



Republic of the Philippines
Department of Education
 REGION I

**TERMS OF REFERENCE FOR THE PRINTING AND DOOR-TO-DOOR DELIVERY
 OF LEVELED READERS FOR KEY STAGE 1 FOR THE SCHOOLS IN REGION 1**

1. The contract covers the Printing and Door-to-Door Delivery of Leveled Readers for Key Stage 1 for the schools in Region I.
2. The technical specifications for the items shall be complied:

Number of Titles: 56
Number of Pages: 8,439,200
Number of Copies: 421,960

Level A Books

Size: 7.125 x 5.5" (Folded) 14.25 x 5.5" (Spread)
 No. of pages: 12 PAGES + COVER
 Color: full color printing; cover with plastic lamination
 PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
 FINISHING: PLASTIC LAMINATION ON COVER,
 FOLDING, Staple or Saddle stitch PRINTING: OFFSET
 Level A Box: COLOR: 4/0 PAPER STOCK: FOLDCOTE 20
 FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

Level B Books

Size: 7.125 x 5.5" (Folded) 14.25 x 5.5" (Spread)
 No. of pages: 12 PAGES + COVER
 Color: full color printing; cover with plastic lamination
 PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
 FINISHING: PLASTIC LAMINATION ON COVER,
 FOLDING, Staple or Saddle stitch PRINTING: OFFSET
 Level B Box:
 COLOR: 4/0 PAPER STOCK: FOLDCOTE 20
 FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

Level C Books

Size: 7.125 x 5.5" (Folded) 14.25 x 5.5" (Spread)
 No. of pages: 16 PAGES + COVER
 Color: full color printing; cover with plastic lamination
 PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
 FINISHING: PLASTIC LAMINATION ON COVER,
 FOLDING, Staple or Saddle stitch PRINTING: OFFSET
 Level C Box:
 COLOR: 4/0 PAPER STOCK: FOLDCOTE 20
 FINISHING: PLASTIC LAMINATION PRINTING: OFFSET
 INSIDE: C2S 120
 FINISHING: PLASTIC LAMINATION ON COVER,
 FOLDING, Staple or Saddle stitch PRINTING: OFFSET

Level D Books

Size: 7.125 x 5.5" (Folded) 14.25 x 5.5" (Spread)
 No. of pages: 16 PAGES + COVER
 Color: full color printing; cover with plastic lamination
 PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 DepEd Region I region1@deped.gov.ph
 www.denedregion1.com



FINISHING: PLASTIC LAMINATION ON COVER,
FOLDING, Staple or Saddle stitch PRINTING: OFFSET
Level D Box: COLOR: 4/0
PAPER STOCK: FOLDCOTE 20
FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

Level E Books

Size: 5.5 x 7.89" (Folded) 11 x 7.89" (Spread)
No. of pages: 16 PAGES + COVER
Color: full color printing; cover with plastic lamination
PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
FINISHING: PLASTIC LAMINATION ON COVER,
FOLDING, Staple or Saddle stitch PRINTING: OFFSET
Level E Box:
COLOR: 4/0 PAPER STOCK: FOLDCOTE 20
FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

Level F Books

Size: 5.5 x 7.89" (Folded) 11 x 7.89" (Spread)
No. of pages: 20 PAGES + COVER
Color: full color printing; cover with plastic lamination
PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
FINISHING: PLASTIC LAMINATION ON COVER,
FOLDING, Staple or Saddle stitch PRINTING: OFFSET
Level F Box:
COLOR: 4/0 PAPER STOCK: FOLDCOTE 20
FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

Level G Books

Size: 5.91 x 8.01 inches" (Folded) 11.82 x 8.01" (Spread)
No. of pages: 20 PAGES + COVER
Color: full color printing; cover with plastic lamination
PAPER STOCK: COVER: C2S 180 INSIDE: C2S 120
FINISHING: PLASTIC LAMINATION ON COVER,
FOLDING, Staple or Saddle stitch PRINTING: OFFSET
Level G Box: COLOR: 4/0
PAPER STOCK: FOLDCOTE 20
FINISHING: PLASTIC LAMINATION PRINTING: OFFSET

3. PROPOSED PACKAGING DETAILS

- * The leveled readers shall be wrapped and sealed in plain plastic for adequate protection against moisture and water damage before placing in a plastic.
- * Per package/level shall be reinforced with 30x23x0.002 Polyethylene (PE) plastic.
- * Each package/level shall be properly labeled to indicate the following:
Title, Quantity, Purchaser's name and Address, Supplier's Name,
Destination, DepEd logo (with flame), International Symbol, Linear
Specifications, Volume, and Gross Weight.

4. A hard copy of each item shall be forwarded to the Regional Office for evaluation or conformance checking prior to mass production. Certification that the storybooks are ready for mass printing will be issued by the end-user to the supplier. The supplier shall ensure that there is ample time for the end-user representatives to do the conformance checking and for the supplier also to have enough time to incorporate the recommendations and findings from the end-user representatives.



Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@deped.gov.ph
www.depedregion1.com



5. Pre-delivery Inspection

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 designated Inspectorate Team shall conduct inspection Team during the scheduled PDI.

The Pre-delivery Inspection shall be conducted on the **40th day** from receipt of Notice to Proceed. The Supplier shall coordinate with DepEd ROI, through CLMD, on the conduct of PDI.

6. Goods shall be packed according to the allocation list.

7. Attached are the Lists of Storybooks with Corresponding Qty./No. of Copies and Place of Delivery.

Prepared by:


GINA A. AMOYEN
Education Program Supervisor
LRMS

Checked and Reviewed by:


DINAH C. BONA
Chief Education Supervisor
CLMD



Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@depd.gov.ph
www.depdedregion1.com

