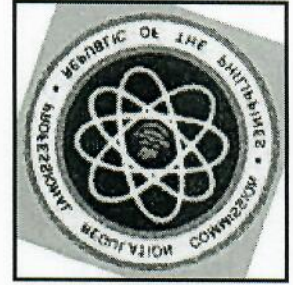




# Bids and Awards Committee

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



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 Chairman

**OMAIMAH E. GANDAMRA**  
 Vice-Chairperson

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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 (TIMELINE)
	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p style="text-align: center;"><b>MANPOWER SERVICE PROVIDER FOR TECHNICAL AND SUPPORT STAFF OF THE PROFESSIONAL REGULATION COMMISSION</b></p> <p>a. The Professional Regulation Commission (PRC) is in need of a Manpower Service Provider for <b>ONE (1) YEAR</b> to provide Technical and Support Staff to address its inadequate manpower complement and to facilitate the implementation of its programs and projects.</p> <p>b. The Service Provider shall provide PRC with <b>SIXTY EIGHT (68)</b> qualified and competent personnel who will render eight (8) hours work a day, Monday to Friday, except non-working holidays.</p> <p>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.</p> <p>c. 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 bio-data. In case of any change in the roster of personnel assigned to the PRC, the Service Provider shall submit the aforesaid data.</p> <p>d. The Service Provider shall provide the personnel with their basic salary, 13<sup>th</sup> month pay and other allowances, as may be</p>	<p>Within ten (10) days from notice to comply</p> <p>During implementation</p> <p>During implementation</p>





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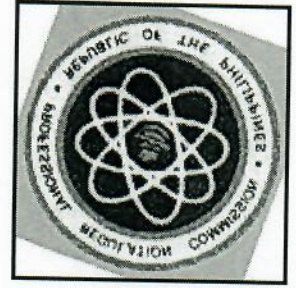
<p>applicable, and remit to concerned government agencies the premium for SSS, Philhealth and PAG-IBIG.</p> <p>e. Any personnel deployed by the Service Provider to the PRC may be replaced or reassigned upon the recommendation of the PRC.</p> <p>f. Any personnel recommended by PRC, through its Human Resource Development Division, shall be absorbed by the Service Provider.</p> <p>g. 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 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.</p> <p>h. During the duration of the contract, the personnel of the Service Provider shall have the following duties and responsibilities, and shall also do such other related functions as may be assigned by the Supervisor or Division Chief:</p>	<p>During implementation</p> <p>During implementation</p> <p>During implementation</p>
<p><b>Lot 1 – Procurement of Manpower Services for the PRC Central Office and Offsite service centers with an Approved Budget For The Contract of Fourteen Million Seven Hundred Eighteen Thousand Four Hundred Fifty Four Pesos and Seventy Three Centavos (P14,718,454.73)</b></p> <p><b>TEN (10) SUPPORT STAFF FOR THE CONTINUING PROFESSIONAL DEVELOPMENT PROJECT</b></p> <p>1. To be assigned as Secretaries to the CPD Council who will provide administrative, operational and technical support to the CPD Councils in the accreditation of CPD Providers, CPD Programs, Self-Directed</p>	





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Learning Activities; and

2. To perform other related functions as may be assigned by the Division Chief.

### TEN (10) SUPPORT STAFF FOR THE ARCHIVES AND RECORDS DIVISION (DIGITIZATION)

1. Print the Report of Rating, or groom the pages of identified records for digitization .
2. Scan the identified vital records without any marks using the approved technical requirements as to the quality of the image output.
3. Save the scanned images in a dedicated and reliable server provided by the Network Infrastructure and Information Security Division (NIISD) of the Information and Communications Technology Service (ICTS).
4. Use the built-in indexing capacity to automatically convert all the scanned pages to a searchable PDF format for preservation and uploading to the Interactive Archival Storage and Retrieval of Record System (IASRRS) for easy retrieval and for the benefit of the clientele.
5. Access the IASRRS for electronic verification, printing in security paper and issuance of authentication of Board Rating and Passing without delay.
6. Filing, keeping and storage of Records.
7. To do such other related functions as may be assigned by the Division Chief.

### SIXTEEN (16) SUPPORT STAFF FOR THE PRC SERVICE CENTERS

#### CASHIER

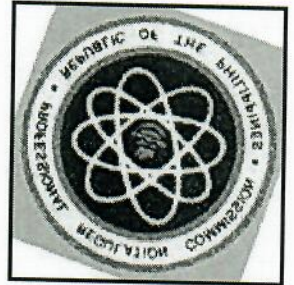
1. To handle collection and fees and charges;
2. To balance receipts issued;
3. To prepare collection for deposits;
4. To prepare summary of deposits;
5. To assist clients in their concern;
6. To assist in the retrieval of documents;





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7. To handle proper filing of receipts issued;
8. To handle generation of reports.
9. To do such other related functions as may be assigned by the Supervisor.

### SIXTEEN (16) SUPPORT STAFF FOR THE PRC SERVICE CENTERS

#### ICT

1. To provide technical assistance to online services transaction (photo retrieval/scanning, password resetting, payment concerns and correction of data);
2. To encode data of professionals;
3. To handle data verification of professionals;
4. To handle recording of encoded data;
5. To handle generation of reports; and
6. To provide IT-related technical support within their assigned Divisions.
7. To do such other related functions as may be assigned by the Supervisor.

### TWO (2) SUPPORT STAFF FOR THE HUMAN RESOURCE DEVELOPMENT DIVISION

1. To assist in the preparation of payroll, vouchers, Obligation Request Status (ORS), Representation Allowance and Transportation Allowance (RATA), and Notice of Step Increment (NOSI);
2. To assist in the preparation of all types of payroll, voucher and OBR (overtime, maternity, PBB, PIB, PEI, salary differential, etc.);
3. To assist in the preparation of Landbank database report (soft and hard copy); and
4. To perform other related functions as may be assigned by the Division Chief.

### ONE (1) SECRETARY TO THE PROFESSIONAL REGULATORY BOARD

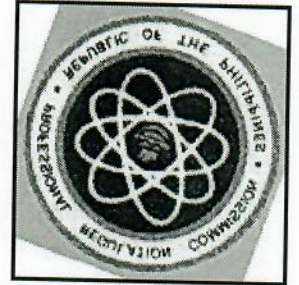
1. To be assigned as Secretary to the concerned Professional Regulatory Board (PRB) who will provide administrative, operational and technical support to the PRB; and





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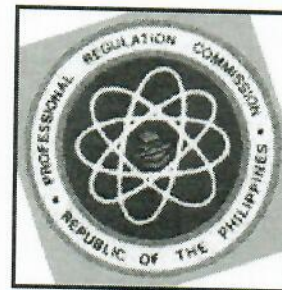
<p>2. To perform such other related functions as may be assigned by the Supervisor.</p>	<p>During implementation</p>
<p><b>ONE (1) SUPPORT STAFF FOR THE ACCOUNTING DIVISION</b></p>	
<p>1. To provide administrative, operational and technical support to the Accounting Division; and</p>	
<p>2. To perform such other related functions as may be assigned by the Division Chief.</p>	
<p><b>ONE (1) SUPPORT STAFF FOR THE ACCREDITATION AND COMPLIANCE DIVISION</b></p>	
<p>1. To prepare the necessary inspection and monitoring documents of the various Professional Regulatory Boards (PRBs) such as RACIM, Travel Order and Inspection Tool prior to the schedule of the activity.</p>	<p>During implementation</p>
<p>2. To coordinate with Regional Offices on administrative and logistics for the PRB concerned during the conduct of inspection and monitoring</p>	<p>During implementation</p>
<p>3. To send communications to higher educational institutions/institutions to be inspected;</p>	
<p>4. To review the reimbursement documents of the PRBs; and</p>	<p>During implementation</p>
<p>5. To perform other related functions as may be required by the Supervisor.</p>	
<p><b>ONE (1) SUPPORT STAFF FOR THE SPECIAL PROSECUTION DIVISION</b></p>	
<p>1. To provide administrative, operational and technical support to the Accounting Division; and</p>	<p>During implementation</p>
<p>2. To perform such other related functions as may be assigned by the Division Chief.</p>	





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### ONE (1) ELECTRICIAN FOR GENERAL SERVICES DIVISION

During implementation

1. To do electrical works for the Main and Annex Buildings of the PRC Central Office.
2. To do such other related functions as may be assigned by the Division Chief.

### ONE (1) AIRCON TECHNICIAN FOR GENERAL SERVICES DIVISION

During implementation

1. To repair, clean and maintain airconditions for the Main and Annex Buildings of the PRC Central Office.
2. To do such other related functions as may be assigned by the Division Chief.

**Lot 2 – Procurement of Manpower Services for the PRC Legal Services with an Approved Budget for the Contract of Nine Million One Hundred Thirty Nine Thousand Two Hundred Thirty Eight Pesos and Seventy Six Centavos (P9,139,238.76)**

### EIGHT (8) PRC LEGAL OFFICERS

During implementation

1. Drafts Decision on Administrative cases filed before the Professional Regulatory Boards.
  2. To do such other related functions as may be assigned by the Division Chief.
- i. 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.
  - j. The SERVICE PROVIDER shall guarantee payment to the PRC for any loss of, or damage to its property, due to the act, omission, negligence or fault of the SERVICE PROVIDER or its personnel.
  - k. 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





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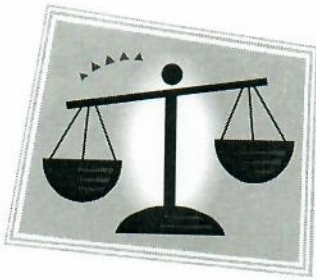
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the contract to the amount of the bond. The SERVICE PROVIDER binds himself to answer and shoulder all losses or damages that may be duly established under the contract to the amount of the bond.

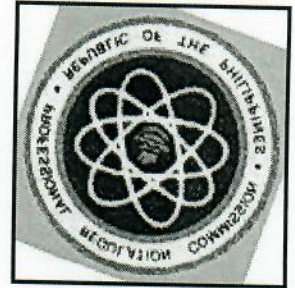
- l. For and in consideration of the service rendered by the SERVICE PROVIDER to the PRC, the latter shall, during the term of the contract pay the former the bid amount per month, one half (1/2) of which shall be paid every 15<sup>th</sup> day of the month and the other half at the end of the month, or as prescribed by the PRC.
- m. The SERVICE PROVIDER shall comply with all existing social and labor laws, i.e. minimum wage, 13<sup>th</sup> month pay, service incentive leave with pay, SSS/PhilHealth/Pag-IBIG premium contributions and other mandatory benefits. Proof of compliance thereto shall be made available anytime upon request by the PRC to the SERVICE PROVIDER.
- n. 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, Pag-IBIG 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.
- o. 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.
- p. 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 *ab initio* and deemed not to have been written and in their stead, the general provisions of law shall apply.





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q. 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.

r. The Contract shall be for a period of **ONE (1) YEAR** commencing upon the issuance of the Notice to Proceed by PRC. However, either party may terminate the Contract by giving the other party **THIRTY (30) DAYS** notice in writing prior to such termination.

Provided further, that the services of the WINNING BIDDER is automatically extended until such time that a new Contract shall have been executed in favor of another Service Provider.

s. The prospective bidder shall comply and submit the required eligibility requirements per RA 9184 and PRC Bids and Awards Committee.

t. All necessary Bond/s per Instruction to Bidder and/or RA 9184 shall be provided by the Bidder/Agency.

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF MANPOWER SERVICES

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