TECHNICAL SPECIFICATIONS

QUARANTINED SECURE PRINTING OF TEST MATERIALS FOR
2016 PSHS NATIONAL COMPETITIVE EXAMINATION

A. Description of the Service

Quarantined secure printing of the test materials shall involve reproduction of test materials from a camera-ready copy to the number of copies needed for the simultaneous administration of the test in 114 testing centers nationwide. This project will limit production time, and lessen security risks attributed to lengthy processing and manual collating, numbering and packaging. It is also more efficient with respect to quality (minimal printing errors and defects in paging, numbering and packing) and appearance (no unnecessary marks, clear, legible and more professional-looking).

B. Scope of Work

1. Printing, binding and checking for accuracy of paging and numbering of test booklets.
2. Packing and labeling of test booklets per chief examiner/test center.
3. Printing shall commence upon transmission of a camera-ready copy of test materials, not to exceed six (6) working days.
5. Packing and labeling of test materials for:
   a. the PSHS regional campuses for pick-up by courier service on or before October 15, 2016; and
   b. delivery to PSHS Main Campus in Agham Road, Diliman, Quezon City on or before October 15, 2016.
6. Pick-up of test materials from the PSHS System for shredding around two (2) months after the actual testing.

C. Specifications

Materials
- Book Paper, 70 - 75 grams
- 13 inches x 20 inches plastic for packing 4 types of test booklets with extra for return of materials
- Answer sheets (to be provided by PSHS)
- Boxes, width = 17.25"; height = 13"; depth = 11.5"

Printing Size
- folded size 8 ½ inches x 10 ¾ inches;
  spread size 17 inches x 10 ¼ inches

Number of Pages
- Separate booklet for every part:
  • Part I. Quantitative Ability – 20 pages including cover, self cover
  • Part II. Verbal Aptitude – 26 pages including cover, self cover
  • Part III. – Scientific Ability – 26 pages including cover, self cover
  • Part IV. – Abstract Reasoning – 20 pages including cover, self cover
Number of Copies - 25,000 copies for each part

Process - Offset

Numbering of booklets - Number, front upper right of booklet
In Series, same numbers for Part I, II, III & IV

Binding - Saddle Stitch

Packing
a) Test booklets are packed by 30’s per subject and sealed in plastic
b) Answer sheets – 25,000 packed in 30’s to be provided by PSHS
c) Complete set of test materials are packed by test center per chief examiner and sealed in a wrap paper then plastic and tied with plastic straps
d) Each sealed set of test materials are properly labeled according to test center number and the assigned campus (information to be provided by PSHS)

Printing of Poster Guide - 1,000 sets/3 sheets per set – 27” x 36”

Shredding - maximum of ½ centimeters (width of shredded strips)

D. Other Requirements

Security
1. Strict compliance of security measures during printing, collating, packing, shredding and up to delivery of the test materials must be strictly observed. A 24 hour security system must be provided (security personnel and cameras) to cover the area from start to end of the quarantine period.
2. Strict monitoring of the entry and exit of all personnel involved in the reproduction. Thorough examination of the personal belongings and thorough body search upon entry and exit to the premises must be strictly undertaken.
3. Six (6) personnel of the PSHS System shall be quarantined at the Printing House to oversee the operations from printing to delivery of the test materials.
4. The supplier shall provide PSHS with a list of staff and their complete addresses that will be involved in the printing, packaging and labeling of test materials.
5. There shall be no other job contracts to be done within the premises for the duration of the contract.
6. Test materials properly packed and labeled for the PSHS regional campuses shall be picked-up by courier service and for PSHS Main Campus shall be delivered accompanied by the designated supervisor of the supplier and the designated supervisor of the PSHS System.
7. All extra and spoiled test materials including plates/negatives shall be accounted for by both parties. Disposal of waste materials shall be witnessed by PSHS.
8. In order to secure further the confidentiality of the test materials, the identity of the printer and the location as well as other relevant information thereof, shall be kept in strictest confidentiality.
Forfeiture/Penalty Clause:
1. The entire value of the contract price shall be forfeited should there be a breach of security committed by the supplier or any of its employees or personnel resulting to the leakage of the test questions.
2. For every day of delay in the delivery of the test booklets to PSHS and which delay has not been caused by any fortuitous event, liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PSHS shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Quality:
1. Printing must be clear and legible. No unnecessary marks shall be made on the test materials.
2. Test booklets must be error-free (no missing or defective pages).
3. Accurate pagination and booklet numbering.
4. Binding by saddle stitch on the left-hand side of the booklet form.
5. Instructions to the format and content of the test booklets as well as instructions for the packing and distribution of the test materials shall be provided by the PSHS System.
6. Supplier shall provide a buffer set of 1% test booklets, as a replacement for spoilage and defective test booklets without additional cost to PSHS.

Incidentals:
1. The supplier shall have on hand, a generator with sufficient generating capacity should an electrical power outage occur. The cost of the maintenance and operation of the generator shall be charged to the account of the supplier.
2. The supplier shall provide facilities for comfortable lodging of PSHS representatives in the same compound including food, for the entire duration of the quarantine.