



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Facsimile: 5-310-0037 / email: bac@prc.gov.ph



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Section VI. Schedule of Requirements

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

Item #	Description	Delivered, Weeks/Months
1.	The printing house shall be located within Metro Manila, must be made of concrete with suitable working area for quarantine work, and likewise guaranteed for the safety and protection of PRC personnel in the premises.	During contract implementation.
2.	<p>The printing house, facilities, equipment and specifically the quarantine area must be completely secured and isolated from other printing jobs, if any, of the winning Bidder for the duration of the contract period.</p> <p>Before the quarantine period, the Commission representatives, Professional Regulatory Board for Professional Teachers (Board), PRC Quarantine Team, and assigned Security Officers shall conduct an ocular inspection of the quarantine premises to ensure that all requirements are in place.</p>	During contract implementation.
3.	Complete quarantine and isolation of all personnel involved shall be guaranteed from a minimum of eight (8) days to a maximum of fifteen (15) days from start of quarantine.	During contract implementation.
4.	<p>All windows of the printing house shall be locked, with only exhaust fans provided. All door/entrances shall be closed and sealed during the quarantine period. Entry to the premises shall be strictly monitored and exit prohibited.</p> <p>The entire building shall have floor-markings showing the uni-directional flow of traffic of people inside the building pursuant to Memorandum No. 68 s. 2020</p> <p>Pursuant to DOLE Department Order No. 224, s. 2021:</p> <p>A. Air-Conditioned Spaces</p> <p>a. For HVAC systems, outdoor air supply should conform to the recommended breathing zone ventilation rates, for the purpose of general air dilution and comfort control.</p> <p>b. Run the ventilation system for at least 30 minutes before and after spaces are occupied.</p> <p>c. In workplaces that only have local air conditioning units, dilution ventilation may be done through the use of exhaust fans, and filters MERV13 or higher, or high-efficiency particulate air (HEPA) filter rating applicable to the unit may be installed. Ensure that enough exhaust fans relative to the room volume are available to have the required breathing zone minimum ventilation rates.</p> <p>d. Where ventilation is greatly recirculated or access to outside air is not feasible, filters such</p>	During contract implementation.



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as HEPA filtration air purifiers can be used to clean recirculated air, provided that the unit is adequate for the size of the room in which it is installed in. Ensure proper maintenance by following manufacturer recommendations of these devices.

e. Keep the louvers of local air conditioning units in an upward position to prevent the air flowing from one person to another, while observing minimum health protocols.

f. Frequently open the windows, doors, and other openings to supplement the mechanical ventilation systems to achieve dilution.

g. Establish a cleaning and maintenance program for mechanical systems. Ensure that no molds or stagnant water will be circulated in the atmosphere. Filters must be changed when necessary. Appropriate Personal Protective Equipment must be worn by workers involved in the cleaning and maintenance.

B. Local Exhaust Ventilation (LEV)

a. The LEV system shall conform to the existing local code. It shall have the basic components of hoods, ductworks, air cleaning device, fans or blowers and exhaust stack. All installed LEV shall be equipped with a proper air cleaning device to treat, filter and minimize airborne contaminants being exhausted to the atmosphere.

b. Continuous operation of LEVs when workers are present in order to allow additional air change in the workplace. Ensure that running hoods of LEVs are properly secured when not being used during a specific operation to avoid disruption.

C. Restrooms and Water Closets

a. Ensure that exhaust fans in restroom facilities are functional and operational at full capacity whenever the building is occupied.

b. When toilets/water closets are used, close the toilet bowl seat lid before flushing, if available. This aims to minimize the release of droplets into air caused by flushing.

c. Do not use hand blowers or jet dryers as it contributes to the dispersion of potentially contaminated air inside the restrooms.



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5.	The facilities to be used must be in good condition during the entire process.	During contract implementation.
6.	The Chairman and Members of the Board, three (3) Professional Regulation Commission (PRC) Supervising Staff, three (3) PRC Computer Operators, one (1) roving PRC personnel from Internal Audit Division, two (2) PRC Security Officers, two (2) NBI personnel, and two (2) PNP Security Officers shall be quarantined at the Printing House to oversee printing operations. In addition, three (3) Security Personnel from the winning bidder shall be posted outside the entrance/exit of the quarantine area.	During contract implementation.
7.	The Board, all authorized PRC quarantine personnel, and assigned security officers shall be required to present the proof of COVID-19 vaccination for two (2) doses to ensure the health and safety of all concerned. Only those who are vaccinated shall be allowed to enter the printing plant.	During contract implementation.
8.	Winning-Bidder's Printing Plant personnel shall be required to undergo RT-PCR swab/saliva test to ensure the health and safety of all concerned unless fully vaccinated with two (2) doses against COVID 19. Only those who are vaccinated or with RT-PCR negative result shall be allowed to enter the printing plant at the expense of the bidder	During contract implementation.
9.	The winning Bidder shall provide the Personal Protective Equipment (PPE) such as long-sleeved gown, surgical mask, face shield, and disposable non-sterile gloves.	During contract implementation.
10.	The winning Bidder shall provide Physician on-call in the event of medical emergencies.	During contract implementation.
11.	<p>The winning Bidder shall provide facilities for comfortable board and lodging, air-conditioned working and sleeping quarters of PRC printing and shredding personnel, separate toilets with hot and cold showers for ladies and men, bed cushions, beddings, conference table, clothes lines/cabinets, lights, water and recreation facilities (2 TV sets with cable channels, 2 DVD players, chess sets, billiard/table tennis/ping pong), washing machines, dryers, including food, physician on call, exhaust fans in all working and sleeping areas, industrial fans for workers and clear plastic container/bags for the Board's personal belongings for purpose of easy inspection, to be provided by the winning Bidder to the PRC and printing personnel during the whole period of quarantine.</p> <p>The location of the sleeping quarters of the PRC employees must be contiguous with the sleeping quarters of the employees of the winning bidder.</p>	During contract implementation.



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12.	<p>The winning Bidder shall also provide facilities for the Chairman and Members of the Board, for comfortable board and lodging, air-conditioned working and sleeping quarters with separate toilets for ladies and men with hot and cold showers, bed cushions, beddings, conference table, clothes lines/cabinets, lights, water and recreation facilities (TV sets with cable channels, DVD players, chess sets, billiard/table tennis/ping pong, etc.), Newspaper/broadsheet (such as Philippine Daily Inquirer, Manila Times, Daily Tribune, and the like) washing machine, dryer, including food, physician on call, exhaust fans in all working and sleeping areas, and clear plastic container/bags for the Board's personal belongings for purpose of easy inspection during the whole period of quarantine. Further, the service provider shall also provide utility staff to keep always clean the working and eating areas, the sleeping quarters including comfort rooms.</p> <p>The Board's receiving and dining room must be separate from the PRC staff.</p>	During contract implementation.
13.	<p>The winning Bidder shall provide staff to prepare special meal for the Chairman and members of the Board and coordinate with the Board for the requested meals taking into consideration their dietary requirements.</p> <p>The winning Bidder shall also provide utility staff to keep the working area clean, including the sleeping quarters.</p>	During contract implementation.
14.	<p>Round-the-clock 24-hour security system manned by Security Guards shall be provided by the winning bidder to cover the entire area from the start of quarantine. In the event of any loss or damage within the premises of the quarantine area and/or to the personal belongings or to the person of the personnel involved, the winning bidder shall be held liable and shall reimburse the amount equivalent to such loss or damage. Moreover, any incident of theft or damage to the personal belongings of quarantined personnel shall be sufficient ground to blacklist the winning bidder to participate in future competitive public bidding activities.</p>	During contract implementation.
15.	<p>Communication network, one (1) telephone set between PRC and the winning Bidder located at the Security guard's station at the Printing House provided that the same shall be strictly and exclusively for the use of the winning Bidder in the presence of PRC Officials and the Plant Manager for urgent business of, and with PRC, subject to the Bidder's close supervision and control. Only emergency calls, as determined by the Head of the PRC Quarantine Team shall be allowed and only with the PRC Chairman of the Board, provided that during extreme medical emergencies, the Chairperson of the Board or his designated representative may be allowed to directly communicate with the physician on call in coordination with the quarantined PRC Quarantine Team.</p>	During contract implementation.



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16.	All computers of PRC and the winning Bidder in the quarantine area shall have no internet services during quarantine period. There shall be no telephone/cable lines in the computer room and working areas. No personal calls, mobile phones, beepers and <u>other communication gadgets</u> shall be allowed inside the quarantined area. To ensure that there will be no internet services inside the quarantined area, aside from the body inspection of the quarantined personnel by the winning Bidder's Security Personnel, all personal belongings of the PRC group shall be inspected in the PRC before proceeding to the Printing area. Personal belongings shall be placed in a box which will be sealed and labeled with box number and the contents of each box inside the PRC premises. The winning Bidder's Security Personnel will conduct body inspection on the PNP and NBI Personnel. The winning Bidder's personnel and their belongings shall also be inspected by PNP, NBI and PRC Security. All gadgets that shall be brought to the printing house must be placed in a transparent plastic and must be properly sealed. All quarantined personnel of PRC and the winning Bidder shall not communicate with anybody outside the quarantined area, except the winning Bidder's Manager in case of technical problems relating to printing, packing and delivery, and only with the PRC Chairman or his designated representative and vice versa.	During contract implementation.
17.	All deliveries, including food and containers, being brought in and out of the quarantine area shall be subjected to inspection. Additional deliveries other than food shall need an approval from the PRC Chairman of the Board.	During contract implementation.
18.	A CCTV with roving cameras shall be installed in the computer room, entrance/exit doors, and the working areas which include lay-outing, printing, collating, stitching and packaging areas. The hard drives shall be surrendered to the Director, Licensure Office of PRC one (1) day after the quarantine period. Failure to surrender the said tapes or CDs shall be a ground for refusal of payment.	During contract implementation.
19.	PRC and the winning Bidder's personnel involved in all the processes during the quarantine period shall issue a Certification of the extent of their participation in each procedure in the printing and supply of Licensure Examination for Professional Teachers Booklets for each subject.	During contract implementation.
20.	The winning Bidder shall provide a standby generator with sufficient generating capacity and sufficient number of rechargeable emergency lights. The expenses covering its operation and maintenance shall be for the account of the winning Bidder.	During contract implementation.
21.	The winning Bidder shall ensure that all supplies and materials needed for the printing and packing of the Test Booklets shall be made available and within the printing house at the start of the contract period.	During contract implementation.



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22.	The PRC shall provide the winning Bidder with instructions as to the format and content of the Test Booklets and for the packing and distribution of the Confidential Materials.	During contract implementation.
23.	The winning Bidder shall guarantee the quality of the printed materials, with particular regard to the completeness and accuracy of the paging of each Test Booklet.	During contract implementation.
24.	The designated winning Bidder's Supervisor, with the authority to make decision, shall personally and strictly direct and supervise the printing work under the direction and control of the Members of the Professional Regulatory Board for Professional Teachers, PRC Supervisor, technical and Roving Staff, NBI and PNP Security Officers.	During contract implementation.
25.	Each plastic bag, Gauge 3, shall contain 25 Test Booklets or the number of Test Booklets equivalent to the actual number of examinees per room in the Test Centers. The plastic bags containing the booklets shall be heat-sealed, bundled, and tied with straw strings. Each bundle shall contain as many plastic bags as there are rooms assigned to a Floor Supervisor. The plastic bags shall be packed in carton boxes, tied with nylon straps – two (2) lengthwise and one (1) crosswise and sealed by three (3) metal straps. In addition, the boxes shall be clear wrapped and tied with plastic strap with metal clasp for handling purposes two (2) lengthwise and two (2) crosswise.	During contract implementation.
26.	The winning Bidder shall properly label the boxes of Test Booklets by using color codes for each subject and according to School and Test Center.	During contract implementation.
27.	The cost of carton boxes and the labor for the packing and labeling of the materials, including the Confidential Materials, which shall be in accordance with the Materials Distribution Guide, shall be for the account of the winning Bidder.	During contract implementation.
28.	All extra and spoiled Test Booklets, printing plates, TB Lay-outs and TQ master copy shall be shredded by the winning Bidder. The shredding shall be witnessed and certified by the PRC staff, Professional Regulatory Board for Professional Teachers, PNP, NBI, Company Guards, IAD, COA and other witnesses at no extra cost to PRC.	During contract implementation.
29.	The sealed boxes of test booklets shall be placed at of the winning Bidder's designated withdrawal area. The winning bidder shall provide enough cargo vehicles with driver including the gasoline and allowance of its personnel, for pick-up of the materials from its delivery area to airport and specified Testing Centers provided by the Procuring Entity.	During contract implementation.
30.	The Test Booklets should be ready for pick-up, shipment & delivery to the Regional Test Centers three (3) days before the first day of examination.	During contract implementation.



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31.	The winning Bidder shall provide adequate and balanced diet meals for the PRC's Security Officers and Hauling Team in charge of the turnover of the boxes of Test Materials in the quarantine area. Furthermore, the winning bidder shall provide transportation exclusively for the Chairman and Members of the Board and PRC Quarantine Team from the PRC premises to the printing and shredding compound from the start of the quarantine period and at the end of the shredding activity.	During contract implementation.
32.	The winning bidder shall provide transportation for the shredding team from the PRC premises to the printing & shredding compound on the shredding schedule and shall be transported back to the PRC after the completion of the shredding activity. Meals and beverages shall also be provided for the shredding team during the said activity. In case the shredding activity will be finished by 11:00 in the evening, the winning bidder shall provide comfortable board and lodging for the shredding team.	During contract implementation.
33.	The winning bidder shall pick-up from the central distribution center located at the PRC Main Building the used and unused test booklets coming from all test centers from the NCR Regional Office, provide temporary storage prior to shredding and shred the same based on the schedule provided them by PRC. The shredding shall be witnessed and certified by the Board, PRC staff, PNP, NBI, Company Guards, IAD, NAP, and other witnesses.	During contract implementation.
34.	The winning bidder shall provide a fully secured storage area with CCTV where the used and unused test booklets from the testing centers in NCR shall be stored for fifteen (15) calendar days after the conduct of licensure examination, in compliance with the revised Records Disposition Schedule of the Commission as approved by the National Archives of the Philippines. All windows, doors, and entrances of the said storage area shall be locked and sealed by the duly authorized representative from the NCR Regional Office (NCR-RO). The room keys shall be kept by the said NCR-RO's authorized representative and shall be turned over to the Head of the NCR RO Shredding Team on the day of shredding of the test booklets. Shredding shall be scheduled after fifteen (15) calendar days upon coordination with the winning bidder and shredding team.	During contract implementation.
35.	The winning bidder shall provide space to the official buyer of PRC of disposable/shredded papers for pick-up and loading by the official buyer's laborers at the end of shredding activity.	During contract implementation.
36.	All used and unused test booklets from the testing centers in NCR shall be shredded by the winning bidder within three (3) hours upon opening of the sealed boxes of TBs.	During contract implementation.
37.	There will be a 2.5% extra Test Booklets for each subject at no cost to PRC, subject to adjustment of both the number of pages and the number of copies at the time of actual printing.	During contract implementation.
38.	The winning Bidder shall print, without cost on the part of PRC, at least Five Thousand (5,000) pieces of the eighteen (18) page Room Watcher/Proctor's Instruction	During contract implementation.



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	Manual or Examination Badges, the contents of which shall be provided by PRC Licensure Division.	
39.	PRC shall assume responsibility for the security of the Materials while in transit to the Test Centers.	During contract implementation.
40.	There shall be forfeiture of the entire value of the Contract Price should a breach of security be committed by any act or omission directly imputable to the winning Bidder or its employees or personnel, resulting in the leakage of Test Questions.	During contract implementation.
41.	For every delay in the delivery of the Test Booklets to PRC and which delay has not been caused by any fortuitous event, a fine of 1/10 of 1% of contract price irrespective of quantity shall be imposed on the winning Bidder. The said fine shall be deducted from the contracted price. However, should the delay renders beyond the control of PRC to deliver the Test Booklets to the Test Centers for the use of the examinees on examination day(s) PRC shall not be liable for the cost of the Test Booklets which have not been used in the examination by reason thereof and shall have the right to claim for damages against the winning Bidder.	During contract implementation.
42.	The winning Bidder's Officials and designated Supervisor, PRC Officials, Professional Regulatory Board for Professional Teachers, PRC Quarantine Supervisor, Computer Operators, Roving and Security Staff shall meet one to two days before the start of printing to discuss the procedures and controls to be done inside the Printing House. Schedule of activities, including Gantt Charts, floor plan, and arrangement for food, medicines and other necessities shall be finalized during the meeting.	During contract implementation.
43.	It is understood that the President and any official of the winning Bidder have not offered and will not offer any sum of money or non-financial favor to any member of the Bids and Awards Committee (BAC), or any official or employee of the Commission; and acknowledge and agree that such act of offer constitutes bribery for which the President shall be liable for sanctions under existing laws and outright termination of the contract.	During contract implementation.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE SEPTEMBER 26, 2021 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY