



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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 Member

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WILMA T. UNANA
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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	SPECIFICATION	Delivery Schedule (Timeline)
1	<p>Pre-printed PVC 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><u>Finished Card (format to be provided by PRC)</u></p> <ul style="list-style-type: none"> • Must be of good quality. • The pre-printed PVC card must not easily break. • The print and color of the pre-printed PVC card must not fade easily. • The pre-printed PVC card plastic lamination must not easily disintegrate. <p><u>Overt Security Features:</u></p> <ul style="list-style-type: none"> • Pre-Printed Serial card number (with tactile effect) • Pre-printed Security Super Micro printing • Pre-printed Signature of Issuing Official <p><u>Covert Security Features:</u></p> <ul style="list-style-type: none"> • Invisible ink (UV) security printing across the card surface and over the cardholder's details <p><u>Additional Features:</u></p> <ul style="list-style-type: none"> • Space for signature of Professional • Black Psuedo-Magnetic Stripe with the Professional Regulation Commission and Website address in white letters 	<p>Within 30 days from notice to deliver</p>



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YEAR	NO. OF PRE-PRINTED PVC CARD			
	Various Professional IDs	Med Rep Accreditation IDs	RES Accreditation IDs	TOTAL
2022	223,099	6,190	8,839	238,128
2023	1,443,062	37,884	54,096	1,535,042
2024	1,471,923	38,640	55,176	1,565,739
2025	1,232,924	32,843	46,900	1,312,667

2	Ribbons with Cleaning Kits	<ul style="list-style-type: none"> 5 Panel Colored Ribbon Quality of prints is retained for every 200 to 300 cards printed per roll 200 to 300 cards per roll Free use of printers compatible with pre-printed PVC card Cleaning kits must be compatible with the printing card equipment Cleaning kits must be sufficient to clean the printing equipment every 5000 prints of cards 	Within 30 days from notice to deliver														
				<table border="1"> <thead> <tr> <th rowspan="2">YEAR</th> <th colspan="2">NO. OF ROLLS OF RIBBONS AND CORRESPONDING NUMBER OF CLEANING KITS</th> </tr> <tr> <th>RIBBONS</th> <th>CLEANING KITS</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>1,587</td> <td>48</td> </tr> <tr> <td>2023</td> <td>10,234</td> <td>307</td> </tr> <tr> <td>2024</td> <td>10,438</td> <td>313</td> </tr> <tr> <td>2025</td> <td>8,751</td> <td>263</td> </tr> </tbody> </table>	YEAR	NO. OF ROLLS OF RIBBONS AND CORRESPONDING NUMBER OF CLEANING KITS		RIBBONS	CLEANING KITS	2022	1,587	48	2023	10,234	307	2024	10,438
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3	Schedule of delivery is per tranche, as follows:	<table border="1"> <thead> <tr> <th rowspan="2">TRANCHE</th> <th colspan="5">NUMBER OF ITEMS</th> </tr> <tr> <th>Various Professional IDs</th> <th>Med Rep Accreditation IDs</th> <th>RES Accreditation IDs</th> <th>RIBBON</th> <th>CLEANING KITS</th> </tr> </thead> <tbody> <tr> <td colspan="6">2022 source of fund</td> </tr> <tr> <td>1ST</td> <td>223,099</td> <td>6,190</td> <td>8,839</td> <td>1,587</td> <td>48</td> </tr> <tr> <td colspan="6">2023 source of fund</td> </tr> <tr> <td>1ST</td> <td>341,341</td> <td>9,471</td> <td>13,524</td> <td>2,559</td> <td>77</td> </tr> <tr> <td>2ND</td> <td>349,518</td> <td>9,471</td> <td>13,524</td> <td>2,559</td> <td>77</td> </tr> <tr> <td>3RD</td> <td>365,183</td> <td>9,471</td> <td>13,524</td> <td>2,558</td> <td>77</td> </tr> <tr> <td>4TH</td> <td>387,020</td> <td>9,471</td> <td>13,524</td> <td>2,558</td> <td>76</td> </tr> <tr> <td colspan="6">2024 source of fund</td> </tr> <tr> <td>1ST</td> <td>348,168</td> <td>9,660</td> <td>13,794</td> <td>2,610</td> <td>79</td> </tr> <tr> <td>2ND</td> <td>356,508</td> <td>9,660</td> <td>13,794</td> <td>2,610</td> <td>78</td> </tr> <tr> <td>3RD</td> <td>372,487</td> <td>9,660</td> <td>13,794</td> <td>2,609</td> <td>78</td> </tr> <tr> <td>4TH</td> <td>394,760</td> <td>9,660</td> <td>13,794</td> <td>2,609</td> <td>78</td> </tr> <tr> <td colspan="6">2025 source of fund</td> </tr> <tr> <td>1ST</td> <td>355,131</td> <td>9,853</td> <td>14,070</td> <td>2,188</td> <td>66</td> </tr> <tr> <td>2ND</td> <td>363,638</td> <td>9,853</td> <td>14,070</td> <td>2,188</td> <td>66</td> </tr> <tr> <td>3RD</td> <td>379,937</td> <td>9,853</td> <td>14,070</td> <td>2,188</td> <td>66</td> </tr> <tr> <td>4TH</td> <td>134,218</td> <td>3,284</td> <td>4,690</td> <td>2,187</td> <td>65</td> </tr> </tbody> </table>	TRANCHE	NUMBER OF ITEMS					Various Professional IDs	Med Rep Accreditation IDs	RES Accreditation IDs	RIBBON	CLEANING KITS	2022 source of fund						1ST	223,099	6,190	8,839	1,587	48	2023 source of fund						1ST	341,341	9,471	13,524	2,559	77	2ND	349,518	9,471	13,524	2,559	77	3RD	365,183	9,471	13,524	2,558	77	4TH	387,020	9,471	13,524	2,558	76	2024 source of fund						1ST	348,168	9,660	13,794	2,610	79	2ND	356,508	9,660	13,794	2,610	78	3RD	372,487	9,660	13,794	2,609	78	4TH	394,760	9,660	13,794	2,609	78	2025 source of fund						1ST	355,131	9,853	14,070	2,188	66	2ND	363,638	9,853	14,070	2,188	66	3RD	379,937	9,853	14,070	2,188	66	4TH	134,218	3,284	4,690	2,187	65	Within 30 days from notice to deliver
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5	<ul style="list-style-type: none"> Submission of three (3) pieces of sample Pre-printed PVC Cards for various Professional IDs and three (3) pieces sample Accreditation IDs for Medical Representatives and Real Estate Salespersons (front and back). 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); 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 the date of opening of bids or post-qualification. Bidder shall submit original/certified true copy of the following documents during the opening of bids: <ul style="list-style-type: none"> Manufacturer's Certificate as to the authenticity of the product; and Certificate as Authorized Reseller/Distributor; 	<p>During the submission and opening of bids</p>								



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	ASSESSMENT: Assessment of the quality of the Pre-printed PVC Cards are done during the actual inspection	
6	The supplier shall ensure security in the delivery of the pre-printed PVC Cards from its plant to the premises of the PRC Central Office.	Within 30 days from notice to deliver
7	The supplier shall provide a backup unit in case of breakdown of the printer equipment within 5 calendar days from receipt of report of equipment malfunction. Supplier shall provide the necessary parts, maintenance, and repair services on all the equipment units included in the agreement "Free of charge" during the validity of the contract.	During the contract implementation
8	Bidder shall assure PRC that the pre-printed PVC card materials to be used are genuine and of good quality. The pre-printed 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 pre-printed PVC Cards.	During the contract implementation
9	Supplier shall ensure the quality of the pre-printed PVC Cards. PRC shall countercheck the number of cards delivered and inspect them for quality control.	During the contract implementation
10	Bidder shall issue a Certification to PRC that it shall manufacture PRC designed pre-printed PVC Card for printing of various PICs and Accreditation IDs only for PRC's use. Bidder shall likewise provide PRC with a Certification that it supplied PRC designed pre-printed PVC cards in accordance with quantity and specifications and that no extra pre-printed PVC Cards have been printed for Bidder's use.	During the contract implementation
11	Supplier shall not disclose the security features of the pre-printed PVC Cards to anyone except to the PRC Chairperson.	During the contract implementation
12	Supplier, with its conformity, shall provide the sufficient additional equipment and consumables without cost on the part of the PRC in the printing of various PICs and Accreditation IDs.	During the contract implementation
13	PRC shall be the sole owner of the design and security features of the pre-printed PVC Cards. The prototype design used by Supplier in the printing of pre-printed PVC Cards shall be returned to PRC at the expiration of the Contract. The Supplier is not allowed to use or copy	During the contract implementation



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	the design and security features of pre-printed PVC Cards.	
14	Supplier shall deliver to PRC the pre-printed PVC Cards in accordance with the time frame provided in the contract.	During the contract implementation
15	Acceptance of delivery of the pre-printed PVC Cards shall be evidenced by appropriate delivery receipts/invoices duly signed by the PRC official after proper inspection of the delivered PRC pre-printed PVC Cards.	During the contract implementation
16	The rejected pre-printed PVC Cards due to errors attributable to Supplier shall be borne by it in the amount equivalent to the cost of pre-printed PVC Cards. The defective pre-printed PVC cards must be reported within the day and the replacement to be provided by the Supplier within 3 calendar days upon receipt of the report. Defective pre-printed PVC cards shall be disposed by the Supplier through shredding and certificate of disposal shall be provided for this purpose.	During the contract implementation
17	Unless prevented by fortuitous event, failure of Supplier to comply with the terms and conditions of the contract, particularly the full delivery of the number of pre-printed PVC 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 pre-printed PVC Cards for every calendar day of delay in the delivery of the pre-printed PVC Cards, but not to exceed fifteen percent (15%) of the contract price of the delivered items.	During the contract implementation
18	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 amount shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplier delivered are free from patent and latent defects and all the conditions imposed under the Contract have been fully met.	During the contract implementation
19	PRC has the right to terminate the Contract upon constructive receipt of written notice and forfeit in its favor	During the contract



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	the performance security posted by Supplier, without need of judicial action, should Supplier fail to perform any of its obligations/undertakings stipulated under the Contract. Further, any change in the 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 the Bidder.	implementation
20	Supplier 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 IT equipment, materials and supplies mentioned in this terms of reference and that their delivery and use do not violate any provision of law, regulation or any indenture, contract or other undertaking to which Supplier is a party.	During the contract implementation
21	Supplier warrants the quality and genuineness of all supplies, materials and IT equipment used for the printing and supply of various PICs and Accreditation IDs under this terms of reference.	During the contract implementation
22	Supplier 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 subjected 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 the contract by PRC without need of judicial action.	During the contract implementation
23	Supplier 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 IT equipment, supplies and materials, furnished under the contract.	During the contract implementation
24	Supplier 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 the contract.	During the contract implementation
25	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 Committee (BAC), 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 contract implementation
26	Supplier shall provide manpower for the maintenance of	During the



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[Signature]
CRISANTO L. DECENA
 Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
 Secretary

MARGIERY D. DULIN
 Member

LIEZEL F. BURAGA
 Member

CHRISTOPHER A. MAYO
 Member

ELIEZER C. LEYCO
 Member

JOEL P. IGNACIO
 Member

ARVIN R. LUNAR
 Member

MAUI G. EBORA
 Member

	the printing equipment on a monthly basis. The Supplier shall also provide blank PVC Cards for the PRC employees (minimum of 3,255 pcs.) and the Professional Regulatory Boards (minimum of 465 pcs.) without additional cost on the part of the PRC.	contract implementation
27	Bidder warrants that is 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 provide proof of remittances with PhilHealth, Pag-ibig, SSS, and the like during post-qualification.	During the contract implementation
28	In case shortage in the number of pre-printed PVC Cards and/or ribbons with cleaning kits will occur during the validity of the contract, PRC may procure with the supplier at a discounted rate of 10% from the specified rate per item.	During the contract implementation
29	In the event that there is a change in the signatory or design in the pre-printed PVC Cards, the supplier will amend accordingly the said pre-printed PVC cards without additional cost on the part of PRC.	During the contract implementation
30	The supplier shall send the Statement of Accounts within five (5) working days after the delivery of items per tranche.	During the contract implementation
31	The supplier shall provide a buffer for spoilage and/or errors and for test prints in the quantity of 15% per tranche.	During the contract implementation
32	The supplier shall provide in house Training Seminar prior to the deployment of IT equipment.	During the contract implementation

**ACKNOWLEDGMENT AND COMPLIANCE
 WITH THE TERMS OF REFERENCE FOR THE
 PROCUREMENT OF MATERIALS AND CONSUMABLES WITH PAIRED IT
 EQUIPMENT FOR THE PRINTING OF VARIOUS PROFESSIONAL
 IDENTIFICATION CARDS (PICs) AND ACCREDITATION IDENTIFICATION
 CARDS (IDs) FOR 2022-2025**

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