

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Testing Materials for Various 2024 Assessment Tests (Rebid)**

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

**Government of the Republic of the Philippines**



**Bureau of Education Assessment - Education Assessment  
Division (BEA-EAD)**

**April 2024**

**2024-BEA2(001to002&004to006)-BVI-CB-001a**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



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

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**Bids and Awards Committee VI**

**PROJECT NO.: 2024-BEA2(001to002&004to006)-BVI-CB-001a**

**INVITATION TO BID**

FOR THE

**Procurement of Testing Materials for Various 2024 Assessment Tests (Rebid)**

- 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)**
- V. Accreditation & Equivalency Test (A&E)**

1. The **Department of Education (DepEd)**, through the Government of the Philippines (GOP) under **2024-NASBE (Current Fund)** intends to apply the sum of **Philippine Pesos Seventy Sixty-Five Million, Four Hundred Fifty Thousand, Six Hundred Seventy-Seven and 00/100 (Php65,450,677.00)**, being the Approved Budget for the Contract (ABC) to payments under the contracts for the above projects, broken down as follows:

<b>Package</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Approved ABC (in Php)</b>
<b>I. PEPT – Special Administration</b>			
2	Printing and processing of Scannable Answer Sheets (SAS) and Certificates of Ratings (CORs)	<ul style="list-style-type: none"> <li>➤ Scannable AS (Regular): 30,000</li> <li>➤ Scannable AS (Walk-In): 30,000</li> <li>➤ CORs: 30,000</li> </ul>	<b>2,218,884.14</b>
<b>Total ABC for PEPT – Special Administration</b>			<b>2,218,884.14</b>
<b>II. NAT G6</b>			
2	Printing and processing of SAS and School Headers	<ul style="list-style-type: none"> <li>➤ Scannable AS: 2,300,000\</li> <li>➤ School Headers: 43,000</li> </ul>	<b>27,738,363.77</b>
<b>Total ABC for NAT G6</b>			<b>27,738,363.77</b>
<b>III. ELLNA</b>			
2	Printing and processing of SAS and School Headers	<ul style="list-style-type: none"> <li>➤ Scannable AS: 2,300,000</li> <li>➤ School Headers: 38,000</li> </ul>	<b>27,203,076.39</b>
<b>Total ABC for ELLNA</b>			<b>27,203,076.39</b>

<b>IV. QEALIS</b>			
2	Printing and processing of SAS and CORs	➤ Scannable AS: 5,000 ➤ CORs: 5,000	<b>831,432.00</b>
<b>Total ABC for QEALIS</b>			<b>831,432.00</b>
<b>V. A&amp;E</b>			
2	Printing and processing of SAS and CORs	➤ Scannable AS: 340,000 ➤ CORs: 320,000	<b>7,458,920.70</b>
<b>Total ABC for A&amp;E</b>			<b>7,458,920.70</b>

Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.

- The **DepEd**, through the **Bids and Awards Committee (BAC) VI**, now invites bids of the above projects in accordance with the guidelines stipulated in the **Government Procurement Policy Board (GPPB) Circular No. 06-2019**. Expected completion of delivery of the goods and services per lot is specified in **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications** of this bidding documents.

Bidders should have completed, within a period of **five (5) years** immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contracts to be bid and the values of which are adjusted by the Bidders to current prices using the Philippine Statistics Authority (PSA)'s Consumer Price Index (CPI). The SLCC must be **at least twenty-five percent (25%)** of the ABC of the package to be bid for; OR **at least two (2) similar contracts** and the total of the aggregated contract amount should be equivalent to **at least twenty-five percent (25%)** of the ABC of the package to be bid for; and the largest of these similar contracts must be equivalent to **at least twelve and a half percent (12.5%)** of the ABC of the package to be bid.

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary *"pass/fail"* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- Prospective Bidders may obtain further information from **DepEd Procurement Management Service - BAC Secretariat Division (ProcMS-BACSD)** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00am to 5:00pm.**
- For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:

- A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd ProcMS-BACSD, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue,**



**Pasig City**, upon accomplishing a bidder's information sheet and payment of a non-refundable fee for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust**.

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) by accomplishing a bidder's information sheet (**Annex "A"**). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents shall be **as follows**:

<b>Package</b>	<b>Bidding Documents Fee (in Php)</b>
I. PEPT	5,000.00
II. NAT G6	25,000.00
III. ELLNA	25,000.00
IV. QEALIS	1,000.00
V. A&E	10,000.00

6. The **DepEd** will hold a Pre-Bid Conference for this Project on **April 19, 2024, 2:00 P.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **9:00 A.M. of May 3, 2024** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Late bids shall not be accepted.**

Only **two (2) representatives** per bidder will be allowed to enter inside the venue.

**For the purpose of constituting a quorum**, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Instructions to Bidders (ITB) Clause 14.
9. The **DepEd** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

**REGINA D. NUÑEZ**

Technical Assistant II

Procurement Management Service - BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

11. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/>

*Date of Issuance of Bidding Documents: **April 12, 2024***

**(SGD.)**

**ATTY. RESTY C. OSIAS**

*Director IV and Chairperson*

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The **DepEd**, through its **Bureau of Education Assessment – Education Assessment Division (BEA-EAD)**, wishes to receive Bids for the **Procurement of Testing Materials for Various 2024 Assessment Tests (Rebid)**, namely: **(i) PEPT – Special Administration; (ii) NAT G6; (iii) ELLNA; (iv) QEALIS; and (v) A&E**, with project identification number **2024-BEA2(001to002&004to006)-BVI-CB-001a**.

The five (5) Rebid Procurement Projects (referred to herein as “Projects”) are composed of **one (1) package each as** described in **Section I. (Invitation to Bid), Section VI. (Schedule of Requirements), and Section VII. (Technical Specifications)**.

## 2. Funding Information

- 2.1. The GOP, through the source of funding General Appropriations Act (GAA) 2024 in the following amounts: **(i) Php2,218,884.14; (ii) Php27,738,363.77; (iii) Php27,203,076.39; (iv) Php831,432.00; and (v) Php7,458,920.70**.
- 2.2. The source of funding is the **GAA 2024** under **2024 NASBE (Current Fund)**. Pursuant to **NBC No. 590**, the funds for this project shall be valid for release, obligation, and disbursement until **December 31, 2025**, subject to any subsequent issuance to this effect.

## 3. Bidding Requirements

The Bidding for the Projects shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have an SLCC that is **at least one (1)** contract similar to the Projects to be bid and the value of which is adjusted by the Bidders to current prices using the PSA's CPI, must be **at least twenty-five percent (25%)** of the ABC of the lot bid for; OR **at least two (2) similar contracts**, the aggregate amount of which should be equivalent to **at least twenty-five percent (25%)** of the ABC of the bid for and the largest of these similar contracts must be equivalent to **at least half of the percentage of the ABC** as required.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. The Bidder may subcontract portions of the Projects to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Projects.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in **paragraph 6** of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within a period of **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
  - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
  - ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall not be less

than the percentage of the ABC in accordance with the schedule in the **BDS**.

- 14.2. The Bid and bid security shall be valid for one hundred twenty **(120) calendar days** reckoned from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies of the Bid and/or electronic copies. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

### **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time at its physical address indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

### **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

### **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the packages, and evaluation will be undertaken on a per package



basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each package separately.

- 19.3. The descriptions of the packages shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these packages are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABC for all the packages participated in by the prospective Bidder.
- 19.4. The Projects shall be awarded as separate contracts per package.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABC for the packages participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC for the line item participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
2	<p>The source of funding is based on the <b>GAA 2024</b> under <b>2024 NASBE (Current Fund)</b>. Pursuant to NBC No. 590, the funds for this project shall be valid for release, obligation, and disbursement until December 31, 2025, subject to any subsequent issuance to this effect.</p> <p>In accordance with <b>GPPB Circular No. 06-2019</b>, agencies may only proceed with the issuance of the Notice of Award upon approval or enactment of their respective appropriations and issuance of budget authorization document and based on the amount authorized therein. Thus, <b>if the allocated amounts for the mentioned projects are withdrawn or if the authorized amount in the GAA is lower than the contract amounts, the DepEd shall not proceed with the award for any of these projects.</b></p>
5.3	<p>For this purpose, contracts similar to the projects shall be:</p> <ol style="list-style-type: none"> <li>a. <b>Package 2</b> – Printing of scannable answer sheets and processing of examination results using scannable answer sheets</li> <li>b. completed within <b>five (5) years</b> immediately prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1b	<p><b>Subcontract</b></p> <p>Subcontracting shall not be allowed.</p>
9	<p>Request for clarifications for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity’s address is:</p> <p><b>Dir. Resty C. Osias</b>            Bids and Awards Committee (BAC) VI            c/o Procurement Management Service-BAC Secretariat Division            Rm. M-511, 5th Floor, Mabini Bldg.            DepEd Complex, Meralco Avenue, Pasig City            Telephone Nos. 8636-6542 or 8633-9343            Email address: <b>depedcentral.bacsecretariat@deped.gov.ph</b></p> <p>Consistent with Section 22.5.3 of the revised IRR of RA No. 9184, posting on the PhilGEPS and the Procuring Entity’s website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>

10	<p><b>Documents comprising the Bid: Technical Component</b></p> <p>The first bid envelope shall contain the technical documents as specified in Section VIII (Checklist of Technical and Financial Documents)</p> <p>Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s) for validation.</p> <p><b>Additional documentary requirement during the submission of bids for Packages 1 and 2:</b></p> <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>																																																										
11	<p><b>Documents comprising the Bid: Financial Component</b></p> <p>The second bid envelope shall contain the financial documents for the Bid, and the Bid Form and Price Schedule <b>shall be per package</b> as prescribed in the forms provided herein.</p>																																																										
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12	<p>The price of the Goods shall be quoted (<b>DepEd Central Office and designated Schools Division Offices</b>) or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Bid prices should be written in <b>two (2) decimal places only</b>. Bid prices that are written in more than two (2) decimal places shall be rounded off.</p> <p><b>Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).</b></p>																																																										
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts indicated as follows:</p> <table border="1" data-bbox="379 1592 1433 2123"> <thead> <tr> <th rowspan="2">Package</th> <th colspan="3">Bid Security Form &amp; Amount</th> <th rowspan="2">Bid Securing Declaration (no percentage required)</th> </tr> <tr> <th>Cost Breakdown of the ABC</th> <th>2% of ABC (if Bid Security is in Cash, Cashier’s/Manager’s check, Bank Draft/Guarantee or Irrevocable Letter of Credit)</th> <th>5% of ABC (if Bid Security is in Surety Bond)</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>I. PEPT-Special Administration</b></td> </tr> <tr> <td>2</td> <td>2,218,884.14</td> <td>44,377.68</td> <td>110,944.21</td> <td rowspan="4"></td> </tr> <tr> <td>Total</td> <td><b>11,783,217.67</b></td> <td><b>44,377.68</b></td> <td><b>110,944.21</b></td> </tr> <tr> <td colspan="5"><b>II. NAT G6</b></td> </tr> <tr> <td>2</td> <td>27,738,363.77</td> <td>554,767.28</td> <td>1,386,918.19</td> </tr> <tr> <td>Total</td> <td><b>27,738,363.77</b></td> <td><b>554,767.28</b></td> <td><b>1,386,918.19</b></td> </tr> <tr> <td colspan="5"><b>III. ELLNA</b></td> </tr> <tr> <td>2</td> <td>27,203,076.39</td> <td>544,061.53</td> <td>1,360,153.82</td> <td rowspan="4"></td> </tr> <tr> <td>Total</td> <td><b>27,203,076.39</b></td> <td><b>544,061.53</b></td> <td><b>1,360,153.82</b></td> </tr> <tr> <td colspan="5"><b>IV. QEALIS</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Package	Bid Security Form & Amount			Bid Securing Declaration (no percentage required)	Cost Breakdown of the ABC	2% of ABC (if Bid Security is in Cash, Cashier’s/Manager’s check, Bank Draft/Guarantee or Irrevocable Letter of Credit)	5% of ABC (if Bid Security is in Surety Bond)	<b>I. PEPT-Special Administration</b>					2	2,218,884.14	44,377.68	110,944.21		Total	<b>11,783,217.67</b>	<b>44,377.68</b>	<b>110,944.21</b>	<b>II. NAT G6</b>					2	27,738,363.77	554,767.28	1,386,918.19	Total	<b>27,738,363.77</b>	<b>554,767.28</b>	<b>1,386,918.19</b>	<b>III. ELLNA</b>					2	27,203,076.39	544,061.53	1,360,153.82		Total	<b>27,203,076.39</b>	<b>544,061.53</b>	<b>1,360,153.82</b>	<b>IV. QEALIS</b>								
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14.2	<p>Bid Securities, other than Bid Securing Declaration, shall be turned over to the DepEd Cash Division for Custody. The Bid Securing Declaration shall be under the custody of the BAC Secretariat. <b>The Bid Securing Declaration/Bid Security should indicate the specific lot numbers bid for.</b></p> <p>Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, or alteration affects any material information of feature of the document.</p>																				
15	<p>Prospective bidders shall enclose their original eligibility and technical documents in a <b>sealed envelope</b> marked as <b>“ORIGINAL – TECHNICAL PROPOSAL.”</b></p> <p>Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – TECHNICAL PROPOSAL”</b> and <b>“COPY NO. 2 – TECHNICAL PROPOSAL.”</b></p> <p>In addition, the USB Flash Drive containing the soft copy of the original eligibility and technical documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“TECHNICAL PROPOSAL”</b>.</p> <p>On the other hand, the original financial documents shall be enclosed in <b>another sealed envelope</b> marked as <b>“ORIGINAL – FINANCIAL PROPOSAL.”</b> Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – FINANCIAL PROPOSAL”</b> and <b>“COPY NO. 2 – FINANCIAL PROPOSAL.”</b> The USB Flash Drive containing the soft copy of the original financial documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“FINANCIAL PROPOSAL.”</b> Further, the envelopes marked as <b>“TECHNICAL PROPOSAL”</b> and <b>“FINANCIAL PROPOSAL”</b> shall be enclosed and/or sealed in an outer envelope marked as <b>“MOTHER ENVELOPE.”</b> (<i>See Illustration 1 of this Bidding Documents</i>).</p> <p>To facilitate the receipt and classification of bid envelopes, <b>mother envelope shall be RED, the inner envelope containing Technical Proposal shall be Blue, the inner envelope containing Financial Proposal shall be Green, and the Post-Qualification Documents shall be Brown.</b></p> <p>Post-qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post-qualification documents during bid submission.</p> <p><b>Note: Each Bidder shall submit three (3) paper copies (one (1) original and two (2) copies) of its bid and two (2) USB Flash Drive electronic copies (one Technical Component and one Financial</b></p>																				

**Component). The E-copy of the Price Schedule must be in the form of Excel and PDF.**

**Unsealed or unmarked bid envelopes, shall be rejected.** However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

**Online submission of bids is not allowed.**

19.3

The Projects shall be awarded by Package, detailed as follows:

Package	Item Description	Quantity	Approved ABC (in Php)
<b>I. PEPT – Special Administration</b>			
2	Printing and processing of Scannable Answer Sheets (SAS) and Certificates of Ratings (CORs)	<ul style="list-style-type: none"> <li>➤ Scannable AS (Regular): 30,000</li> <li>➤ Scannable AS (Walk-In): 30,000</li> <li>➤ CORs: 30,000</li> </ul>	<b>2,218,884.14</b>
<b>Total ABC for PEPT – Special Administration</b>			<b>2,218,884.14</b>
<b>II. NAT G6</b>			
2	Printing and processing of SAS and School Headers	<ul style="list-style-type: none"> <li>➤ Scannable AS: 2,300,000</li> <li>➤ School Headers: 43,000</li> </ul>	<b>27,738,363.77</b>
<b>Total ABC for NAT G6</b>			<b>27,738,363.77</b>
<b>III. ELLNA</b>			
2	Printing and processing of SAS and School Headers	<ul style="list-style-type: none"> <li>➤ Scannable AS: 2,300,000</li> <li>➤ School Headers: 38,000</li> </ul>	<b>27,203,076.39</b>
<b>Total ABC for ELLNA</b>			<b>27,203.076.39</b>
<b>IV. QEALIS</b>			
2	Printing and processing of SAS and CORs	<ul style="list-style-type: none"> <li>➤ Scannable AS: 5,000</li> <li>➤ CORs: 5,000</li> </ul>	<b>831,432.00</b>
<b>Total ABC for QEALIS</b>			<b>831,432.00</b>
<b>V. A&amp;E</b>			
2	Printing and processing of SAS and CORs	<ul style="list-style-type: none"> <li>➤ Scannable AS: 340,000</li> <li>➤ CORs: 320,000</li> </ul>	<b>7,458,920.70</b>
<b>Total ABC for A&amp;E</b>			<b>7,458,920.70</b>

19.5	<p>The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:</p> <p style="text-align: center;"><i>NFCC – [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the lot or aggregate of lots bid for.</i></p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p>For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards. (23.5.1.4a)</p> <p>If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the lot/s bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</p> <p><b>In case the bidder bids for two or more packages, the bidder shall indicate the lots bid for in the order of priority or preference, following the form prescribed in this bidding documents.</b></p> <p><b>The computation of NFCC shall take into account the lots bid for. The number of lots bid for shall also consider the committed line of credit. The bid shall be allowed only to the extent (i.e. number of lots) as the NFCC or the committed line of credit shall cover.</b></p> <p><b>In any case, the NFCC computation or committed line of credit, as well as the SLCC, must be sufficient for all the lots or contracts bid for. The NFCC computation shall be in accordance with the prescribed form.</b></p> <p><b>In case of a bid involving two or more lots, the bidder shall indicate in the NFCC form the lots bid for, in their order of priorities or preferences. The first lot in the order shall follow the following formula:</b></p> <p style="text-align: center;"><i>NFCC = [(current assets minus current liabilities) x (15)] - value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started</i></p> <p><b>For subsequent lots, the formula shall be as follows:</b></p> <p style="text-align: center;"><i>NFCC = [(current assets — current liabilities) x (15)] - [value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started + value of the prior lot/s bid for]</i></p> <p>In case of a joint venture, the NFCC shall be computed based on the Audited</p>
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	<p>Financial Statement of the <b>LOCAL LEAD PARTNER</b>, <u>unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.</u></p> <p>For this purpose, the local lead partner shall be that person/organization/company identified in the Joint Venture Agreement or in the Letters of Intents (for potential JV partners) shown to have the controlling stakes in the JV, and who must be registered as a Filipino (Domestic) company or business entity.</p> <p>For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.</p>
20.1	<p>I. Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:</p> <p>a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;</p> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <p>b. Additional Post-Qualification documentary requirements:</p> <p><b>b.1 Package 2:</b></p> <ul style="list-style-type: none"> <li>➤ Letter specifying the exact location of plant and warehouse to be used for the Project;</li> <li>➤ List of Optical Mark Recognition (OMR) machines w/ built-in Bar Code Readers, desktop/laptop computers, servers, pre-printing, printing, numbering, perforating, packaging and labeling machines/equipment in excellent running condition to be used for the Project;</li> <li>➤ List of personnel with the corresponding job description;</li> <li>➤ Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project;</li> <li>➤ Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired; and</li> <li>➤ Samples of packaging materials, two-ply boxes (double wall, 350 lbs), plastic bag (gauge 3), palette stretch film, plastic twine straps, clear tape and packaging tape.</li> </ul>



c. Other appropriate licenses and permits required by law and stated in the **BDS**.

II. During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present/submit:

a. Documents to verify or support its Statement of On-going and/ or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.

b. For validation purposes, original copies Class "A" Eligibility documents.

c. Certified true copy documents as issued by the certifying/authorized agencies.

During post-qualification, compliance of the goods offered with the requirements specified in this bidding document shall be determined, including the following:

i. **As per Section 34.3, b.ii, item a, of the IRR of R.A. 9184**, verification of availability and commitment, and/or inspection and testing for the required capacities and operating conditions, of equipment units to be owned/leased/under purchase by the bidder for use in the contract under bidding, as well as checking the performance of the bidder in its ongoing government and private contracts, if any of these ongoing contracts shows:

a. Negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;

ii. **As per Section 34.3, b.iii, item a to c, of the IRR of R.A. 9184**, verification and/or inspection and testing of the goods/product, aftersales and/or maintenance capabilities, in applicable cases, as well as checking the following:

a. Delay in the partial delivery of goods amounting to ten percent (10%) of the contract price in its ongoing government and private contracts;

If any of these contracts shows the bidder's failure to deliver or perform any or all of the goods or services within the period(s) specified in the contract or within any extension thereof granted by the Procuring Entity pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price; or c. Unsatisfactory performance of the supplier's obligations as per contract terms and conditions at the time of inspection.

If the BAC verifies any of these deficiencies to be due to the bidder's fault or negligence, the BAC shall disqualify the bidder from the award, for the procurement of goods.

In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class "A" documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in *Section II. ITB 20.1*.

The envelope shall be placed in a **brown** envelope and marked:

ITB 20.1 Documents

Name of Project: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.

## ***Section IV. General Conditions of Contract***

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract are provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

***Section V. Special Conditions of  
Contract***

# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable under this Contract shall be <b>DDP (Duties Delivered Paid)</b> in accordance with INCOTERMS. Risk and title to the goods shall pass from the Supplier to DepEd upon receipt and final acceptance of the goods at the designated delivery site <b>(DepEd Central Office, designated Schools Division Offices, and designated delivery sites to be determined by the Bureau of Education Assessment – Educational Assessment Division).</b></p> <p>The goods to be delivered by the Supplier must be in accordance with Section VI. Schedule of Requirements and Section VII. Technical Specifications and other requirements indicated in the Bidding Documents, and/or as may be reasonably deemed necessary to effect the full and timely delivery of the goods.</p> <p>For purposes of this Clause, the representative of the Department of Education (DepEd) at the delivery Site shall be the <b>DepEd Central Office, BEA-EAD through MR. PERCIVAL M. GONZALES, for the End-User Unit, and MR. ALBERT ALANO, for the Inspectorate Team.</b></p> <p>Upon delivery of the goods to the delivery site, the Supplier shall notify DepEd and present the following documents:</p> <ol style="list-style-type: none"> <li>1. Original and four copies of the Supplier’s invoice showing goods’ description, quantity, unit price, and total amount;</li> <li>2. Original and four copies of the Manufacturer’s and/or Supplier’s Warranty Certificate, where applicable;</li> <li>3. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing number and description of goods received and duly signed and dated by the ARP.</li> </ol> <p>In case the Supplier encounters conditions impeding timely delivery of the goods, it must promptly notify DepEd in writing <b>within five (5) calendar days</b> from notice of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. The Supplier must provide sufficient proof to support any request for work suspension and/or contract period extension.</p>

	<p><b>Packaging –</b>  As may be applicable for goods to be delivered, the Supplier shall provide such packaging as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided, including additional requirements, if any, specified below, and in any subsequent instructions ordered by DepEd. <b>For the detailed instructions on packaging, please see Section VII. Technical Specifications of this Bidding Documents.</b></p> <p><b>Insurance –</b>  The goods under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The goods remain at the risk and title of the Supplier until their final acceptance by DepEd.</p> <p><b>Transportation –</b>  Transport of the goods shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>DepEd accepts no liability for the damage of goods during transit. Risk and title to the goods will not be deemed to have passed to DepEd until its receipt and final acceptance at the final destination, through its authorized receiving personnel.</p> <p><b>Intellectual Property Rights –</b>  The Supplier shall indemnify DepEd against all third-party claims of infringement of copyright arising from use of the Goods or any part thereof.</p>
2.2	<p><b>Schedule of Payment</b></p> <p>The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:</p> <p>The Supplier may submit a request for payment based on progress reports which shall be attached to the progress billing and include the following:</p> <ol style="list-style-type: none"> <li>1. Actual quantity of goods delivered based on the schedule of delivery and other relevant terms and conditions of the contract;</li> <li>2. duly signed Delivery Receipts;</li> </ol>



	<p>3. duly signed Inspection and Acceptance Reports, including certification by Supplier, as approved by the duly authorized DepEd representative, that the goods have been delivered and/or properly installed and commissioned in accordance with the contract;</p> <p>Other documents in support of a request for payment may be required by DepEd pursuant to existing disbursement, accounting and auditing rules and procedures.</p> <p><i>Payment Schedule:</i></p> <p><b>Package 2:</b></p> <ul style="list-style-type: none"> <li>- 50% of the Contract Price shall be paid to the Supplier upon completion of the printing, packaging, labeling, inspection and delivery of scannable AS, and test administration; and</li> <li>- 50% of the Contract Price shall be paid to the Supplier upon complete processing, printing, packaging, labeling, inspection, and delivery of test results and processing of statistical data output requirements.</li> </ul> <p>(NOTE: The Supplier must furnish a copy of the above-mentioned documents to DepEd Accounting and the End-user [Bureau of Education Assessment- Education Assessment Division (BEA-EAD)] and the Contract Management Division of the Procurement Management Service, Central Office).</p> <p>Payments shall be subject to the Warranty provision in the form of either retention money in an amount equivalent to five percent (5%) of every progress payment or the Contract Price, or a special bank guarantee in the amount equivalent to five percent (5%) of the Contract Price as provided under Section 62.1 of R.A. 9184 and its Revised IRR.</p> <p>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.</p>
3	<p><b>Performance Security</b></p> <p>The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Supplier is in default of any of its obligation under the contract. The Supplier shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from DepEd, to ensure that it is in force and effect for the whole duration of the contract delivery period and until a Certificate of Final Acceptance is duly issued.</p> <p>Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information, or feature of the document.</p>

**Inspection**

Pursuant to DO 041, s. 2021, inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.

The Supplier shall coordinate with DepEd, through the **Procurement Management Service-Contract Management Division (ProcMS-CMD)**, on the conduct of inspection or pre-delivery inspection (PDI). Any request for inspection or PDI shall be done in writing, and contain the following information:

- a. Project Title and Contract Number;
- b. Specific goods for inspection;
- c. Quantity of goods for inspection;
- d. Venue/Address of inspection site; and
- e. Proposed schedule of inspection which must be at least ten (10) calendar days from the submission of the letter request.

The request for inspection or PDI shall be addressed to ProcMS-CMD, and must be submitted through email at [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph).

Pre-delivery and Pre-implementation Conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team, as may be necessary or applicable.

Prior to and for purposes of inspection, the Supplier shall ensure convenient access to the goods for inspection. The Supplier 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.

DepEd shall have the right to visit and inspect the Supplier's premises covered by the Contract, at any time or stage of contract implementation, to monitor and assess the Supplier's capacity to discharge its contractual obligations.

Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected, orally or in writing, by DepEd and replaced by the Supplier in accordance with the warranty provision of this bidding document. The Supplier shall replace all rejected goods within five (5) calendar days from its receipt of the Notice of Rejection from the recipient schools. The replacement goods shall be subject to re-inspection.

Goods are considered defective when they are unfit for the use for which it is intended or its fitness for such use is diminished to such an extent that, had DepEd been aware thereof, it would not have acquired it or would have given a lower price for it.

Defects in the goods can either be patent or latent. A patent defect is one that is apparent to the buyer or normal observation. It is an apparent or obvious defect. On the other hand, a latent defect is one that is not apparent to the buyer by reasonable observation. A latent defect is hidden or one that is not immediately determinable.

5	<p data-bbox="379 159 523 192"><b>Warranty</b></p> <p data-bbox="379 232 1390 405">A three-month comprehensive and onsite warranty for the Goods will be applied. The said warranty period shall reckon from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered Goods have been duly inspected and accepted (i.e. final acceptance).</p> <p data-bbox="379 443 1390 506">The obligation for the warranty shall be covered by retention money in an amount equivalent to five percent (5%) of the payment.</p> <p data-bbox="379 544 1390 714">Replacement and/or repair of test materials shall only be applicable if printing defects and/or non-compliance with the technical specifications are discovered prior to test administration. Replacement and/or repair of test materials shall be made within five (5) calendar days upon receipt of claim or request therefor.</p> <p data-bbox="379 752 1390 815">Upon request for 100% payment, retention money amounting to five percent (5%) of the Contract Price shall cover the following:</p> <ul data-bbox="427 853 1254 887" style="list-style-type: none"><li data-bbox="427 853 1254 887">• Package 2- one (1) year warehousing of answer sheets</li></ul> <p data-bbox="379 925 1390 1059">In case the Supplier opts for retention money, the amount shall only be released after the lapse of the entire warranty period, unless during the remainder of the warranty period, the retention money is substituted with a special bank guarantee as prescribed above.</p> <p data-bbox="379 1097 1390 1267">The <b>Special Bank Guarantee</b> shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information, or feature of the document.</p>
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## ***Section VI. Schedule of Requirements***

## **A. List/Description of Goods /Services**

The delivery schedule expressed below stipulates the date of delivery to the project site.

### **I. PEPT – Special Administration**

#### **Package 2**

- Printing, packing and labeling period of scannable answer sheets: **May 16 – 22, 2024 2023 (6 calendar days)**.
- Printing of Certificate of Rating forms and processing period: **June 13, 2024 - August 2, 2024 (50 calendar days)**.
- Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA **on or before August 15, 2024**.

### **II. NAT G6**

#### **Package 2**

- Printing, packing and labeling period of answer sheets and school headers: **May 6 – June 5, 2024 (30 calendar days)**.
- Batching, sorting, accounting, scanning and processing: **June 26 – August 15, 2024 (50 calendar days)**.
- Statistical data output requirements in electronic copies must be delivered at DepEd – BEA: **on or before August 25, 2024**.

### **III. ELLNA**

#### **Package 2**

- Printing, packing and labeling period of scannable answer sheets and school headers: **May 5 – June 4, 2024 (30 calendar days)**.
- **One (1) year exclusive warehousing** in the identified warehouse shall commence ten (10) days after test administration
- Batching, sorting, accounting, scanning and processing: **July 3, 2024 – August 22, 2024 (50 calendar days)**.
- Statistical data output requirements in electronic copies must be delivered at DepEd – BEA: **on or before August 30, 2024**.

### **IV. QEALIS**

#### **Package 2**

- Printing, packing and labeling period of answer sheets: **April 22 – 24, 2024 (2 calendar days)**.
- **One (1) year exclusive warehousing** in the identified warehouse shall commence ten (10) days after test administration.
- Printing of Certificate of Rating forms and processing period: **May 20 – 30, 2024 (10 calendar days)**.
- Statistical data output requirements in printed and electronic copies must be delivered at DepEd – BEA: **on or before June 10, 2024**.

### **V. A&E**

#### **Package 2**

- Printing, packing and labeling period of scannable answer sheets: **April 27 – May 7, 2024 (10 calendar days)**
- **One (1) year exclusive warehousing** in the identified warehouse shall commence ten (10) days after test administration.

- Printing of Certificates of Rating forms and processing period: **May 31 – July 20, 2024 (50 calendar days)**
- Statistical data output requirements in printed and electronic copies must be delivered at DepEd – BEA: **on or before August 7, 2024.**

**B. Contract Duration**

Complete deliveries shall be made within the contract durations stipulated above, from the date of receipt of the Notices to Proceed (NTP)s.

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

**C.1 Delivery and Retrieval of TBs, SAS and NCMs (Please refer to Annex “B” for the Schools Division Offices Allocation Lists for the projects)**

- 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.

**C.2 DELIVERY AND PICK-UP SCHEDULE**

**I. PEPT**

<b>Priority No.</b>	<b>Date of Delivery of Boxes of Answer Sheets</b>	<b>Date of Matching of Boxes of ASs and TBs</b>	<b>Date of Pick-up of Boxes of TBs and Ass of Forwarder</b>
Luzon	May 22, 2024	May 22, 2024	May 23, 2024
Visayas and Mindanao	May 24, 2024	May 24, 2024	May 25, 2024

**II. NAT G6**

<b>Priority No.</b>	<b>Date of Delivery of Boxes of Answer Sheets</b>	<b>Date of Matching of Boxes of ASs and TBs</b>	<b>Date of Pick-up of Boxes of TBs and Ass of Forwarder</b>
Priority 1 - 10	May 10, 2024	May 11, 2024	May 14, 2024
Priority 11 - 16	May 15, 2024	May 16, 2024	May 17, 2024
Priority 17 - 24	May 20, 2024	May 21, 2024	May 22, 2024
Priority 25 - 30	May 25, 2024	May 26, 2024	May 27, 2024
Priority 31 - 36	May 30, 2024	May 31, 2024	June 1, 2024
Priority 37 - 41	June 3, 2024	June 4, 2024	June 5, 2024

Priority 42 - 46	June 8, 2024	June 9, 2024	June 10, 2024
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**III. ELLNA**

<b>Priority No.</b>	<b>Date of Delivery of Boxes of Answer Sheets</b>	<b>Date of Matching of Boxes of ASs and TBs</b>	<b>Date of Pick-up of Boxes of TBs and Ass of Forwarder</b>
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

**IV. QEALIS**

<b>Date of Delivery of Boxes of Answer Sheets</b>	<b>Date of Matching of Boxes of ASs and TBs</b>	<b>Date of Delivery of Boxes of TBs and SAS to DepEd-CO (BEA-EAD)</b>
April 25, 2024	April 26, 2024	April 26, 2024

**V. A&E**

<b>Priority No.</b>	<b>Date of Delivery of Boxes of Answer Sheets</b>	<b>Date of Matching of Boxes of ASs and TBs</b>	<b>Date of Pick-up of Boxes of TBs and Ass of Forwarder</b>
Luzon	May 6, 2024	May 6, 2024	May 7, 2024
Visayas and Mindanao	May 8, 2024	May 8, 2024	May 9, 2024

**Statement of Compliance**

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this **Section VI. Schedule of Requirements**, if our bid is considered for award.

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Name and Signature of Bidder's Authorized Representative

## ***Section VII. Technical Specifications***



# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

## I. Procurement of Test Materials for the 2024 Philippine Educational Placement Test (PEPT) Special Administration

### A. General Specifications

Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER’S ACTUAL OFFER
2	Processing of PEPT test results and statistical data output requirements		

**B. Detailed Product Specifications**

<b>Detailed Product Specific Requirements</b>			
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>PEPT-Special Administration Package 2: Batching, Accounting, Sorting, Editing, Cleaning, Proof Reading, Processing and Printing of Individual Test Results; Processing and Printing of Data Output Requirements and Technical Specifications for the Scannable Answer Sheets and Certificate of Ratings</b>			
<b>SCANNABLE ANSWER SHEETS</b>			
1 Printing Size	8 in x 12 <sup>3</sup> / <sub>4</sub> (back-to-back) w/ perforation 8 in x 11 in (back-to-back)		
2 Estimated number of pages	Two (2) sheets, back-to-back printing		
3 Paper stock	Scannable OMR paper, 110 GSM		
4 Number of copies	30,000-sheet one 30,000-sheet two <b>30,000 sets/pairs</b>		
5 Process	Offset printing		
6 Numbering	Consecutive serial numbering		
7 Packaging	20 pairs of AS per sealed plastic (gauge 3) & with label/batch slip containing the region, division, school and serial numbers;  ASs 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		

	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Name of Forwarder</div>     <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Project PEPT</div>   <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           NCR            Division of Makati            Elpidio Quirino High School              Box __ of __         </div> </div>		
8 Scanning machine and software	OMR scanners and software		
9 Designing ang programming	Customized		

<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>(cont. PEPT-Special Administration Package 2) CERTIFICATE OF RATINGS FORMS</b>			
1 Printing Size	6 inches x 8 inches		
2 Estimated number of pages	One (1) sheet back-to-back printing		
3 Paper stock	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background, bar codes and picture of examinees		
4 Number of copies	30,000		
5 Process	Offset printing		
6 Numbering	Consecutive serial numbering		
7 Packaging	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		

8 Designing and programming	Customized designing, includes the UV ink for BEA security logo, DepEd silhouette background, bar codes, picture of examinee		
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<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>																											
<b>PHILIPPINE EDUCATIONAL PLACEMENT TEST (PEPT) Special Administration - Independence Day</b> Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results <b>(Package 2)</b>																														
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>  To submit the following A. During bid opening: <ul style="list-style-type: none"> <li>• Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>																														
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b> <table border="1" data-bbox="113 992 983 1955"> <thead> <tr> <th data-bbox="113 992 244 1066"><b>QUANTITY</b></th> <th data-bbox="248 992 659 1066"><b>DESCRIPTION</b></th> <th data-bbox="663 992 983 1066"><b>MINIMUM CAPACITY</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="113 1072 244 1211">At least 1</td> <td data-bbox="248 1072 659 1211">High capacity – Two Colors Offset Press/Impressions – or its equivalent</td> <td data-bbox="663 1072 983 1211">10,000 sheets per hour</td> </tr> <tr> <td data-bbox="113 1218 244 1245">1</td> <td data-bbox="248 1218 659 1245">Plate maker</td> <td data-bbox="663 1218 983 1245"></td> </tr> <tr> <td data-bbox="113 1252 244 1391">At least 1</td> <td data-bbox="248 1252 659 1391">Digital Paper Cutter, high capacity – or its equivalent</td> <td data-bbox="663 1252 983 1391">45 inch length 5 to 7 inches height</td> </tr> <tr> <td data-bbox="113 1397 244 1570">At least 1</td> <td data-bbox="248 1397 659 1570">OMR Scanner (back to back scanning) with Bar Code Reader – or its equivalent</td> <td data-bbox="663 1397 983 1570">10,000 sheets per hour</td> </tr> <tr> <td data-bbox="113 1576 244 1675">At least 10</td> <td data-bbox="248 1576 659 1675">Desktop/Laptop Computers</td> <td data-bbox="663 1576 983 1675"></td> </tr> <tr> <td data-bbox="113 1682 244 1709">1</td> <td data-bbox="248 1682 659 1709">Server</td> <td data-bbox="663 1682 983 1709"></td> </tr> <tr> <td data-bbox="113 1715 244 1814">At least 3</td> <td data-bbox="248 1715 659 1814">High Speed, Heavy-Duty Laser Printer – or its equivalent</td> <td data-bbox="663 1715 983 1814">5,000 sheets per hour</td> </tr> <tr> <td data-bbox="113 1821 244 1955">At least 3</td> <td data-bbox="248 1821 659 1955">Bar Code Printer and Numbering Machine – or its equivalent</td> <td data-bbox="663 1821 983 1955">5,000 sheets per hour</td> </tr> </tbody> </table>		<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>	At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour	1	Plate maker		At least 1	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height	At least 1	OMR Scanner (back to back scanning) with Bar Code Reader – or its equivalent	10,000 sheets per hour	At least 10	Desktop/Laptop Computers		1	Server		At least 3	High Speed, Heavy-Duty Laser Printer – or its equivalent	5,000 sheets per hour	At least 3	Bar Code Printer and Numbering Machine – or its equivalent	5,000 sheets per hour		
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At least 1	Perforating Machines – or its equivalent	10,000 sheets per hour		
At least 1	Plastic Sealer	N/A		
At least 1	Strapping Machine	N/A		
At least 1	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>• Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificates of rating</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 400 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after test administration			
Wall/Fence	At least 6 feet			
<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>				
<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>				

Warehouse	At least 100 square meters, ten (10) feet in height		
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Security	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA</li> </ul>			
<b>MANPOWER REQUIREMENTS</b>			
<b>Scope of Work:</b>		<b>Manpower Requirement</b>	
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>		1 Computer Programmer with knowledge in statistics	
<b>B. Before Test Administration</b>			
a. Quality Control		1 Quality control staff	
b. Supervising and roving quality control		1 Supervising Quality Control	
c. Encoding		1 Encoder	
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms		at least 15 workers	

e. Act on request for additional test materials	2 Task Force		
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift		
<b>C. After Test Administration</b>			
g. Batching, sorting and accounting of scannable answer sheets	at least 10 workers		
h. Cleaning, editing, proof-reading of answer sheets **	at least 10 workers per day		
i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 10 workers per day		
j. Printing, numbering, bar coding of Certificate of Ratings**	at least 5 workers per day/shift		
k. Packing and labeling of Certificate of Ratings**	at least 5 workers per day		
l. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards		
Note: ** May come from <b>item g (15 workers )</b>			
<ul style="list-style-type: none"> <li>Bidder/printer must provide quarantined personnel with uniforms and IDs</li> </ul>			
<b>HEALTH AND SAFETY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider</li> <li>Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			
<b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b>			
<ul style="list-style-type: none"> <li>PEPT scannable answer sheets and shall be printed using OMR paper (110 GSM) using orange and black ink</li> <li>For the scannable answer sheets, the following information/data shall be printed:</li> </ul> <p><b>FRONT SIDE (first sheet)</b></p> <ol style="list-style-type: none"> <li>DepEd Logo and BEA Logo</li> <li>Last Name, First name, Middle Initial w/ bubbles/options</li> </ol>			

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

**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
- Automated printing of Allocation List and Packing Guides

**DELIVERY OF ANSWER SHEETS**

- Delivery of boxes containing scannable answer sheets, and non-classified materials must be delivered at the plant of the Printer of test booklets on **May 22 – 24, 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

Cluster / Region	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder
Luzon	May 22, 2024	May 22, 2024	May 23, 2024
Visayas and Minda nao	May 24, 2024	May 24, 2024	May 25, 2024

**PACKAGING MATERIALS AND REQUIREMENTS**

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

<ul style="list-style-type: none"> <li>• Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>• Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>• Plastic twine straps</li> <li>• Packing tapes and clear tapes</li> <li>• Boxes must be properly labeled with Project Name, region, division and school</li> </ul>		
<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Scannable answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>		
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes</li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process individual test results</li> <li>• Program development for the automated printing of individual Certificate of Ratings</li> </ul>		

<ul style="list-style-type: none"> <li>• Printing of Certificate of Rating forms and processing period is from <b>June 13, 2024 to August 2, 2024 (50 calendar days)</b></li> <li>• Please see attached for the statistical data output requirements</li> <li>• Certificate of Ratings must be ready for pick-up by the authorized forwarder/courier on <b>August 4 – 7, 2024</b></li> <li>• Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before <b>August 15, 2024</b></li> </ul>		
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**Delivery and Retrieval of Test Materials and Delivery of Certificate of Ratings**

<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following during post-qualification:</p> <ul style="list-style-type: none"> <li>• Letter specifying the main office address of the Bidder/Forwarder and enumerating their branches/offices/outlets nationwide</li> <li>• List of vehicles, whether owned, leased or rented, or legally in possession together with proof of ownership, contract of lease/rental, or contract of usufruct as the case maybe</li> <li>• List of personnel with the corresponding job description, age and gender</li> <li>• Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project.</li> <li>• Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired</li> <li>• Letter of Commitment showing, indicating and signifying that the forwarder/courier will strictly follow all security requirements and mode of transportation</li> </ul>		
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<b>MANPOWER REQUIREMENTS</b>				
2	checkers	To account and receive boxes of test materials		
10	drivers	To drive vehicles (trucks/closed vans) from printer’s plant to destination (pier, airport, division offices)		
20	Workers /helpers	To carry and arrange boxes of test materials to trucks/vans, division		

		offices and warehouse after retrieval		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• A Task Force from the Forwarder/Courier to be headed by and coordinated by BEA representative one day before and during the examination day for possible emergency delivery of test materials</li> <li>• Breach of security resulting to leakage of confidential test materials or that of its contents will result to forfeiture of the entire value of the contract</li> <li>• DepEd – BEA has the right to inspect the vehicles and security procedures being applied by the Forwarder/Courier with regards to its conformity with the Technical Specifications</li> <li>• If the services fail to conform to the Technical Specifications, the Forwarder/Courier must replace or make the necessary adjustments/corrections to meet the requirements</li> <li>• If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services</li> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• Lost and/or wet test booklets, scannable answer sheets, non-classified materials during the <b>delivery</b> must be replaced by the Bidder/Printer and penalized accordingly</li> </ul> <p><b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Lost and/or wet test booklets and answer sheets during the <b>retrieval</b> shall be penalized accordingly</li> </ul> <p><b>Formula</b>  <b>No. Test Booklets x Php 100.00 = Amount of Deduction</b>  <b>No. Answer Sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Further, all expenses for the <b>re-test</b> shall be shouldered by the Forwarder/Courier including the test materials to be used</li> <li>• Lost and/or wet Certificate of Ratings (COR) during the <b>delivery</b> shall be replaced by the Bidder/Printer and penalized accordingly</li> </ul>				

<p style="text-align: center;"><b>No. of CORs x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be <ul style="list-style-type: none"> <li>- 40 % of the total contract price upon completion delivery of test materials</li> <li>- 40 % of the total contract price upon completion retrieval of test materials</li> <li>- 20% of the total contract price upon completion of delivery of certificates of rating</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover for defects, mis-sent, incomplete delivery and retrieval</li> </ul>		
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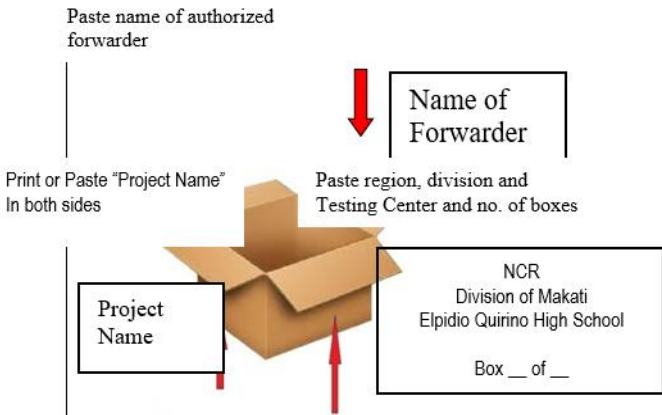
**II. Procurement of Test Materials for the 2024 National Achievement Test for Grade 6 (NAT G6)**

**A. General Specifications**

Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
2	Processing of NAT Grade 6 test results and statistical data output requirements		

**B. Detailed Product Specifications**

Detailed Product Specific Requirements			
	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S	ACTUAL OFFER
<b>Specifications</b>			
<b>NAT G6 Package 2: Batching, Accounting, Sorting, Editing, Cleaning, Proof Reading, Processing and Printing of Data Output Requirements and Technical Specifications for the Scannable Answer Sheets and School Headers</b>			
<b>SCANNABLE ANSWER SHEETS</b>			
1. Printing Size	8 inches' x 11 ½ inches'		
2. Estimated number of pages	One (1) sheet, back-to-back		
3. Paper stock	Scannable OMR paper, 110 GSM		

4. Number of copies	2,300,000		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		
7. Packaging	<p>30 AS per sealed plastic (gauge 3) &amp; with label/batch slip containing the region, division, school and serial numbers</p> <p>ASs 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</p> <p>Buffer must be packed by 5 answer sheets per sealed plastic to be placed in a separate box per Division Office</p> 		
8. Scanning machine and software	OMR scanners and software		
9. Designing ang programming	Customized		
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>(cont. NAT G6 Package 2 SCANNABLE SCHOOL HEADERS)</b>			
1. Printing Size	8 inches' x 10 ½ inches'		
2. Estimated number of pages	One (1) sheet back-to-back		
3. Paper stock	Scannable OMR paper, 110 GSM		
4. Number of copies	43,000		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		
7. Packaging	One (1) sheet per school to be placed/inserted in the CETRE (white envelope)		

8. Scanning machine and software	OMR scanners and software		
9. Designing and programming	Customized		
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>2024 National Achievement Test for Grade 6 (NAT G6)</b> Scannable Answer Sheets and Processing of Test Results <b>(Package 2)</b>			
<p><b>QUALIFICATIONS OF BIDDERS/PRINTERS</b></p> <p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>			
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>			
<b>QUAN TITY</b>	<b>DESCRIPTION</b>	<b>MINIM UM CAPAC ITY</b>	
At least 2	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10,000 sheets per hour	
1	Plate maker		
At least 2	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height	
At least 3	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	20,000 sheets per hour	
At least 25	Desktop/Laptop Computers		
1	Server		
At least 10	High Speed, Heavy Duty Laser Printer – or its equivalent	3,000 sheets per hour	

At least 5	Bar Code Printer and Numbering Machine – or its equivalent	12,000 sheets per hour		
At least 2	Perforating Machines – or its equivalent	6,000 sheets per hour		
At least 2	Plastic Sealer	N/A		
At least 3	Strapping Machine	N/A		
At least 2	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 1,000 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration			
Wall/Fence	At least 6 feet			
<ul style="list-style-type: none"> <li>DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the</li> </ul>				



<p>delivery of scannable answer sheets and processing of test results</p> <ul style="list-style-type: none"> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>		
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<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p>			
Wareho use	At least 1,000 square meters, ten (10) feet in height		
Wall/fe nce	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofi ng	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Acces s door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Secu rity	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>			

<p><b>MANPOWER REQUIREMENTS</b></p>			
<p><b>Scope of Work:</b></p>	<p><b>Manpower Requirement</b></p>		
<p><b>A. Programming and data processing for BEAs Computer Output Requirements</b></p>	<p>1 Computer Programmer with knowledge in statistics</p>		
<p><b>B. Before Test Administration</b></p>			

a. Quality Control	1 Quality control staff		
b. Supervising and roving quality control	1 Supervising Quality Control		
c. Encoding	3 Encoders		
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets, school headers	at least 50 workers		
e. Act on request for additional test materials	2 Task Force		
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift		
<b>C. After Test Administration</b>			
g. Batching, sorting and accounting of scannable answer sheets and school headers**	at least 50 workers		
h. Cleaning, editing, proof-reading of answer sheets and school headers**	at least 40 workers per day		
i. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards		
Note: ** May come from <b>item g (15 workers )</b>			
<ul style="list-style-type: none"> <li>Bidder/printer must provide personnel with uniforms and IDs</li> </ul>			
<b>HEALTH AND SAFETY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider</li> <li>Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			
<b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b>			
<ul style="list-style-type: none"> <li>NAT Grade 6 scannable answer sheets and scannable school headers shall be printed using OMR paper (110 GSM) using Blue and black ink</li> <li>NAT Grade 6 scannable answer sheets and school headers shall contain, the following information/data:</li> </ul>			

Front page of answer sheet

1. DepEd and BEA logo
2. Project name
3. Last name, First name, MI with bubbles
4. Learner Reference Number (LRN)
5. Name of 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

<p>18. Legislative/Congressional District 19. Timing marks</p> <p>Back page of School header</p> <ol style="list-style-type: none"> <li>1. Number of teachers Bachelor's degree Master's degree Doctoral degree</li> <li>2. Number of teachers Teacher I Teacher II Teacher III Master Teacher</li> <li>3. Number of who are major in English Science Math Filipino Aralin Panlipunan</li> <li>4. Number of non-teaching personnel</li> <li>5. Timing marks</li> </ol> <p><b>NOTE - additional information/data, questions, bubbles/options may be added/deleted by DepEd - BEA</b></p>		
<p><b>PRINTING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• DepEd-BEA shall provide the variable/contents of the scannable answer sheets and school headers on <b>April 22, 2024</b></li> <li>• Printer must present the customized design of answer sheets and school headers based on the variable/contents provided by DepED2BEA on or before <b>April 25, 2024</b>. Design must be approved by DepEd-BEA</li> <li>• Scannable answer sheets and school headers must have serialized numbering and bar codes</li> <li>• Printing, packing and labeling period of answer sheets and school headers is on <b>May 6 - June 5, 2024 (30 calendar days)</b></li> <li>• Printer must have an in-house Computer Programmer who shall prepare the National Allocation Summary (NAS)</li> <li>• Data of NAS shall be provided by BEA prior to the start of the Project</li> <li>• Preparation of NAS shall be by school, division and region</li> <li>• Program to be used in the preparation of NAS must be evaluated and approved by DepEd - BEA</li> <li>• Excel, MS Access, MS SQL, .NET or other programming languages can be used to prepare the NAS</li> <li>• Automated printing of Allocation List and Packing Guides</li> </ul>		
<p><b>DELIVERY OF ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• Delivery of boxes containing scannable answer sheets, school headers and non-classified materials must be delivered at the plant of the Printer of test booklets and must start on or before</li> </ul>		

**May 10, 2024** and end on or before **June 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

- Delivery destination:  
PRINTER'S WAREHOUSE → Printer of test booklets

Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder
Priority 1 - 10	May 10, 2024	May 11, 2024	May 14, 2024
Priority 11 - 16	May 15, 2024	May 16, 2024	May 17, 2024
Priority 17 - 24	May 20, 2024	May 21, 2024	May 22, 2024
Priority 25 - 30	May 25, 2024	May 26, 2024	May 27, 2024
Priority 31 - 36	May 30, 2024	May 31, 2024	June 1, 2024
Priority 37 - 41	June 3, 2024	June 4, 2024	June 5, 2024
Priority 42 - 46	June 8, 2024	June 9, 2024	June 10, 2024

**PACKAGING MATERIALS AND REQUIREMENTS**

- 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

**BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS**

<ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner’s Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner’s Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>		
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets and school headers</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Batching, sorting, accounting, scanning and processing is from <b>June 26 – August 15, 2024 (50 calendar days)</b></li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process test results and statistical data output requirements</li> <li>• Statistical data output requirements in electronic copies must be delivered at DepEd - BEA on or before <b>August 25, 2024</b> Please see attached for the statistical data output requirements</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• Twenty-four (24) hour security system</li> <li>• DepEd – BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications</li> <li>• If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>• If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the</li> </ul>		

<p>cost of the unperformed portion for every day of delay in the delivery of goods and services</p> <ul style="list-style-type: none"> <li>• If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be <ul style="list-style-type: none"> <li>- 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li> <li>- 50 % of the total contract price upon completion processing of test results and statistical data output requirements</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
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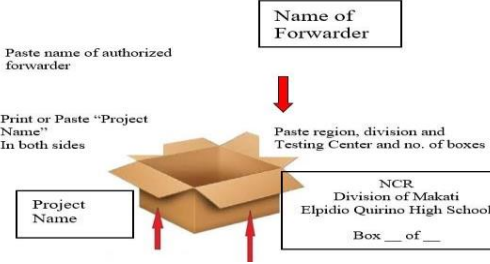
**III. Procurement of Testing Materials for 2024 Early Language, Literacy, and Numeracy Assessment (ELLNA)**

**A. General Specifications**

Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
2	Processing of ELLNA test results and statistical data output requirements		

**B. Detailed Product Specifications**

**B. Detailed Product Specific Requirements**

Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>ELLNA Package 2 : SCANNABLE ANSWER SHEETS</b>		
1. Printing Size	8 inches' x 10 ½ inches	
2. Estimated number of pages	1 sheet, back to back	
3. Paper Stock	Scannable OMR paper, 110 GSM	
4. Number of Copies	2,300,000 copies	
5. Process	Offset printing	
6. Numbering	Consecutive serial numbering	
7. Packaging	<ul style="list-style-type: none"> <li>• 20 AS per sealed plastic (gauge 3) &amp; with label/batch slip containing the region, division, school and serial numbers</li> <li>• AS's shall placed in a box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 layers) with label and plastic twine strap</li> <li>• Buffer must be packed by 5 answer sheets per sealed plastic to be placed in a separate box per Division Office</li> </ul> 	
8. Scanning machine and software	OMR scanners and software	
9. Designing and Programming	Customized	
<b>(cont. ELLNA Package 2 : SCANNABLE SCHOOL HEADER)</b>		
1. Printing Size	8 inches' x 10 ½ inches	
2. Estimated number of pages	1 sheet, back to back	
3. Paper Stock	Scannable OMR paper, 110 GSM	
4. Number of Copies	38,000	
5. Process	Offset printing	
6. Numbering	Consecutive serial numbering	
7. Packaging	One (1) sheet per school to be placed/inserted in the CETRE (white envelope)	
8. Scanning machine and software	OMR scanners and software	



9. Designing and programming	Customized		
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Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>2024 Early Language, Literacy and Numeracy Assessment (ELLNA)</b> Scannable Answer Sheets and Processing of Test Results <b>(Package 2)</b>		
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>		
<p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>		
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>		
<b>QUAN TITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACIT Y</b>
At least 2	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10.000 sheets per hour
1	Plate maker	
At least 2	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height
At least 3	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	20,000 sheets per hour
At least 25	Desktop/Laptop Computers	
1	Server	
At least 10	High Speed, Heavy Duty Laser Printer – or its equivalent	3,000 sheets per hour

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

<p>the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</p> <ul style="list-style-type: none"> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>												
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p>												
<table border="1"> <tr> <td data-bbox="95 481 319 560">Warehouse</td> <td data-bbox="319 481 965 560">At least 1,000 square meters, ten (10) feet in height</td> </tr> <tr> <td data-bbox="95 560 319 705">Wall/fence</td> <td data-bbox="319 560 965 705">Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked</td> </tr> <tr> <td data-bbox="95 705 319 806">Roofing</td> <td data-bbox="319 705 965 806">Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks</td> </tr> <tr> <td data-bbox="95 806 319 918">Access door</td> <td data-bbox="319 806 965 918">Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA</td> </tr> <tr> <td data-bbox="95 918 319 996">Security</td> <td data-bbox="319 918 965 996">24 hours security, 1 Security Guard per shift</td> </tr> </table>	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		
Warehouse	At least 1,000 square meters, ten (10) feet in height											
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked											
Roofing	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks											
Access door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA											
Security	24 hours security, 1 Security Guard per shift											
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>												
<p><b>MANPOWER REQUIREMENTS</b></p>												
<p><b>Scope of Work:</b></p>	<p><b>Manpower Requirement</b></p>											
<p><b>A. Programming and data processing for BEAs Computer Output Requirements</b></p>	<p>1 Computer Programmer with knowledge in statistics</p>											
<p><b>B. Before Test Administration</b></p>												

a. Quality Control	1 Quality control staff		
b. Supervising and roving quality control	1 Supervising Quality Control		
c. Encoding	3 Encoders		
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets, school headers	at least 40 workers		
e. Act on request for additional test materials	2 Task Force		
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift		
<b>C. After Test Administration</b>			
g. Batching, sorting and accounting of scannable answer sheets and school headers	at least 30 workers		
h. Cleaning, editing, proof-reading of answer sheets and school headers**	at least 20 workers per day		
i. Providing security during the 1 year warehousing period (8 hour shift)	3 Security Guards		
<p>Note: ** May come from <b>item g (15 workers )</b></p> <ul style="list-style-type: none"> <li>Bidder/printer must provide personnel with uniforms and IDs</li> </ul>			
<b>HEALTH AND SAFETY REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider</li> <li>Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			
<b>CONTENTS OF SCANNABLE ANSWER SHEETS AND SCHOOL HEADERS</b>			
<ul style="list-style-type: none"> <li>ELLNA scannable answer sheets and scannable school headers shall be printed using OMR paper (110 GSM) using Green and black ink</li> </ul>			

- o ELLNA scannable answer sheets and school headers shall contain, the following information/data:

Front page of answer sheet

1. DepEd and BEA logo
2. Project name
3. Last name, First name, MI with bubbles
4. Learner Reference Number (LRN)
5. Name of 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. 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 with 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

<p>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</p> <p>Back page of School header</p> <p>1. Number of teachers  Bachelor's degree  Master's degree  Doctoral degree</p> <p>2. Number of teachers  Teacher I  Teacher II  Teacher III  Master Teacher</p> <p>3. Number of who are major in  English  Science  Math  Filipino  Aralin Panlipunan</p> <p>4. Number of non-teaching personnel  5. Timing marks</p> <p><b>NOTE - additional information/data, questions, bubbles/options may be added/deleted by DepEd - BEA</b></p>		
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**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 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		
<p align="center"><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>• Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>• Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>• Plastic twine straps</li> <li>• Packing tapes and clear tapes</li> <li>• Boxes must be properly labeled with Project Name, region, division and school</li> </ul>					
<p align="center"><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>					
<p align="center"><b>SCANNING OF SCANNABLE ANSWER SHEETS and SCHOOL HEADERS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets and school headers</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> </ul>					



<ul style="list-style-type: none"> <li>• If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</li> </ul>		
<p><b>PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Batching, sorting, accounting, scanning and processing is from <b>July 3, 2024 – August 22, 2024 (50 calendar days)</b></li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process test results and statistical data output requirements</li> <li>• Statistical data output requirements in electronic copies must be delivered at DepEd - BEA on or before <b>August 30, 2024</b> Please see attached for the statistical data output requirements</li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• Twenty-four (24) hour security system</li> <li>• DepEd – BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications</li> <li>• If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>• If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services</li> <li>• If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test</li> </ul>		

<p>materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</p> <ul style="list-style-type: none"> <li>Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>Payment shall be <ul style="list-style-type: none"> <li>50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li> <li>50 % of the total contract price upon completion processing and delivery of test results and statistical data output requirements</li> </ul> </li> <li>Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
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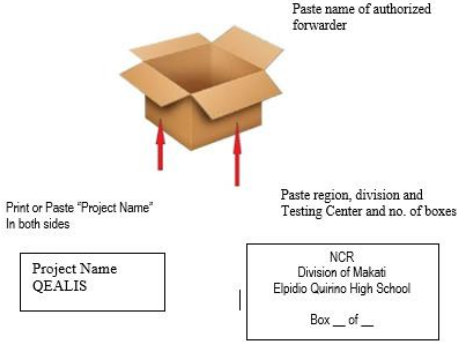
**IV. Procurement of Test Materials for 2024 Qualifying Examination In Arabic Language And Islamic Studies (QEALIS)**

**A. General Specifications**

Item	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
2	Processing of QEALIS test results and statistical data output requirements		

**B. Detailed Product Specifications**

<b>B. Detailed Product Specific Requirements</b>			
	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>QEALIS Package 2 : SCANNABLE ANSWER SHEETS</b>			
1. Printing Size	8 ¼ in x 12 (back to back) w/ perforation		
2. Estimated number of pages	One (1) sheet, back to back printing		

3. Paper Stock	Scannable OMR paper, 110 GSM		
4. Number of Copies	5,000		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		
7. Packaging	<ul style="list-style-type: none"> <li>• <b>30 AS</b> per sealed plastic (gauge 3) &amp; with label/batch slip containing the region, division, school and serial numbers</li> <li>• 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</li> <li>• <b>Buffer must be packed by 5 answer sheets per sealed plastic to be placed in a separate box per Division Office</b></li> </ul> 		
8. Scanning machine and software	OMR scanners and software		
9. Designing and Programming	Customized		
<b>CERTIFICATE OF RATINGS FORMS</b>			
1. Printing Size	5 ¼ in x 8 ½ in		
2. Estimated number of pages	One (1) sheet back to back printing		
3. Paper Stock	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background and bar codes		
4. Number of Copies	5,000		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		

7. Packaging	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		
8. Scanning machine and software	---		
9. Designing and programming	Customized designing, includes UV ink for BEA security logo, DepEd silhouette background, bar codes		

<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>Qualifying Examination in Arabic language and Islamic Studies (QEALIS)</b> Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results <b>(Package 2)</b>		
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>		
<p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>		
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>		
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>MINIMUM CAPACITY</b>
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10.000 sheets per hour
1	Plate maker	
At least 1	Digital Paper Cutter, high	35 inch length

	capacity – or its equivalent	5 to 7 inches height		
At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	1,000 sheets per hour		
At least 10	Desktop/Laptop Computers			
1	Server			
At least 3	High Speed, Heavy Duty Laser Printer – or its equivalent	1,000 sheets per hour		
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	1,000 sheets per hour		
At least 1	Perforating Machines – or its equivalent	1,000 sheets per hour		
At least 1	Plastic Sealer	N/A		
At least 1	Strapping Machine	N/A		
At least 1	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificate of ratings</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 400 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			

Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing-related activities before, during and after Test Administration		
Wall/Fence	At least 6 feet		
<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>			
<p><b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b></p>			
Wareho use	At least 20 square meters, ten (10) feet in height		
Wall/fence	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofi ng	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Acces s door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Secu rity	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Preferably, have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> </ul>			

- Bidder/Printer should not transfer the scannable answer sheets without the written approval of DepEd - BEA

**MANPOWER REQUIREMENTS**

<b>Scope of Work:</b>	<b>Manpower Requirement</b>
<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics
<b>B. Before Test Administration</b>	
a. Quality Control	1 Quality control staff
b. Supervising and roving quality control	1 Supervising Quality Control
c. Encoding	1 Encoder
d. Printing, numbering, performing, bar coding, packing and labeling of scannable answer sheets and certificate of ratings forms	at least 5 workers
e. Act on request for additional test materials	1 Task Force
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	3 Security Guards per shift
<b>C. After Test Administration</b>	
g. Batching, sorting and accounting of scannable answer sheets	at least 5 workers
h. Cleaning, editing, proof-reading of answer sheets	at least 5 workers per day
i. Editing and proof-reading and printing of individual Certificate of Ratings**	at least 5 workers per day

Note: \*\* May come from **item g (15 workers )**

- Bidder/printer must provide 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

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



**PRINTING OF SCANNABLE ANSWER SHEETS**

- DepEd-BEA shall provide the variable/contents of the scannable answer sheets on **April 15, 2024**
- Printer must present the customized design of answer sheets based on the variable/contents provided by DepEd-BEA on **April 17, 2024**. Design must be approved by DepEd-BEA
- Answer sheets must have serialized numbering and bar codes
- Printing, packing and labeling period of answer sheets is on **April 22 – 24, 2024 (2 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 AND RETRIEVAL OF ANSWER SHEETS**

- Delivery of boxes containing scannable answer sheets and non-classified materials must be delivered at the plant of the Printer of test booklets is on **April 25, 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

Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of delivery of Boxes of TBs and SAS to DepEd-CO (BEA)
April 25, 2024	April 26, 2024	April 26, 2024

- 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

<p><b>PACKAGING MATERIALS AND REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Two ply boxes, small, medium and large (double wall, 350 lbs)</li> <li>• Plastic bags (gauge 3) for packing of answer sheets by 20's</li> <li>• Palette stretch film (<b>at least 3 layers</b>) to protect box from water and other liquids</li> <li>• Plastic twine straps</li> <li>• Packing tapes and clear tapes</li> <li>• Boxes must be properly labeled with Project Name, region, division and school</li> </ul>		
<p><b>BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Answer sheets must be batched, sorted and accounted per testing room, per school, per division</li> <li>• Prior to scanning, quantity of used answer sheets must be verified with the ETRE and the Room Examiner's Narrative Report</li> <li>• In case of discrepancies in the actual number of used scannable answer sheets with Room Examiner's Narrative Report, the Service Provider must report the matter in writing to DepEd-BEA</li> </ul>		
<p><b>SCANNING OF SCANNABLE ANSWER SHEETS</b></p> <ul style="list-style-type: none"> <li>• Service provider must develop a program to scan the used scannable answer sheets</li> <li>• DepEd-BEA shall perform manual checking/scoring to validate the test results of scanning and programming</li> <li>• Randomly picked scannable answer sheets shall be manually checked/scored by DepEd-BEA representatives, results of which shall be compared to the scanned output or raw score</li> <li>• Quantity of randomly picked answer sheets (sample size) shall be determined by DepEd-BEA</li> </ul> <p>If errors or discrepancies are noted during the validation and verification, the Service Provider must make the necessary adjustments to rectify the error before processing the test results and statistical data output requirements</p>		
<p><b>PRINTING of CERTIFICATE OF RATINGS and PROCESSING OF STATISTICAL DATA OUTPUT REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Customized designing and printing of Certificate of Ratings forms with Security Logo, DepEd silhouette background and barcodes</li> <li>• Program development and automated processing of test result</li> <li>• Develop program and software to process individual test results</li> <li>• Program development for the automated printing of individual Certificate of Ratings</li> <li>• Printing of Certificate of Rating forms and processing period is from <b>May 20 – 30, 2024 (10 calendar days)</b></li> </ul>		

<ul style="list-style-type: none"> <li>• Please see attached for the statistical data output requirements</li> <li>• Certificate of Ratings must be delivered to DepEd – BEA on <b>May 31, 2024</b></li> <li>• Statistical data output requirements in printed and electronic copies must be delivered at DepEd - BEA on or before <b>June 10, 2024</b></li> </ul>		
<p><b>SECURITY REQUIREMENTS FOR TEST MATERIALS, INSPECTION AND LIQUIDATED DAMAGES</b></p> <ul style="list-style-type: none"> <li>• Twenty-four (24) hour security system</li> <li>• DepEd – BEA has the right to inspect and test or cause the testing of the goods delivered by the Bidder/Printer at any stage of the contract e. g. during printing of the goods with regards to its conformity with the Technical Specifications</li> <li>• If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements prior to test administration. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>• If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services</li> <li>• If the cumulative liquidated damages reach ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of Items x No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be 100 % of the total contract price upon completion of the printing, packaging, labeling, inspection, delivery of answer sheets and certificates of rating, test administration, and processing of test results and statistical data output requirements</li> </ul>		

<ul style="list-style-type: none"> <li>Upon request for 100 % payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
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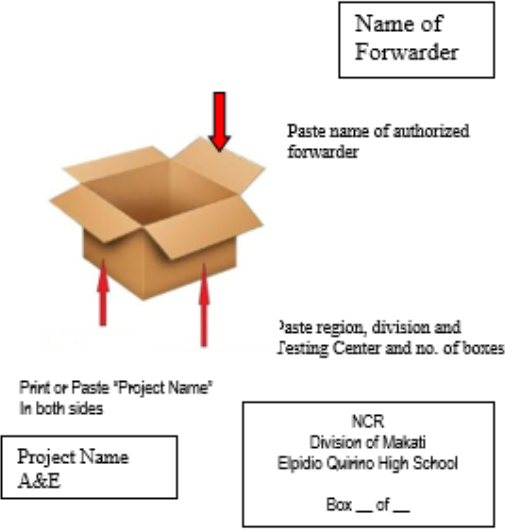
**V. Procurement of Test Materials for 2024 Accreditation and Equivalency (A&E) Test**

**A. General Specifications**

<b>Item</b>	<b>Specification</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
2	Processing of A&E test results and statistical data output requirements		

**B. Detailed Product Specifications**

<b>B. Detailed Product Specific Requirements</b>			
<b>Specifications</b>		<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>A&amp;E Package 2 : SCANNABLE ANSWER SHEETS</b>			
1. Printing Size	8 ¼ in x 12 (back to back) w/ perforation		
2. Estimated number of pages	One (1) sheet, back to back printing		
3. Paper Stock	Scannable OMR paper, 110 GSM		
4. Number of Copies	40,000 – ELEMENTARY 280,000 – JUNIOR HIGH 10,000 – ELEMENTARY (norming) 10,000 – JUNIOR HIGH (norming)		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		

7. Packaging	<ul style="list-style-type: none"> <li>• <b>30 AS</b> per sealed plastic (gauge 3) &amp; with label/batch slip containing the region, division, school and serial numbers</li> <li>• AS's shall placed in a box (double wall, 350 lbs) covered with plastic (palette stretch film, at least 3 layers) with label and plastic twine strap</li> <li>• <b>Buffer must be packed by 5 answer sheets per sealed plastic to be placed in a separate box per Division Office</b></li> </ul>  <p>The diagram shows an open cardboard box with three red arrows pointing to the top, front, and side flaps. To the right of the box, there are two labels. The top label is a rectangular box containing the text 'Name of Forwarder'. Below it, the text 'Paste name of authorized forwarder' is written. The bottom label is a rectangular box containing the text 'Project Name A&amp;E'. To its right, the text 'Print or Paste "Project Name" In both sides' is written. Below the bottom label, there is another rectangular box containing the text 'NCR Division of Makati Elpidio Quirino High School Box __ of __'. To its right, the text 'Paste region, division and Testing Center and no. of boxes' is written.</p>		
8. Scanning machine and software	OMR scanners and software		
9. Designing and Programming	Customized		
<b>(cont. A&amp;E Package 2: CERTIFICATE OF RATINGS FORMS)</b>			
1. Printing Size	5 ¼ in x 8 ½ in		
2. Estimated number of pages	One (1) sheet back to back printing		
3. Paper Stock	book paper, 115 GSM capable of printing security features, such as BEA security logo DepEd silhouette background and bar codes		
4. Number of Copies	320,000 copies		
5. Process	Offset printing		
6. Numbering	Consecutive serial numbering		
7. Packaging	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		

8. Scanning machine and software	---		
9. Designing and programming	Customized designing, includes UV ink for BEA security logo, DepEd silhouette background, bar codes		

<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
<b>2024 Accreditation and Equivalency (A and E) Test</b> Scannable Answer Sheets, Certificate of Ratings and Processing of Test Results <b>(Package 2)</b>		
<b>QUALIFICATIONS OF BIDDERS/PRINTERS</b>		
<p>To submit the following</p> <p>A. During bid opening:</p> <ul style="list-style-type: none"> <li>Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance is -2%</li> </ul>		
<b>REQUIRED PRINTING, PACKAGING and PROCESSING MACHINES/EQUIPMENT</b>		
<b>QUAN TITY</b>	<b>DESCRIPTION</b>	<b>MINIM UM CAPAC ITY</b>
At least 1	High capacity – Two Colors Offset Press/Impressions – or its equivalent	10.000 sheets per hour
1	Plate maker	
At least 1	Digital Paper Cutter, high capacity – or its equivalent	45 inch length 5 to 7 inches height
At least 1	OMR Scanners (back to back scanning) with Bar Code Reader – or its equivalent	10,000 sheets per hour
At least 10	Desktop/Laptop Computers	
1	Server	

At least 3	High Speed, Heavy Duty Laser Printer – or its equivalent	5,000 sheets per hour		
At least 3	Bar Code Printer and Numbering Machine – or its equivalent	5,000 sheets per hour		
At least 1	Perforating Machines – or its equivalent	10,000 sheets per hour		
At least 1	Plastic Sealer	N/A		
At least 1	Strapping Machine	N/A		
At least 1	Plastic Shrinkable Sealer	N/A		
1	Power Generator	Industrial/Commercial Type Can supply power for 24 hours		
<ul style="list-style-type: none"> <li>Exclusive use of all processing and printing machines/equipment intended for the Project for the entire duration the printing scannable answer sheets and certificates of rating</li> </ul>				
<b>PLANT AND OTHER FACILITIES</b>				
Plant area	At least 400 square meters is roofed			
Parking area	Adequate space for at least two (2) delivery trucks and vans			
Office area	Spacious and well ventilated place for office work activities or non-printing activities like preparation of programming, preparation of allocation lists, boxing, preparation of forms and other testing related activities before, during and after Test Administration			
Wall/Fence	At least 6 feet			

<ul style="list-style-type: none"> <li>• DepEd – BEA shall have exclusive use of the specified plant during printing, numbering, packaging, labeling and prior to the delivery of scannable answer sheets and processing of test results</li> <li>• In case the specified plant of the Bidder/Printer is big, the identified portion of the plant intended for the Project must be enclosed using concrete, double-wall plywood or galvanized metal sheets Twenty-four (24) hour communication network between the bidder/printer and DepEd - BEA (land lines, fax machines and cellular phones)</li> </ul>		
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<b>REQUIRED WAREHOUSE/STORAGE (after test administration)</b>			
Wareh use	At least 100 square meters, ten (10) feet in height		
Wall/fe nce	Solid concrete or double walled plywood without breaks, gaps tears or holes, if with windows, must permanently locked		
Roofi ng	Solid concrete or galvanized iron sheet without tear, gaps, holes and leaks		
Acces s door	Solid metal doors or accordion doors, keys must be turned over to DepEd - BEA		
Secu rity	24 hours security, 1 Security Guard per shift		
<ul style="list-style-type: none"> <li>• Must have shelves and/or dividers for the arrangement of boxes by geographical region (Luzon, Visayas and Mindanao)</li> <li>• One (1) year exclusive warehousing in the identified warehouse shall commence ten (10) days after test administration</li> <li>• In case the specified warehouse is too big for the Project, the Bidder/Printer must identify a portion of the warehouse intended to store the scannable answer sheets. The identified area must be enclosed using concrete, double-wall plywood or galvanized metal sheets</li> <li>• <b>Warehouse must be open to 8:00 am to 10:00 pm, Mondays to Saturdays to receive retrieved boxes of test booklets from the authorized forwarder</b></li> <li>• Bidder/Printer should not transfer the scannable answer sheets and school headers without the written approval of DepEd - BEA</li> </ul>			

<b>MANPOWER REQUIREMENTS</b>			
<b>Scope of Work:</b>	<b>Manpower Requirement</b>		



<b>A. Programming and data processing for BEAs Computer Output Requirements</b>	1 Computer Programmer with knowledge in statistics		
<b>B. Before Test Administration</b>			
a. Quality Control	1 Quality control staff		
b. Supervising and roving quality control	1 Supervising Quality Control		
c. Encoding	1 Encoder		
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 members		
f. Providing security during printing, numbering, perforating, bar coding, packing and labeling (8 hour shift)	6 Security Guards per shift		
<b>C. After Test Administration</b>			
g. Batching, sorting and accounting of scannable answer sheets and school headers	at least 10 workers		
h. Cleaning, editing, proof-reading of answer sheets**	at least 10 workers per day		
i. Editing and proof-reading and printing of individual Certificates of Rating**	at least 10 workers per day		
Note: ** May come from <b>item g (15 workers )</b>			
<ul style="list-style-type: none"> <li>Bidder/printer must provide personnel with uniforms and IDs</li> </ul>			
<b>HEALTH AND SAFETY REQUIREMENTS</b> <ul style="list-style-type: none"> <li>In compliance with government prescribed health protocols and ensure the safety of everyone concerned with the Project, all personnel including Managers, Computer Programmers, workers and Security Guards are required to present their Vaccination Card or their latest negative RTPCR result (released within 24 to 72 hours) before entering the premises of the service provider</li> <li>Installation of thermal scanners, sanitation/hygiene stations, alcohol stations</li> </ul>			

## **CONTENTS OF SCANNABLE ANSWER SHEETS**

- A and E (**elementary**) scannable answer sheets and shall be printed using OMR paper (110 GSM) using blue 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

### **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

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

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

- Delivery destination:  
PRINTER'S WAREHOUSE → Printer of test booklets

Priority No.	Date of Delivery of Boxes of Answer Sheets	Date of Matching of Boxes of ASs and TBs	Date of Pick-up of Boxes of TBs and Ass of Forwarder
Luzon	May 6, 2024	May 6 2024	May 7, 2024
Visayas and Minda nao	May 8, 2024	May 8, 2024	May 9, 2024

- Delivery of scannable answer sheets for norming A&E is on **May 6, 2023** at DepEd Central Office, Bureau of Education Assessment – Education Assessment Division

**PACKAGING MATERIALS AND REQUIREMENTS**

- 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

**BATCHING, SORTING AND ACCOUNTING OF ANSWER SHEETS**

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

<ul style="list-style-type: none"> <li>• If the goods fail to conform to the Technical Specifications, the Bidder/Printer shall replace or make the necessary adjustments/corrections to meet the requirements. Cost of non-compliant goods not replaced or corrected by the Bidder/Printer shall be deducted from the contract price</li> <li>• If the Bidder/Printer fails to deliver any or all the goods or to perform the services within the specified period in the contract DepEd - BEA shall deduct one tenth of one percent (0.1 %) of the cost of the unperformed portion for every day of delay in the delivery of goods and services</li> <li>• If the cumulative liquidated damages reaches ten percent (10 %) of the total contract price, DepEd – BEA shall terminate/rescind the contract</li> <li>• The Printer shall shoulder the expenses to rectify the error in cases of <b>mis-labeled and/or mis-sent</b> test materials or <b>lacking</b> as to the allocation list per school, per district, per division and per region</li> <li>• Lost and/or wet scannable answer sheets during the <b>delivery</b> shall be replaced by the Printer</li> <li>• During the one (1) year warehousing period, the Printer must maintain strict security on the test materials. Doors of warehouse must be permanently locked with one (1) Security Guard per shift</li> <li>• Lost and/or wet scannable answer sheets during the one (1) year warehousing (<b>storage period</b>) shall be penalized accordingly without prejudice to the filing of criminal charges against the Bidder/Printer</li> </ul> <p><b>Formula:</b>  <b>No. of scannable answer sheets x Php 50.00 = Amount of Deduction</b></p> <ul style="list-style-type: none"> <li>• Payment shall be <ul style="list-style-type: none"> <li>- 50 % of the total contract price upon completion of the printing, packaging, labeling, inspection and delivery of scannable answer sheets, and test administration</li> <li>- 50 % of the total contract price upon completion processing, printing, packaging, labeling, inspection and delivery of certificates of rating and processing of statistical data output requirements</li> </ul> </li> <li>• Upon request for first payment, a retention money amounting to five percent (5 %) of total contract price as a guarantee to cover the one (1) year warehousing of scannable answer sheets</li> </ul>		
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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 Testing Materials for Various 2024 Assessment Tests - Rebid [I. PEPT – Special Administration] / [II. NAT G6] / [III. ELLNA] / [IV. QEALIS] / [V. A&E]**

\_\_\_\_\_  
Name and Signature of Authorized representative

***Section VIII. Checklist of Technical  
and Financial Documents***





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

**BIDS AND AWARDS COMMITTEE VI**  
*CHECKLIST FOR BID OPENING*  
(GOODS AND SERVICES)

Project: **[Procurement of Test Materials for 2024 Philippine Educational Placement Test (PEPT) Rebid – Special Administration] / [Procurement of Test Materials for 2024 National Achievement Test for Grade 6 (NAT G6)] / [Procurement of Test Materials for 2024 Early Language, Literacy, and Numeracy Assessment (ELLNA)] / [Procurement of Test Materials for 2024 Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)] / [Procurement of Test Materials for 2024 Accreditation & Equivalency Test (A&E)]**

Project No.:

ABC: **PhP** \_\_\_\_\_

End-User/PMO:

Date, Time & Venue of Bid Opening:

Name of Bidder: \_\_\_\_\_

	DOCUMENT	REMARKS		
		Info / Details	Lead Partner	JV Partner
<b>I.</b>	<b>TECHNICAL COMPONENT</b>			
1	One (1) original copy, two (2) copies and (1) USB/flash drive			
2	Valid <b>Certificate of PhilGEPS Registration (Platinum Membership)</b>	Certificate No.		
		Date Issued		
		Valid Until		
3	Duly signed statement of <b>all ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	Total Amount		
4	The prospective bidder should have completed, within a period of <b>five (5) years</b> immediately preceding the deadline for submission of bids, a duly signed statement of <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be <b>at least twenty-five percent (25%)</b> of the ABC of the lot bid for;  <b>OR</b>  <b>at least two (2) similar contracts</b> and the total of the aggregated contract amount should be equivalent to <b>at least twenty-five percent (25%)</b> of the ABC of the lot bid for, and the largest of these similar contracts must be equivalent to <b>at least twelve percent (12%)</b> of the ABC of the lot to be bid.	Year <i>(not earlier than _____)</i>		
		Name of Contract (SLCC) <i>at least 25% of the ABC of the lot bid for (PhP_____)</i>		
		Amount of SLCC		
		<i>Sufficient or Insufficient</i>		
		<b>OR</b>		
		Total No. of Aggregate Contracts		

	For the purpose of the track-record requirement, contracts similar to the Project shall refer to the <b>Package 2</b> - Printing of Scannable Answer Sheets and Processing of Examination results using Scannable Answer Sheets;	Total Amount of largest stated contract <i>at least 12% of the ABC of the lot bid for (PhP _____)</i>		
		<i>Sufficient or Insufficient</i>		
5	Original copy of <b>Bid Security, OR</b>	Form		
		Issuing Firm		
		Amount		
		End of Validity		
		<i>Sufficient or Insufficient</i>		
6		Form		

	Original notarized <b>Bid Securing Declaration</b> , an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days from receipt of NOA, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB	Issued By		
		Notary Public		
		PTR No.		
7	Bidder's Technical Specifications in conformity with <b>Section VI. Schedule of Requirements</b> and <b>Section VII. Technical Specifications</b> , with bidder's statement of compliance and original signature of bidder's authorized signatory	Schedule of Requirements		
		Technical Specifications		
8	Original duly signed <b>Omnibus Sworn Statement (OSS)</b> ; and if applicable, <b>Original Notarized Secretary's Certificate</b> in case of a corporation, partnership, or cooperative; or <b>Original Special Power of Attorney</b> of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.  (Note: <b>For Partnership</b> , in case the owner of the company will sign, submit the bid documents, and personally participate in the bid, the <b>Special Power of Authority (SPA)</b> is <b>NOT</b> needed. In lieu of SPA, an <b>Affidavit</b> shall be submitted stating therein that he is the owner of the company, can sign documents, and transact business for his company. However, in case he is represented by an agent or authorized representative, a SPA shall be submitted).	Notary Public		
		PTR No.		
		Name of Authorized Representative		
		Position/ Designation		
		Notary Public		
		PTR No.		
9	Duly signed Computation of <b>Net Financial Contracting Capacity (NFCC)</b> which shall be at least equal to the ABC being bid; or	Current Assets		
		Current Liabilities		
		Ongoing Projects		
		TOTAL NFCC		
10	<b>Committed Line of Credit or Credit Line Certificate</b> at least equal to ten percent (10%) of the ABC to be bid.	Issuing bank		
		Amount of CLC		
		<i>Sufficient or Insufficient</i>		

11	If applicable, a duly signed <b>Joint Venture Agreement (JVA)</b> in case the joint venture is already in existence; <b>or</b> duly <b>notarized statements</b> from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	Official Representative and percentage of share and interest		
12	For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.			
13	For foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class "A" documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.			
14	Additional Requirement: For Packages 1 and 2: <ul style="list-style-type: none"> <li>○ Certificate from FPRDI/Paper test results from the Forest Products Research and Development Institute (FPRDI). Acceptable paper tolerance for basis weight/GSM is - 2%</li> </ul>			
<b>II</b>	<b>FINANCIAL COMPONENT</b>			
1	One (1) original copy, Two (2) copies, and One (1) USB/flash drive			
2	Duly signed original copy of <b>Financial Bid Form</b>	Amount		
		Valid Until		
3	Duly signed original copy of <b>Price Schedule Form</b> ( <i>Annex B</i> )			
<b>III</b>	<b>OPTIONAL (Section III, BDS Clause 20.1) in a separate envelope</b>			

1	Latest income and business tax returns:  Printed copies of the electronically filed Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;  Only tax return filed and taxes paid through the BIR Electronic Filing and Payments Systems (EFPS) shall be accepted.	Taxpayer Identification Number		
		Tax Period		
		Date Filed		
		Revenue District Office		
		Reference No.		
		Date Received by BIR		
		OR No.		
2	Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives, or any proof of such registration	DTI Cert. No.		
		SEC Reg. No.		
		CDA Registry No.		
		Registration Date		
		Expiration Date		
3	Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located	Mayor's Permit No.		
		Place of Issue		
		Issuance Date		
		Expiration Date		

4	Tax Clearance per Executive Order 398, Series of 2005	TCC No.		
		Issuance Date		
		Expiration Date		
5	Audited financial statements, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission, showing among others the total and current assets and liabilities	Year		
		Auditor		
6	<p>Additional Requirements:</p> <p><b>Package 2:</b></p> <ul style="list-style-type: none"> <li>➤ Letter specifying the exact location of plant and warehouse to be used for the Project;</li> <li>➤ List of Optical Mark Recognition (OMR) machines w/ built-in Bar Code Readers, desktop/laptop computers, servers, pre-printing, printing, numbering, perforating, packaging and labeling machines/equipment in excellent running condition to be used for the Project;</li> <li>➤ List of personnel with the corresponding job description;</li> <li>➤ Copies of recent NBI/Police/NICA Clearance of new employees or non-regular personnel of good moral character involved in the Project;</li> <li>➤ Copies of recent NBI/Police/NICA Clearance of regular or permanent employee, or a certification from the Bidder/Printer that the regular or permanent employees who will be involved in the Project are of good moral character and the above-mentioned clearance/s were required and complied with when they were hired; and</li> <li>➤ Samples of packaging materials, two-ply boxes (double wall, 350 lbs), plastic bag (gauge 3), palette stretch film, plastic twine straps, clear tape and packaging tape.</li> </ul>			

*Note: The bidder must carefully read the full description of the above requirements, and submit the said requirements as specified.*

*The bidders are required to provide a Table of Contents, and corresponding label for each submitted technical and financial component document to ensure that the submitted requirements are complete, and facilitate easier examination and/or evaluation of the documents by the BAC.*

**LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	Owner's Name a. Address b. Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate **"No ongoing contracts" or "None" or "Not Applicable (N/A)"** under the Column for Name of Contract (first column from left)

Submitted by: \_\_\_\_\_  
Printed Name and Signature of Authorized Representative

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		Amount at Award Amount at Completion c. Duration	Date Awarded Contract Effectivity Date Completed Contract Performance certified by End User
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: The bidder must be able to support this statement with:

- 1) End-User's Acceptance; 2) Contract; and 3) Official Receipts or Sales Invoice

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

## Joint Venture Agreement Form

\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, (civil status) \_\_\_\_\_, owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the hereunder stated project to be conducted by the (Name of the Procuring Entity).

NAME OF PROJECT	CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and \_\_\_\_\_ own the share and interest of \_\_\_\_\_ and \_\_\_\_\_ [indicate percentage of shares) respectively

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

\_\_\_\_\_

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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

A C K N O W L E D G M E N T

BEFORE ME, a Notary Public in and for Pasig City, Metro Manila,  
Philippines, this \_\_ day of \_\_\_\_\_, 201\_ personally appeared:

<u>NAME</u>	<u>GOVERNMENT-ISSUED IDENTIFICATION CARD</u>		
	<u>Number</u>	<u>Issued on</u>	<u>Issued at</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

The foregoing instrument is a JOINT VENTURE AGREEMENT consisting of pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witnesses on the left hand margin of each and every page hereof.

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

NOTARY PUBLIC  
Until December 31, 20\_\_

Doc. No.  
Page No.  
Book No.  
Series of 20\_\_\_\_



**NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM**

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or its duly accredited and authorized institution, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of submission.<sup>1</sup>

Year 20		
1.	Current Assets	
2.	Current Liabilities	
3.	Total Net Worth	
4.	Total Value of outstanding or ongoing Projects	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

In case of a bid involving two or more line-items, the bidder shall indicate in the NFCC from the line items bid for, in their order of priorities or preferences.

The first line-item in the order shall follow the following formula:

$$\text{NFCC} = [(\text{current assets minus current liabilities}) \times (15)] - [\text{value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started.}]$$

For subsequent line-items, the formula shall be as follows:

$$\text{NFCC} = [(\text{current assets minus current liabilities}) \times (15)] - [\text{value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started} + \text{value of the prior line item/s bid for}]$$

- C. The following are the line-items that we are bidding for, stated in the order of preference.<sup>2</sup>

<sup>1</sup> In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the local lead partner, unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this projection which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.

<sup>2</sup> The bidder may add tables as may show the different lots bid for and their corresponding NFCC.

**2nd:**

<b>Package/Lot/Item</b>	<b>Description</b>	<b>ABC</b>	<b>NFCC Formula</b>	<b>NFCC</b>
			[(current assets - current liabilities) <b>x</b> (15)] - [value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contracts yet to be started + ABC of 1st Package/Lot/Item bid for]	

This is to certify that the aforementioned NFCC computation is sufficient for all the packages / lots / items being bid for:

Submitted by:

\_\_\_\_\_  
Name of Supplier /Distributor/ Manufacturer

\_\_\_\_\_  
Name of Authorized Representative



Republic of Philippines  
**DEPARTMENT OF EDUCATION**



*DepEd Complex, Meralco Avenue, Pasig City*  
*Trunk Line (08) 632-13-61, Website <http://www.deped.gov.ph>*

**PROJECT:** Procurement of Test Materials for 2024 \_\_\_\_\_

**CONTRACT NO.:**  
 \_\_\_\_\_

**CONTRACT**

**THIS CONTRACT** made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2024 by and between **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its \_\_\_\_\_, \_\_\_\_\_, as per Department Order No. 23, s. 2021 (hereinafter referred to as “**DEPED**”); and \_\_\_\_\_ represented herein by its \_\_\_\_\_, \_\_\_\_\_, with office address at \_\_\_\_\_, Philippines (hereinafter referred to as “\_\_\_\_\_”), as per Secretary’s Certificate dated \_\_\_\_\_ (hereto attached as Annex “A”).

**DEPED** and \_\_\_\_\_ are collectively called “**PARTIES.**”

**WHEREAS, DEPED** invited bids for the **Procurement of Test Materials for 2024** \_\_\_\_\_ with contract duration of \_\_\_\_\_, consisting of \_\_\_\_ ( ) **packages**, and received bids from \_\_\_\_ ( ) bidders for Package No. \_\_\_\_; **DEPED** opened, read, and evaluated the bids of the \_\_\_\_ ( ) bidders and declared \_\_\_\_\_ as having the lowest calculated bid for Lot No. \_\_\_\_; after evaluation, **DEPED** post-qualified and declared the bid of \_\_\_\_\_ as the lowest calculated responsive bid for Lot No. \_\_\_\_ in the sum of **PHILIPPINE PESOS** \_\_\_\_\_ **MILLION,** \_\_\_\_\_ **THOUSAND,** \_\_\_\_\_ **and 00/100 (PhP \_\_\_\_\_) ONLY,** (hereinafter called the “Contract Price”) detailed as follows:

<b>Package</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget for the Contract (ABC) In Php</b>

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to;

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz:
  - i. Philippine Bidding Documents (PBD);
    - a. Invitation to Bid;
    - b. Instruction to Bidders;
    - c. Bid Data Sheet;
    - d. Technical Specifications;
    - e. General and Special Conditions of the Contract;
    - f. Schedule of Requirements; and
    - g. Bid Bulletin No. 1 dated \_\_\_\_\_.
  - ii. \_\_\_\_\_'s bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Performance Security;
  - iv. Notice of Award of Contract and \_\_\_\_\_'s conforme thereto; and
  - v. Other contract documents required by existing laws and/or **DEPED** in the PBD. \_\_\_\_\_ agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract.
3. \_\_\_\_\_ 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 \_\_\_\_\_ is in default of any of its obligation under this contract. \_\_\_\_\_ shall be responsible for the extension of its performance security and/or undertake to renew its performance security whenever necessary, and without need of prior notice or instruction from the **DEPED**, to ensure that it is in force and effect for the whole duration of the contract and until a Certificate of Final Acceptance is duly issued.
4. The goods shall be delivered within \_\_\_\_\_ **CALENDAR DAYS** from receipt of the Notice to Proceed or as may be indicated in the Notice to Proceed. Risk and title to the goods shall not be deemed to have passed to **DEPED** until its receipt and final acceptance at the delivery site (**DepEd CO and Schools Division Offices**).
5. **DEPED** shall have the right to inspect and test or cause the testing of the goods covered by the Contract, at any time or stage of contract implementation.
6. Pre-delivery and Pre-implementation Conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team.
7. Prior to and for purposes of inspection, \_\_\_\_\_ shall ensure convenient access to the goods for inspection. \_\_\_\_\_ 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.

8. The goods shall be inspected by the designated DepEd Inspectorate Team. A turnaround period of not more than **THIRTY (30) WORKING DAYS** from the time of the receipt of the request for Pre-Delivery Inspection shall be given to **DEPED** to schedule the inspection.
9. The goods should conform to and comply with the standards mentioned in Section VI. Schedule of Requirements of the Bidding Documents, or as amended by subsequently issued Bid Bulletin, if any, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee based on the samples submitted by \_\_\_\_\_, and reflected in the post-qualification report, which is hereto attached as Annex "B" and made an integral part hereof.

Any proposal by \_\_\_\_\_ to deliver goods of different technical specifications, in lieu of those of the approved bids or samples, shall not be allowed. However, under justifiable circumstances, 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 \_\_\_\_\_ for substitution shall be in writing and shall not result in any additional cost or undue burden to **DEPED**.

10. Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected orally or in writing by **DEPED** and replaced by \_\_\_\_\_ in accordance with the warranty provisions in the bidding documents. The replacement goods for this reason shall be subject to re-inspection. Replacement and repair of test materials shall only be applicable if the printing defects and noncompliance in the technical specifications are discovered prior to test administration. Service provider shall replace or repair defective test materials before test administration.
11. \_\_\_\_\_ shall deliver the goods to the delivery site (**DepEd CO and Schools Division Offices**). Goods delivered to sites other than the designated delivery site without **DEPED's** written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel, may be a cause for the termination of the Contract.
12. In case \_\_\_\_\_ encounters condition(s) impeding timely delivery of the goods, \_\_\_\_\_ 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. \_\_\_\_\_ must provide sufficient proof to support any request for work suspension and/or contract period extension.
13. The Contract Price shall be paid to \_\_\_\_\_ in accordance with the following disbursement procedures:
  - 12.1. \_\_\_\_\_ may submit a request for payment based on the following: (i) cumulative quantities of goods delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract, (ii) duly signed Delivery Receipts, and (iii) Inspection and Acceptance Reports (IARs), including certification by \_\_\_\_\_, 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 prescribed by **DEPED** pursuant to existing disbursement, accounting and auditing rules and procedures.

- 12.2. Payment shall be made to \_\_\_\_\_ within sixty (60) days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED**, in the following manner:
  - 12.2.1. \_\_\_\_\_ percent (\_\_\_%) of the Contract Price shall be paid to \_\_\_\_\_ upon completion of printing, packaging, labeling of primers, and delivery and acceptance of the goods by **DEPED**'s authorized representative;
  - 12.2.2. Payment shall also constitute release of the retention money in case of expiry 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%) the payment, or a special bank guarantee in the amount equal to five percent (5%) of the Contract Price as provided under Section 62.1 of R.A. 9184 and its Revised IRR.
  - 13.1. The warranty period of three (3) months shall reckon from the date of issuance of Certificate of Final Acceptance by **DEPED**.
15. \_\_\_\_\_ shall be liable for liquidated damages for the delay in delivery of goods 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 to and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to \_\_\_\_\_, or collect from any of the securities or warranties posted by \_\_\_\_\_, whichever is convenient to **DEPED**. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.
16. \_\_\_\_\_ and its employees, as agents of **DEPED**, shall uphold strict confidentiality of any information relating to this Contract. \_\_\_\_\_ shall hold Proprietary Information in strict confidence. \_\_\_\_\_ agrees not to reproduce, transcribe or disclose Proprietary Information to third parties without prior written approval of **DEPED**.
17. 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:

\_\_\_\_\_  
Department of Education  
THE PRESENCE OF:

\_\_\_\_\_  
SIGNED IN

\_\_\_\_\_  
DEPED's Witness

\_\_\_\_\_  
's Witness

CERTIFIED FUNDS AVAILABLE:

\_\_\_\_\_  
Chief Accountant

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_, METRO MANILA ) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for \_\_\_\_\_, Philippines, this \_\_\_\_ day of \_\_\_\_\_ 2023 personally appeared:

**NAME**

**GOVERNMENT ISSUED ID**

(Number, Issued On, Issued By)

\_\_\_\_\_  
Department of Education

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

The foregoing instrument is a CONTRACT consisting of six (6) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witness on the left-hand margin of each and every page hereof.

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

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.

NOTARY PUBLIC



## **Bid Security (Bank Guarantee) Form**

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WHEREAS, *[insert name of Bidder]* (hereinafter called the "Bidder") has submitted its bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the "Bank" are bound unto the *DEPARTMENT OF EDUCATION Central Office*, (hereinafter called the "Entity"), in the sum of *[insert amount]* for which payment well and truly to be made to the said Entity the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of said Bank this \_\_\_ day of \_\_\_\_\_ 20\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - (a) withdraws its Bid during the period of bid validity specified in the Form of Bid; or
  - (b) does not accept the correction of arithmetical errors of its bid price in accordance with the Instructions to Bidder; or
  
2. If the Bidder having been notified of the acceptance of its bid by the Procuring Entity during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of its first written demand, without the Entity having to substantiate its demand, provided that in its demand the Entity will note that the amount claimed by the Entity is due to the Entity owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert days]* days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_  
WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_  
(Signature, Name and Address)

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this\_day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

### **[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with the law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the enduser unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Performance Security (Bank Guarantee) Form**

To : The Secretary  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

Attention: The Chairperson  
Bids and Awards Committee

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]* proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR:

NAME OF BANK:

ADDRESS:

DATE:

## FINANCIAL BID FORM

Date: \_\_\_\_\_  
Project No: \_\_\_\_\_

The Secretary  
Department of Education  
DepEd Complex, Central Office  
Meralco Avenue, Pasig City

Attention: The Chairperson  
Bids and Awards Committee

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words (and figures)]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 17.1 and 18.2, respectively, and it shall remain binding upon us and may be accepted at any time before the expiration of that bid validity period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We, further, confirm that, for purposes of this bid, and if such Bid is accepted, the address stated below shall be the Supplier's official address and contact numbers, as reflected in the *(state proof of billing e.g. PhilGEPS Certificate, Mayor's Permit, SEC, Tax Clearance)*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

[signature over printed name of  
Authorized Representative] \_\_\_\_\_

\_\_\_\_\_  
[in the capacity of \_\_\_\_\_ ]  
(designation of Authorized Representative)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

[Registered Company/Business Name of the Bidder]

Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Telefax: \_\_\_\_\_

Email address : \_\_\_\_\_



**BANK GUARANTEE FORM FOR ADVANCE PAYMENT**

To: **Department of Education**  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

# SEALING AND MARKING OF BIDS

## GOODS AND SERVICES

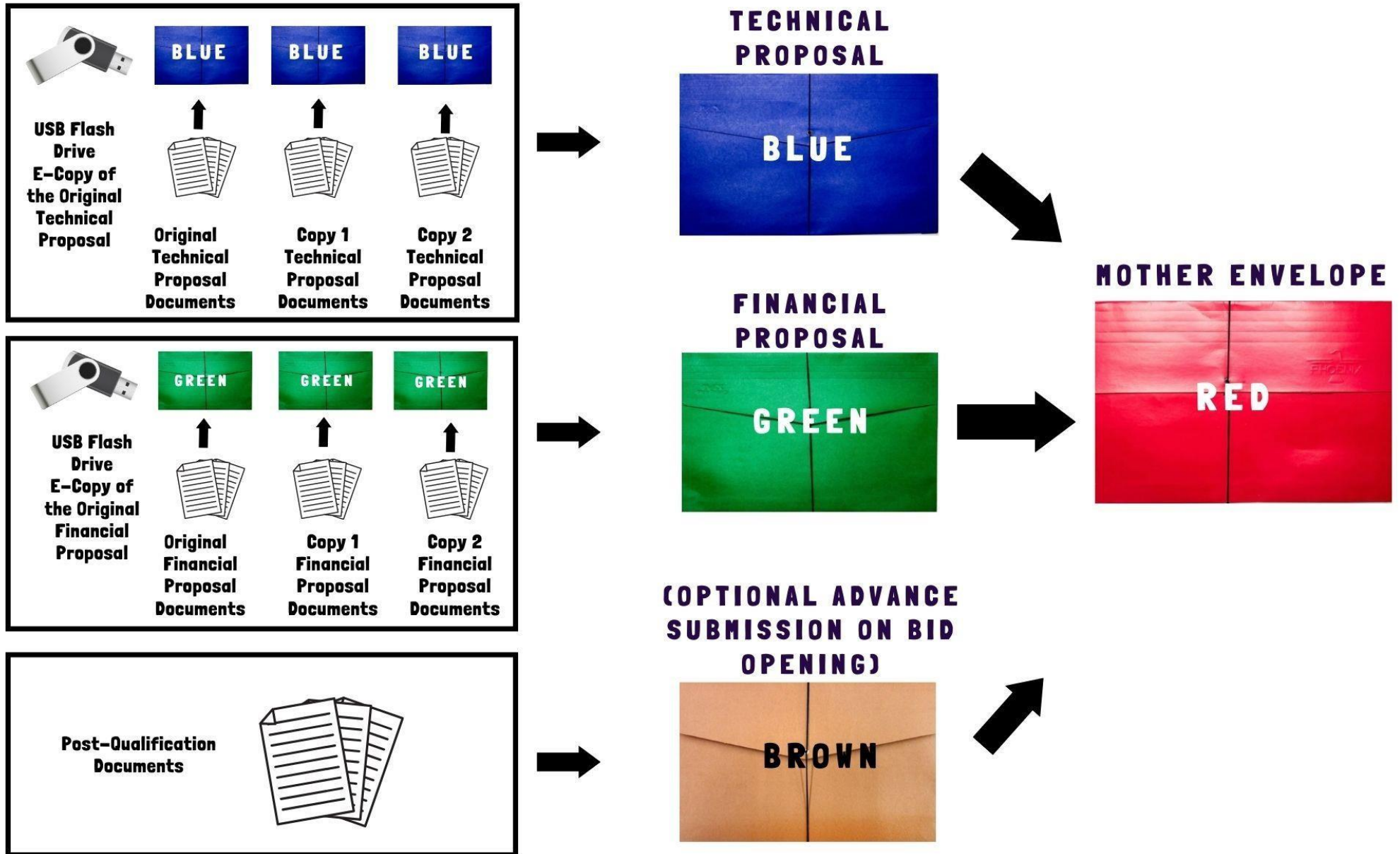


Illustration 1

ORIGINAL / COPY NO.     

[BIDDER'S COMPANY NAME]

[COMPANY'S OFFICE ADDRESS] PUBLIC BIDDING:

[PROJECT TITLE]:

BIDDING FOR [no.] : [item description] (if applicable)

THE CHAIRPERSON BIDS AND AWARDS COMMITTEE  
DEPARTMENT OF EDUCATION CENTRAL OFFICE  
[VENUE OF BID OPENING]

***DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]***

Republic of the Philippines



Government Procurement Policy Board