



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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Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

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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 PRC.

Item #	Description	Delivered, Weeks/Months (TIMELINE)
1.	<p>Technical Specifications:</p> <p>1.1. Pre-Printed Card</p> <ul style="list-style-type: none">• 100% PVC (Polyvinylchloride)• International Credit Card Standard (CR-80)• Thickness: 0.76 mm• Finishing : Laminated• No. of Litho/PMS colors on front : 4• No. of Litho/PMS color on back : 1 <p>1.2. Finished Card: (Format to be provided by PRC)</p> <ul style="list-style-type: none">• Must be of good quality.• The ID card must not easily break.• The print and color of the ID card must not fade easily.• The ID card plastic lamination must not easily disintegrate. <p>1.3. Overt Security Features:</p> <ul style="list-style-type: none">• Pre-Printed Serial card number (with tactile effect)• Pre-printed Security Super Microprinting• Pre-printed Name & signature of Issuing Official• Cardholder's Photo• Color coding by profession <p>1.4 Covert Security Features:</p> <ul style="list-style-type: none">• Invisible ink (UV) security printing across the card surface and over the cardholder's details <p>1.5 Additional Features:</p> <ul style="list-style-type: none">• Space for signature of Professional• Black Psuedo-Magnetic Stripe with the PRC mailing and Website address in white letters.	During Contract Implementation



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2.	<p>Number and cost of pre-printed card</p> <p>Quantity : ONE MILLION ONE HUNDRED SEVENTEEN THOUSAND AND FOUR HUNDRED THIRTY ONE (1,117,431) PIECES</p> <p>Total ABC : FIFTEEN MILLION FOUR HUNDRED TWENTY ONE THOUSAND TWO HUNDRED NINETY NINE and 96/100 (P15,421,299.96)</p> <p>Customized PRC pre-printed ID Cards shall be delivered as provided in the schedule.</p>	<p>1st tranche - 279,357 pieces of PRC pre-printed ID cards with consumables <u>30 calendar days from receipt of letter request for delivery.</u></p> <p>2nd tranche - 279,357 pieces of PRC pre-printed ID cards with consumables <u>30 calendar days from receipt of letter request for delivery.</u></p> <p>3rd tranche - 279,357 pieces of PRC pre-printed ID cards with consumables<u>30 calendar days from receipt of letter request for delivery.</u></p> <p>4th tranche - 279,357 pieces of PRC pre-printed ID cards with consumables<u>30 calendar days from receipt of letter request for delivery.</u></p>
3.	<p>Number of Consumables for ONE MILLION ONE HUNDRED SEVENTEEN THOUSAND AND FOUR HUNDRED THIRTY ONE (1,117,431) pieces</p> <p>3.1 ROLLS OF RIBBON. Must be able to print at least ONE MILLION ONE HUNDRED SEVENTEEN THOUSAND AND FOUR HUNDRED THIRTY ONE (1,117,431) PIECES of PRC ID Cards, and must be compatible with the card printing equipment.</p> <ul style="list-style-type: none">• Five (5) panel color ribbon• <u>Testing of ribbon printing capacity will be conducted during the post qualification stage.</u> <p>3.2 Cleaning kit must be sufficient to cover the printing of at least 200 pieces of ID cards (must be compatible with the card printing equipment).</p>	<p>able to clean the printing equipment quarterly</p>



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4.	Free Use of IT Equipment and Accessories		During Contract Implementation
	Particulars	Number of Units	
	ID Card Printers	182 Brand New	
	Scanners	182 Brand New	
	Personal Computers with Operating System	137 Brand New	
	Cables and Connectors	137 Brand New	
NOTE: If the existing/current supplier join and declared the winning bidder, in addition to its previously supplied IT equipment and accessories to PRC, it shall supply additional 60 Brand New ID Card printers, 60 Brand New scanners, 15 Brand New Personal Computers with Operating System, 15 Brand New Cables and Connectors, within seven (7) calendar days from notice to deliver.			
5.	Additional Technical Documents: 5.1 Submission of Three (3) pieces of sample Pre-printed ID Cards (front and back).		During the Bid Opening
	5.2 Certification of the results of test from the Department of Science and Technology (DOST) as to the thickness of the card such as: (100% PVC (PolyvinylChloride); International Credit Card Standard (CR-80); Thickness: 0.76 mm (may be submitted during post-qualification). Certification must have been issued within one (1) month prior to date opening or post-qualification.		During Post Qualification
6.	Additional Technical Parameters: 6.1 The BIDDER shall ensure security in the delivery of the Pre-Printed ID cards from its local manufacturing plant to the premises of PRC .		During Contract Implementation
7.	The BIDDER shall provide a backup unit in case of breakdown of ID card printing equipment. BIDDER shall provide the necessary parts, maintenance and repair services, on all the equipment units included in this agreement “free of charge” during the term of this agreement.		During Contract Implementation
8.	BIDDER shall assure PRC that the PVC card materials to be used are genuine and of good quality. The PRC pre-printed ID Cards shall be made of PVC materials in accordance with the design and color specified by PRC. BIDDER shall ensure the quality and consistency of the prescribed security features of the PRC pre-printed ID Cards.		During Contract Implementation



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9.	BIDDER shall ensure the quality of the PRC pre-printed ID Cards. PRC shall countercheck the number of cards delivered and inspect them for quality control.	During Contract Implementation
10.	BIDDER shall issue a Certification to PRC that it shall purchase PRC designed pre-printed PVC Card for PRC Professional ID Cards only for PRC 's use. BIDDER shall likewise provide PRC with a Certification from the supplier that it supplied BIDDER with PRC designed ID cards in accordance with quantity and specifications and that no extra PRC ID cards have been printed for BIDDER 's use.	During Contract Implementation
11.	BIDDER shall not disclose the security features of the PRC pre-printed ID Cards to anyone except to the PRC Chairman.	During Contract Implementation
12.	BIDDER , with its conformity, shall provide the sufficient additional equipment and consumables without cost on the part of PRC in the printing of PRC pre-printed ID cards.	During Contract Implementation
13.	The pre-printed PVC cards purchased by BIDDER as consumable materials for printing shall not exceed the number ordered and required by PRC .	During Contract Implementation
14.	PRC shall be the owner of the design and security features of the PRC Professional ID Cards. The digital copy of the design used by BIDDER in the printing of pre-printed PRC Professional ID Cards shall be returned to PRC at the expiration of the Contract.	During Contract Implementation
15.	Any information gained by BIDDER or any of its employees is confidential in nature, and shall be absolutely treated as such by BIDDER and all of its employees.	During Contract Implementation
16.	BIDDER shall deliver to PRC the pre-printed Professional ID Cards in accordance with the time frame provided in this Contract.	During Contract Implementation
17.	Acceptance of delivery of the PRC pre-printed ID Cards shall be evidenced by appropriate delivery receipts/invoices duly signed by a PRC official after proper inspection of the delivered PRC pre-printed ID Cards.	During Contract Implementation
18.	The rejected PRC pre-printed ID Cards due to errors attributable to BIDDER shall be borne by it in the amount equivalent to the cost of PRC pre-printed ID Cards.	During Contract Implementation



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19.	Unless prevented by fortuitous event, failure of BIDDER to comply with the terms and conditions of this Contract, particularly the full delivery of the number of PRC pre-printed ID Cards required by PRC , PRC shall be authorized to deduct/retain, as liquidated damages, from any money due to BIDDER or collect from the performance security an amount equal to one-tenth (1/10) of one percent (1%) of the contract price of the undelivered PRC pre-printed ID Cards for every calendar day of delay in the delivery of the PRC pre-printed ID Cards, but not to exceed fifteen percent (15%) of the contract price of the delivered items.	During Contract Implementation
20.	In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC . The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the SCC . The said amounts shall only be released after the lapse of the warranty period specified in the SCC ; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.	During Contract Implementation
21.	PRC has the right to terminate this contract upon constructive receipt of written notice and forfeit in its favor the performance security posted by BIDDER , without need of judicial action, should BIDDER fail to perform any of its obligations/undertakings stipulated under this Contract. Furthermore, any change in this Contract, except the contract price, shall not require prior approval of the surety and shall in no way annul, release or affect the liability of BIDDER .	During Contract Implementation
22.	BIDDER warrants that it shall remain an entity existing under and by virtue of Philippine laws, duly licensed, empowered or authorized thereto to import, furnish, supply and produce the equipment, materials and supplies mentioned in this Agreement and that their delivery and use do not violate any provision of law, regulation or any indenture, contract or other undertaking to which BIDDER is a party.	During Contract Implementation
23.	BIDDER warrants the quality and genuineness of all supplies, materials and equipment used for the printing and supply of PRC Professional ID Cards	During Contract Implementation



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	under this Agreement.	
24.	BIDDER warrants that all the rules on bidding have been complied with; that all representations in the proposals and the documents submitted are complied with; that all deliveries shall be subject to testing; that all technical issues are resolved; that all representations are true and accurate; and that any information that may come to the knowledge of PRC that any of the provisions is not complied with shall be a basis for the termination of this contract by PRC without need of judicial action.	During Contract Implementation
25.	BIDDER shall be fully responsible for procuring and furnishing to the Bureau of Customs all permits, licenses and any other documents necessary for the importation to the Philippines of the equipment, supplies and materials, furnished under this Agreement.	During Contract Implementation
26.	BIDDER shall hold and save PRC free from liability of any nature for, or on account of, any copyrighted compositions, secret process, patented inventions, articles or appliances manufactured or used in the performance of this Agreement.	During Contract Implementation
27.	BIDDER warrants that its owner, or any of its officials, has not offered and will not offer any sum of money or non-financial favor to any member of the Bids and Awards (BAC) Committee, or any official or employee of the Commission, in return for a favorable consideration of the subject bid; and acknowledge and agree that such act of offer constitutes the criminal offense of bribery for which the owner of the company and the company shall be liable for sanctions under existing laws and outright disqualification of the company from bidding.	During the Bidding
28.	BIDDER shall provide manpower for the maintenance of the ID card printing equipment on a monthly basis. The BIDDER shall also provide blank ID cards for the PRC Employees (minimum of 911 pcs. blank ID cards) and the Professional Regulatory Boards (minimum of 159 pcs. blank ID cards) without additional cost on the part of PRC or its Employees.	During Contract Implementation
29.	BIDDER warrants that it shall be compliant with labor laws and standards in accordance with GPPB Circular No. 01-2008 under Section 3.3 Hence, the winning bidder shall include in its bidding proof of remittance of payment which shall include, but not limited to photocopies of official receipt of payment to PhilHealth, PAG-IBIG, SSS and	During Contract Implementation



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	the like, as may be applicable.	
30.	BIDDER , at no cost to PRC, shall Deliver the PRC Professional Identification Cards in accordance with the request for delivery, to the official address of the NCR at the PRC Central Office, and other Regional Offices, as herein below indicated:	

NAME	ADDRESS	CONTACT NUMBER
Lord Louis P. Valera Director National Capital Region (NCR) Office – Manila	P. Paredes St. Sampaloc, Manila	ncr@prc.gov.ph
Juanita L. Domogen Director Cordillera Administrative Region (CAR) Office – Baguio City	Pine Lake View Building, No. 09 Otek Street corner Benjamin R. Salvosa Drive, Bgy. Rizal Monument, 2600 Baguio City	Baguio City 2600 Tel: (074) 661-9105 car@prc.gov.ph
Atty. Arl Ruth B. Sacay-Sabelo Director Regional Office I - Rosales	Government Center, Pangasinan-Nueva Ecija Road, Carmay East, 2441 Rosales, Pangasinan	Tel: (075) 649-3798 ro1@prc.gov.ph
Rodrigo F. Balaqui, Jr. Director Regional Office II – Tuguegarao City	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	Tele/fax: (078) 304-0701 Tele/fax: (078) 304-3703 ro2@prc.gov.ph
Paul H. Aban Director Regional Office III - San Fernando City	2nd and 3rd Floor (New) PEO Annex Building Provincial Capitol Compound, Bgry. Santo Niño City of San Fernando, Pampanga	0956-830-5757 ro3@prc.gov.ph
Reynaldo V. Cristobal Director Regional Office IVA – Lucena City	2nd floor Grand Central Terminal Ilayang Dupay, Lucena City	Tel: (042) 373-7316 ro4a@prc.gov.ph
Sharo B. Lo OIC Regional Office V – Legaspi City	Regional Government Center Site Rawis, Legaspi City 4500	Tel: (052) 481-3079 Fax: (052) 481-3323 ro5@prc.gov.ph



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Joy S. Jalbuena Officer-in-Charge Regional Office VI – Iloilo City	2nd Floor, Gaisano Iloilo City Center Mall Benigno Aquino Ave., Mandurriao, Iloilo City	Tel: (033) 329-2730 Tel: (033) 329-2733 Tel: (033) 329-3705 Telefax: (033) 329- 2410 ro6@prc.gov.ph
Narcival Randie Z. Taquiqui Director Regional Office VII – Cebu City	HVG Arcade, Subangdaku Mandaue City, Cebu	Tel: (32) 2535330 ro7@prc.gov.ph
Armond M. Englis Director Regional Office VIII – Tacloban City	2nd Floor, Uytingkoc Bldg. Senator Enage St., Tacloban City	Tel: (053) 323-9729 Tel: (053) 832-2519 Tel: (053) 832-2520 ro8@prc.gov.ph
Sharo B. Lo Director Regional Office IX – Pagadian City	149 F. S. Pajares Street Pagadian City	Tele/fax: (062) 925- 0080 ro9@prc.gov.ph
Julie Sabalza Director Regional Office X – Cagayan de Oro	Skypark, Limketkai Center Cagayan de Oro City, Misamis Oriental	Tel: 0995-277-8672 / 0909-197-8244 ro10@prc.gov.ph
Raquel R. Abrantes OIC Regional Office XI – Davao City	Calamansi St., corner 1st Street Juna S ubdivision 8000 Matina, Davao City	Tel: (082) 234-0006 to 07 ro11@prc.gov.ph
Raquel R. Abrantes Director Regional Office XII – Koronadal City	Robinsons Place Gen San Jose Catolico Sr. Ave General Santos City, 9500 South Cotabato	ro12@prc.gov.ph

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF PRC PRE-PRINTED ID CARDS AND CONSUMABLES WITH FREE USE OF BRAND NEW IT EQUIPMENT (FY 2021)

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