul style="list-style-type: none"> • In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider • Installation of thermal scanners, sanitation/hygiene stations, alcohol stations
2. Pre-Printing, Printing and Delivery Phase	<ul style="list-style-type: none"> • Camera-ready form shall be given by DepEd – BEA on April 29, 2023 • Printing, stitching, numbering, labeling and packing period of test booklets is on April 30 – May 11, 2023 (12 calendar days)
3. Security requirements for test materials, inspection and liquidated damages	<ul style="list-style-type: none"> • Twenty-four (24) hour security system • Breach of security and confidentiality resulting to leakage of the materials or that of its contents by the Supplier or any of its personnel staff will result to forfeiture of the entire value of the contract, without prejudice to other legal remedies and actions available to DepEd. • 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 • Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling of test booklets • Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price shall be deducted to cover for the Warranty