



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel./Fax: 310-0037



ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairman

MARIA LIZA M. HERNANDEZ  
Member

HENRIETTA P. NARVAEZ  
Member

MARIE JANE L. EDQUID  
Member

KAREN M. MAGSALIN  
Provisional Member, Non-IT Projects

MARLON ANTHONY B. SANTIAGO  
Provisional Member, IT Projects

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Secretary

MARGIERY D. DULIN  
Member

GLENN I. PAJARON  
Member

CHRISTOPHER A. MAYO  
Member

LIEZEL F. BURAGA  
Member

## 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
1.	The printing house of the winning Bidder, 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.
2.	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. Before the quarantine period, Commission representatives, Board members, and examination personnel concerned shall conduct an ocular inspection of the quarantine premises to ensure that all requirements are in place.
3.	Complete quarantine and isolation of all personnel involved shall be guaranteed from a minimum of nine (9) days to a maximum of fifteen (15) days from start of quarantine.
4.	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.
5.	Members of the Professional Regulatory Board for Professional Teachers, three (3) Professional Regulation Commission (PRC)/computer operators, three (3) PRC Supervising Staff, one (1) roving PRC personnel from Internal Audit Services, two (2) PRC Security Officers, one (1) COA staff, 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.
6.	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, 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. The location of the sleeping quarters of the PRC employees must be contiguous with the sleeping quarters of the employees of the winning bidder.
7.	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.
8.	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 group shall be allowed and only with the





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	PRC Chairman or his designated representative and vice versa, provided that during extreme medical emergencies, the Chairperson of the Professional Regulatory Board for Professional Teachers or his/her designated representative may be allowed to directly communicate with the physician on call in coordination with the quarantined PRC supervisor.
9.	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.
10.	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.
11.	A CCTV with roving cameras shall be installed in the computer room, entrance/exit doors, and the working areas which include the dark room, lay-outing, blueprinting, printing, collating, stitching and packaging areas. The used tapes or CDs shall be surrendered to the Chief, Examination Division 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.
12.	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 BLEPT Test Booklets for each subject.
13.	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.
14.	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.
15.	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.
16.	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.
17.	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.





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18.	<p>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.</p> <p><b>For purposes of authenticity, secure samples of gauge 3, as part of your technical requirements during the Opening of Bids.</b></p>
19.	<p>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.</p>
20.	<p>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.</p>
21.	<p>The delivery of materials shall be ex-bodega of the winning Bidder's Printing House. 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.</p>
22.	<p>The Test Booklets should be ready for pick-up, shipment &amp; delivery to the Regional Test Centers three (3) days before the first day of examination.</p>
23.	<p>The winning Bidder shall provide 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.</p>
24.	<p>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 central 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 PRC staff, Professional Regulatory Board for Professional Teachers, PNP, NBI, Company Guards, IAS, COA and other witnesses.</p>
25.	<p>The winning bidder shall provide transportation exclusively for the Chairperson and Members of the Professional Regulatory Board for Professional Teachers from the PRC premises to the printing and shredding compound from the start of the quarantine period and shall be transported back to their respective residences at the end of the shredding activity.</p>
26.	<p>The winning bidder shall provide transportation for the <u>shredding team</u> from the PRC premises to the printing &amp; 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.</p> <p>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.</p>
27.	<p>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 each day.</p>
28.	<p>All extra and spoiled Test Booklets including film negatives and originals 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, IAS, COA and other witnesses at no extra cost to PRC.</p>





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29.	All use and unused test booklets from the testing centers in Manila shall immediately be shredded by the winning bidder within three (3) hours upon receipt.
30.	There will be a 2.5% bonus 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.
31.	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 Manual, the contents of which shall be provided by PRC Examination Division.
32.	PRC shall assume responsibility for the security of the Materials while in transit to the Test Centers.
33.	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.
34.	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 power 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.
35.	The winning Bidder's Officials and designated Supervisor, PRC Officials, Professional Regulatory Board for Professional Teachers, and PRC Computer Operators, Supervisory, Roving and Security Staff shall meet one (1) week 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.
36.	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.

ACKNOWLEDGEMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR  
THE PRINTING AND SHREDDING OF TEST BOOKLETS  
FOR THE MARCH 26, 2017 AND SEPTEMBER 24, 2017  
BOARD LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS  
(LOT NUMBER & TITLE)

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