



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




REGULAR MEMBERS:


JOSE Y. CUETO, JR.
Chairman


MARIA LIZA M. HERNANDEZ
Vice-Chairperson


GISELLE G. DURANA
Member


HENRIETTA P. NARVAEZ
Member


WILMA T. UNANA
Member

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OMAIMAH E. GANDAMRA
Vice-Chairperson


JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects


CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
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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.

MANPOWER SERVICE PROVIDER FOR TECHNICAL AND SUPPORT STAFF OF THE PROFESSIONAL REGULATION COMMISSION		Delivered, Weeks/Months (TIMELINE)
Item #	<div>1. The Professional Regulation Commission (PRC) is in need of a Manpower Service Provider for a period of TWELVE (12) MONTHS to provide Technical and Support Staff to address its inadequate human resource complement and to facilitate the implementation of its programs and projects.</div> <div>2. The Service Provider shall provide PRC with TWENTY TWO (22) qualified and competent personnel who will render eight (8) hours work a day, Monday to Friday, except non-working holidays.</div> <div>In exceptional cases, or when deemed necessary, the personnel may render overtime service, travel outside Metro Manila or at the PRC Regional Office. They will be provided with per diem and other allowances subject to the authority coming from PRC.</div> <div>3. All personnel for deployment by the Service Provider shall be assessed by PRC to ensure that they meet the required qualifications.</div> <div>4. The Service Provider shall require their personnel to observe the PRC prescribed office attire and shall provide them with proper ID. The Service Provider shall monitor the full compliance of each personnel. For this purpose, the Service Provider shall provide PRC the complete list of the names of the proposed personnel to be deployed, including their respective dates of hiring together with their respective duly notarized Personal Data Sheet. In case of any change in the roster of personnel assigned to the PRC, the Service Provider shall submit the aforementioned data.</div> <div>5. Any personnel deployed by the Service Provider to the PRC may be replaced or reassigned upon the recommendation of the PRC.</div> <div>6. It is expressly understood and agreed that the Service Provider is NOT an agency or employee of the PRC and the personnel to be assigned by the Service Provider to the PRC are in no case employee of the latter as they, for all intents and purposes, are under contract with the Service</div>	<div>Within ten (10) days from Notice to Proceed</div>



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Provider. Accordingly, the PRC shall not be responsible for any and all claims for the damage and injury, including death, caused either to any of the personnel or to any third persons where such injury or death arising out of, or in the course of, the lawful performance of the regular and official function of the said personnel.

7. During the duration of the contract, the personnel of the Service Provider shall have the following duties and responsibilities, and shall do such other related functions as may be assigned by the Supervisor or Division Chief:

CENTRAL OFFICE
Three (3) Archives and Records Division

- a. Receives and processes requests for information through e-mail, e-FOI and standard (paper-based) and provide assistance to the requesting party on FOI matters;
- b. Assists in the shredding and disposal of TQ/TB upon approval of the authority from NAP;
- c. Assists in receiving of boxes of records transferred from different office/division/section and checks if properly labeled;
- d. Assists in the transfer/hauling/retrieving of boxes in V-Tech Storage;
- e. Completes inventory of identified vital records for digitization project;
- f. Digitizes (groomed and scanned) records from the Rating Division; Receives, authenticates and transmits copies of newly- released Master list to all PRC Regional Offices;
- g. Compiles and labels copies of new TOR and Master list of examination;
- h. Arranges books back to shelves chronologically and according to profession;
- i. Verifies, sorts and inserts approved letter for Change of Status for amendment to Master list and TOR;
- j. Processes requests for mailing of documents to UST Post Office daily;
- k. Encodes Returned to Sender Returned Cards and Official Letters for Legal and various offices; Encodes Returned to Sender Board Rating



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	<p>Report;</p> <p>I. Prepares replenishment reports for metered machine used in mailing of official letter;</p> <p>m. Submits monthly report of mailed Decisions, Orders, Notices as well as Return Cards to Hearing and Investigation Division five (5) days after the reference month;</p> <p>n. Verifies exam result, change of status and correction of name/birthdates for Regional and Satellite Offices including Service Center;</p> <p>o. Delivers Official documents in Private and Government agencies; different division of Professional Regulation Commission;</p> <p>p. Fetches, sorts and records mails from Lawton's Post Office.</p> <p>One (1) Internal Audit Division</p> <p>a. Drafts audit plan for the audit of procedures of various divisions/offices of the Commission;</p> <p>b. Conducts audit of procedures of various units/divisions/offices of the Commission; follow up audit of audit of findings and recommendation on audit of procedures, special audit as assigned;</p> <p>c. Drafts audit report;</p> <p>d. Observes the shredding of used and unused test questionnaires and account the actual number of test questionnaires for the purpose of strengthening the Commission's internal control;</p> <p>e. Conducts audit inspection and verification of various accountable documents to ascertain its authenticity as to the presence of its security features, to wit: PVC Blank ID Cards, Report of Ratings, Official Receipts, Board Certificates, OMR/ID;</p> <p>f. Prepares the monthly report of Conduct and Shredding of TQs of various licensure examination.</p> <p>Two (2) PRB Screening and Selection Unit</p> <p>a. Drafts press releases/announcements;</p> <p>b. Coordinates with the newspaper representative and ICT-in-Charge for publication/posting (in PRC Website) of names of nominees;</p> <p>c. Reviews and checks the completeness of the</p>	
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	<p>documents attached to the applications of the nominees;</p> <p>d. Prepares folders of the nominees/applicants scheduled for interview by the Commission Proper.</p> <p>e. Checks and collates the folders of nominees interviewed and ranked by the Commission Proper;</p> <p>f. Prepares transmittal record of letters for mailing. Transmits letter for mailing to Records Division;</p> <p>g. Transmits approved PRC Resolutions to the Office of the President through the Department of Labor and Employment (DOLE); Assists the Commission Proper in the Conduct of Oath Taking of New PRBs (Chairman and Members);</p> <p>h. Assists the Commission Proper in the conduct of interview of nominees/applicants</p> <p>Two (2) PRB Secretariat</p> <p>a. Prepares Board programs prior the licensure examinations;</p> <p>b. Prepares request for clearance for the conduct of special oath taking;</p> <p>c. Prepares facilities and attends the special oath taking of new professionals;</p> <p>d. Prepares/issues SEC Endorsement of professional organizations;</p> <p>e. Prepares/encodes position papers and other issuances/communications on the professional regulatory bills;</p> <p>f. Notifies/Attends Board meetings and special meetings of the Professional Regulatory Boards;</p> <p>g. Endorses applications for examination and registration without examination;</p> <p>h. Prepares/encodes resolutions, memoranda and other issuances relating to the licensure examination TOS, designation of additional Testing Centers, SPLBE; Records and forwards accountable documents/actions forms for</p>	
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	<p>signature and evaluation of the Board;</p> <p>i. Reminds PRB Chairmen and Members to act on official communications, attend meetings, hearing, invitation and scheduled licensure examination;</p> <p>j. Provides assistance during seminars/ workshops/ conferences/meetings/summits conducted by the PRBs/PRC.</p> <p>k. Performs other related secretarial services and other duties assigned from time to time.</p> <p>One (1) Procurement and Supply Division</p> <p>a. Maintains files of the following documents for verification and future reference: Requisition and Issuance Slip (RIS) for equipment only, Inventory Custodian Slip, Borrower's Slip, Return Slip, Gate Pass, Service Report for Equipment, Waste Materials Report, Employee Clearance</p> <p>b. Facilitates, coordinates and records the repair and maintenance of various equipment under warranty or free use from different suppliers;</p> <p>c. Prepares Gate Pass for all equipment that were brought outside by various officials and employees of the Commission; Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS) for newly acquired equipment and assigns control number;</p> <p>d. Records all transactions in the summary logbook all the activities done by the Equipment Unit;</p> <p>e. Assists in the receiving of returned equipment: labels, packs and puts them in the stockroom and classifies if units are serviceable/ unserviceable/ for repair or for disposal.</p> <p>Two (2) Professional Registry Division</p> <p>a. Retrieves pre-printed CORs from the vault or secured steel cabinet and records the quantity and serial numbers of pre-printed CORs in the control logbook;</p> <p>b. Prints individual approved COR based on the List of Successful Examinees and Approved Resolutions, indicates the sequence number, date of examination and/or resolution number</p>	
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	<p>in the appropriate portion of the COR;</p> <p>c. Verifies and checks the correctness of the names and other information in the LERIS database vis-a-vis alphabetical list from the Rating Division;</p> <p>d. Prints retrieved COR based on the registered professionals/generated list provided by the ICT Division, indicates the name, registration number, registration date and attaches photo; Receives Action Sheet for replacement of COR and other documentary requirements from the Regional Offices for various professions and prints the COR;</p> <p>e. Prepares transmittal record for signature of the Chairperson.</p> <p>One (1) Rating Division</p> <p>a. Opens the sealed envelope of answer/ID sheets; numerically arranges the answer/ID sheets; detaches Report of Ratings; keeps packages/boxes of answer sheets for safekeeping in the vault; pulls- out ID sheets for correction of names and date of birth of examinees; assists in the disposal of answer sheets and questionnaires and reproduces the list of passed examinees;</p> <p>b. Enters in the PERRC the general average of the examinees; controls the examinees' Report of Ratings; folds, inserts and staples the Report of Ratings for mailing; pulls-out the PERRC of passed examinees; transmits various documents emanating from Rating Division to other offices in the Commission; Attends to queries of PRC clientele.</p> <p>c. Reads through OMR the answer sheets/ID sheets of examinees; numerically arranges answer/ID sheets; assembles the answer sheets for all subjects; screens the assembled answer sheets; attaches ID sheets to assembled answer sheets; arranges alphabetically the PERRC of examinees; enters the general average of the examinees in the PERRC; controls the examinees' Report of Ratings; detaches Report of Ratings.</p>	
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Two (2) Cash Division

- a) Processes Fidelity Bond of Officials and Employees;
- b) Monitors/Checks RAAF (Report of Accountability for Accountable Forms);
- c) Assists in the preparation of Checks/LDDAP and other forms of disbursement;
- d) Prepares and encodes all report of checks issued and balance with all disbursements made
- e) Records incoming/outgoing documents and reports; safekeeps reports, records and documents; files documents;
- f) Assists in the preparation of audit working papers and reports;
- g) Assists in the application for renewal of PICs, original certification and authentication of
- h) Assists in the reproduction of reports.

One (1) Accounting Division

- a. Encodes Journal Entry Vouchers (JEVs) to ENGAS before the set deadline; Records monthly reports of all Disbursements Transaction, Central and Regional Office; Prints and signs individual JEVs to be attached to corresponding Disbursements Vouchers (DVs) for submission to COA; Detaches receiving copies of BIR 2306 & 2307 from paid DVs and forward to Disbursement Processing Unit for filing purposes; Sets-up Accounts Payable.

Two (2) COA

- a. Encodes Summary of Audit Observations and Recommendations (SAOR) for consolidation of Audit team
- b. Monitors and update Report on the Status of Submission of SAOR



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One (1) Administrative Service

- a. Monitors, endorses and consolidates action taken coursed through the Center ng Bayan (CCB), Hotline 8888, Presidential Complaints Center (P Red Tape Authority
- b. Monitors and collates submission of COVID-19 Health Declaration Form
- c. Renders assistance to the COVID 19 Task Force in the contact tracing
- d. Prepares 2020 O/DPCR Accomplishment of the Office of the Director
- e. Draft memorandum and communication letters
- f. Renders assistance to the OIC-Director of Administrative Service

Four (4) Continuing Professional Development Division

- a. Migrates the data from the old CPDAS
 - b. Uploads the attendance sheet to the CPDAS
 - c. Encodes the name of participants of the approved programs in the CPDA
8. The PRC reserves the right to increase or decrease the number of personnel as the necessity arises. The Service Provider shall correspondingly comply within 24 hours upon receipt of a written notice.
9. The SERVICE PROVIDER shall exercise discipline, supervision, control and administration over its personnel in accordance with law, as well as the rules and policies laid down by the PRC.
10. The SERVICE PROVIDER shall guarantee payment to the PRC for any loss of, or damage to its property, due to the act, omission, negligence of fault of the SERVICE PROVIDE or its personnel.
11. The amount of the performance bond issued by the SERVICE PROVIDER in compliance with the bidding requirements shall not be construed to be limiting the liability of the SERVICE PROVIDER under the contract to the amount of the bond. The SERVICE PROVIDER binds himself to answer and shoulder all losses or damages that may be duly established under the contract to the amount of the bond.
12. For and in consideration of the service rendered by the SERVICE PROVIDER to the PRC, the latter shall, during the term of the contract pay the former the bid amount per month, one half (1/2) of which shall be paid every 15th day of the month and the other half at the end of the month, or as prescribed by the PRC.



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	<div>13. The SERVICE PROVIDER shall comply with all existing social and labor laws, i.e. minimum wage, 13th month pay, service incentive leave with pay, SSS/PhilHealth/Pagibig premium contributions and other mandatory benefits. Proof of compliance thereto shall be made available anytime upon request by the PRC to the SERVICE PROVIDER.</div> <div>14. Prior to billing of payment by PRC, the SERVICE PROVIDER shall submit a sworn statement certifying that it has paid the salaries, wages and/or benefits of its personnel under the law for the previous billing period as well as proof of remittance of SSS, PHILHEALTH, PAGIBIG premium/payments and other deductions/contributions authorized by law. Failure of the SERVICE PROVIDER to comply with the herein provision shall be a ground for the rescission of the contract.</div> <div>15. Should there be any law or Executive Order increasing the minimum wage or requiring additional compensation in any form, the said increase shall be included in the minimum wage or compensation of the personnel.</div> <div>16. Any provision, covenants or stipulations in the contract which may be contrary to law, morals, good customs, public order or public policy shall be void <i>ab initio</i> and deemed not to have been written and in their stead, the general provisions of law shall apply.</div> <div>17. In case of any violation of the stipulations and covenants of the contract, the SERVICE PROVIDER agrees to allow the PRC to automatically rescind and/or terminate the same without notice to the SERVICE PROVIDER, and that the PRC shall be entitled for damages sustained. The PRC has the right to unilaterally award or renegotiate the unfinished services/unexpired portion of the contract to another SERVICE PROVIDER without need of judicial intervention.</div> <div>18. The Contract shall be for a period of twelve (12) months. However, either party may terminate the Contract by giving the other party THIRTY (30) DAYS notice in writing prior to such termination.</div> <div>19. The Contract shall be for a period of twelve (12) months, may be extended on a month to month basis but shall not in any way be extended beyond six (6) months. The contract shall continue for such period of extension in the absence of any notice of termination issued by PRC prior to the date of expiration of the contract. Provided, that</div>	
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	<p>the performance bond submitted by the SERVICE PROVIDER shall likewise be extended during the period of extension. The contract extension, herein referred to, shall be made in accordance with existing laws and rules issued by the Government Procurement Policy Board (GPPB).</p> <p>20. The Approved Budget for Contract (ABC) for the required services of the Manpower Service Provider personnel is PhP6,354,681.52 under the Maintenance & Other Operating Expenses (MOOE) Funds.</p> <p>21. The prospective bidder shall comply and submit the required eligibility requirements per RA 9184 and PRC Bids and Awards Committee (BAC).</p> <p>22. All necessary Bond/s per Instruction to Bidder and/or RA 9184 shall be provided by the Bidder/Agency.</p>	
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**JOB ORDER WORKERS
FOR THE DURATION OF TWELVE (12) MONTHS**

CENTRAL (CLERICAL)	SALARY GRADE	Count of Employee
Accounting Division	4	1
Archives and Records Division	4	3
Cash Division	4	2
COA	4	2
Continuing Professional Development Division	4	4
Internal Audit Division	4	1
Administrative Service/HRDD	4	1
PRB Secretariat Division	4	2
PRB Screening Unit	4	2
Procurement and Supply Division	4	1
Professional Registry Division	4	2
Rating Division	4	1
TOTAL CENTRAL JO (CLERICAL)		22

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROCUREMENT OF MANPOWER SERVICE PROVIDER FOR CY 2022**

SIGNATURE OVER PRINTED NAME



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



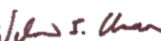
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MARIA LIZA M. HERNANDEZ
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JOEL P. IGNACIO
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ARVIN R. LUNAR
Member

MAUI G. EBORA
Member

OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY