



# 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:

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**JOSE Y. CUETO, JR.**  
 Chairman

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**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

*[Signature]*  
**GISELLE G. DURANA**  
 Member

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**HENRIETTA P. NARVAEZ**  
 Member

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**WILMA T. UNANA**  
 Member

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**OMAIMAH E. GANDAMRA**  
 Vice-Chairperson

**JANE R. SEVESES**  
 Member

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**MARIDEL G. BANASIG**  
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**TEODORO V. MENDOZA II**  
 Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
 Provisional Member, IT Projects

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

## SECRETARIAT:

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 Secretary

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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 # | <b>MANPOWER SERVICE PROVIDER FOR TECHNICAL AND SUPPORT STAFF OF THE PROFESSIONAL REGULATION COMMISSION</b>   | Delivered, Weeks/Months (TIMELINE)          |
|--------|--|---|
| 1.     | The Professional Regulation Commission (PRC) is in need of a Manpower Service Provider for a period of <b>NINE (9) MONTHS</b> to provide Support Staff to address its inadequate human resource complement and to facilitate the implementation of its programs and projects.  | Within ten (10) days from Notice to Proceed |
| 2.     | The Service Provider shall provide PRC with <b>ONE HUNDRED SIXTY-FIVE (165)</b> qualified and competent personnel who will render eight (8) hours work a day, Monday to Friday, except non-working holidays.   |   |
|        | 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.   |   |
| 3.     | All personnel for deployment by the Service Provider shall be assessed by PRC to ensure that they meet the required qualifications.  |   |
| 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 aforscited data. |   |



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5. Any personnel deployed by the Service Provider to the PRC may be replaced or reassigned upon the recommendation of the PRC.
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 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:

### REGIONAL OFFICES

***Twenty-Five (25) Support staff for the Regulations Division***

- a. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and pre-evaluates applications for accreditation of CPD Providers, Speakers and Programs including Lifelong and Self-directed Learning;
- b. Receive and responds to clients CPD queries;
- c. Assist the PRB in the inspection and monitoring, and processing of application for accreditation;
- d. Performs other duties assigned from time to time



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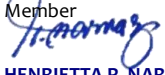
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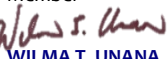
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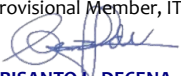
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### **Sixty-nine (69) Support staff for the Licensure and Registration Division**

- a. Processes applications for various licensure examinations
- b. Process renewal in various professions;
- c. Process applications for Initial Registration of professionals;
- d. Receives, retrieves, and releases Professional Identification Cards (PICs) and Certificate of Registration (COR) of registrants;
- e. Verifies completeness and authenticity of documents and information and conditionally approves applications;
- f. Processes application for Change of Status (COS), Change of Name (CON), Change of Date of Birth (COBD) and other corrections;
- g. Processes applications for BOA accreditation;
- h. Prepares State Board Verification, certification and authentication documents;
- i. Receives PERRCs from the examination section and encodes passed/failed average rating and have all passed PERRCs received by the Registration Section and all failed PERRCs to application Section;
- j. Book binds and labels all received table of results and master list of examinees and safe keeps in cabinet;

### **Forty-Eight (48) Support Staff for Finance and Administrative Service**

- **Twelve (12)**

- a. Validates, Segregates and issues Official Receipts (OR) to clients;
- b. Checks series numbers of unused OR



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|  | <p>before registering to ECMS;</p> <p>c. Prepares deposit slips of daily collection and deposit collection reports;</p> <p>d. Prepares and submits Monthly Reports</p> <p style="text-align: center;"><b>• Twelve (12)</b></p> <p>a. Monitors on employees' attendance, punctuality and not wearing prescribed uniform and not wearing ID;</p> <p>b. Assists in checking thru in AMS Daily Time Record, Log Sheets, Pass Slip and application for Leave of Job Order workers and permanent employees;</p> <p>c. Tabulates leave balances for all employees monthly;</p> <p>d. Monitors and prepares daily mobile hotline reports and submits monthly to Central Office;</p> <p>e. Monitors and prepares DTRs;</p> <p>f. Facilitates trainings/seminars initiated and conducted by the Regional Office;</p> <p style="text-align: center;"><b>• Twelve (12)</b></p> <p>a. Prepares transmittal of all admin documents/communications for Central Office and other regions;</p> <p>b. Maintains and repairs building/facilities, cleans and upkeeps office area;</p> <p>c. Provides driving services to PRC employees to deliver official communication and during the conduct of various licensure examination and ocular inspection on school and establishment.</p> <p>d. Performs messengerial work and receipt of incoming and release of outgoing communications and cargoes;</p> <p>e. Acts as Duplo Machine Operator/Sorter;</p> |  |
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|  | <p>f. Reproduces various PRC forms and documents;</p> <p>g. Acts as Public Assistance and Complaint Desk (PACD) Officer;</p> <p>h. Prepares materials for mobile servicing;</p> <p>i. Assists in purchasing of common supplies monthly and monitoring of stocks for office supplies;</p> <p>j. Assists in the update and maintains lists of all serviceable and unserviceable inventory of office equipment/furniture;</p> <p>k. Assists in the frontline services of different sections</p> <p>• <b>Twelve (12)</b></p> <p>a. Prepares and submits the Annual Procurement Plan and Annual Budget estimates for the region;</p> <p>b. Submits Quarterly Budget for MOOE; Monitors funds (MOOE) Obligation and the implementation of the approved budget;</p> <p>c. Checks and evaluates the correctness of Budget Estimates for Various Examinations in the Regional Office;</p> <p>d. Assists in the conduct of internal audit of cash receipts;</p> <p>e. Organizes file of ORS and assists in assessing supporting documents relative to Budget Management;</p> <p>f. Checks whether the liquidation of cash advances, conduct of licensure examinations and other office activities are properly liquidated and conform to the obligated budget;</p> <p>g. Preparation of liquidation of cash advances</p> <p>h. Monitors and tabulates disbursements per account code;</p> <p>i. Conducts pre and post audit of the billing</p> |  |
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|  | <p>and supporting documents and prepares DV, ORs for security services;</p> <p>j. Prepares comparison between budget and actual amount spent/liquidated for monitoring and basis for budget estimate for succeeding years;</p> <p>k. Prepares Annual Budget estimates (PPMP, APP, Monthly Cash Program, Physical Target, Examination Budget, ISO) for the Regional Office</p> <p><b>Eight (8) Support staff for Legal</b></p> <p>a. Prepares notices, summons, Subpoena and formal charge against the respondent</p> <p>b. Complies with orders from the Hearing Officers or court;</p> <p>c. Acts as a conciliator/Mediator;</p> <p>d. Drafts orders, decisions and resolutions;</p> <p>e. Reviews contract and other legal documents involving the Regional Director on matter referred to;</p> <p>f. Evaluates complaints filed personally or online;</p> <p>g. Monitors the development of cases;</p> <p>h. Provides legal advice for work related complaints</p> <p><b>Fifteen (15) ICT Staff</b></p> <p>a. Act as an ICT Personnel on mobile Services and Offsite Centers</p> <p>b. Assists online transactions using Enhanced LERIS such as password resetting, change picture, correction of examination type/place/date and pending payment;</p> <p>c. Encodes data of professionals with no matching records found, no icon, edits records, initial registration for with/without exam</p> <p>d. Answers client inquiries/technical issues</p> |  |
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|  | <p>received from email;</p> <p>e. Receives/Releases documents for actions/acted upon;</p> <p>f. Performs other duties as may be requested</p> <p>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.</p> <p>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.</p> <p>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 or fault of the SERVICE PROVIDER or its personnel.</p> <p>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.</p> <p>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 15<sup>th</sup> day of the month and the other half at the end of the month, or as prescribed by the PRC.</p> <p>13. 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 /</p> |  |
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|  | <p>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.</p> <p>14. Prior to billing of payment by PRC, the SERVICE PROVIDER shall submit following:</p> <ol style="list-style-type: none"> <li>Original SOA with billing and payroll registers for the months covering the contract period,</li> <li>Approved DTR or Timesheet, WFH accomplishment and certification,</li> <li>Original Affidavit certifying that the contractor complied with the provision of laws with regard to labor code, other pertinent laws, decrees, letter of instructions and other existing orders governing private employment,</li> <li>Original / Certified True Copy of the monthly reports of remittances (SSS, PHILHEALTH, HDMF),</li> <li>Original / Certified True Copy of Notarized Sworn Statement of the Representative to Transact on behalf of the company.</li> </ol> <p>Failure of the SERVICE PROVIDER to comply with the herein provision shall be a ground for the rescission of the contract.</p> <p>15. The SERVICE PROVIDER shall send the SOA to the respective Regional Offices for the obligation and payment of services rendered by the institutional Job Order personnel.</p> <p>16. 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> <p>17. 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</p> |  |
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|  | <p>to have been written and in their stead, the general provisions of law shall apply.</p> <p>18. 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.</p> <p>19. The Contract shall be for a period of nine (9) months. However, either party may terminate the Contract by giving the other party THIRTY (30) DAYS notice in writing prior to such termination.</p> <p>20. The Contract shall be for a period of nine (9) 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 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>21. The Approved Budget for Contract (ABC) for the required services of the Manpower Service Provider personnel is <b>PhP31,164,994.81</b> under the Maintenance &amp; Other Operating Expenses (MOOE) Funds.</p> <p>22. The prospective bidder shall comply and submit the required eligibility requirements per RA 9184 and PRC Bids and Awards Committee (BAC).</p> |  |
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Professional Regulation Commission  
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Facsimile: 5-310-0037 / email: bac@prc.gov.ph



## REGULAR MEMBERS:

*[Signature]*  
JOSE Y. CUETO, JR.  
Chairman

*[Signature]*  
MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

GISELLE G. DURANA  
Member

*[Signature]*  
HENRIETTA P. NARVAEZ  
Member

*[Signature]*  
WILMA T. UNANA  
Member

## ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA  
Vice-Chairperson

JANE R. SEVESES  
Member

*[Signature]*  
MARIDEL G. BANASIG  
Member

*[Signature]*  
TEODORO V. MENDOZA II  
Member

## PROVISIONAL MEMBERS:

REGIE O. TORRES  
Provisional Member, IT Projects

*[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

|  |   |  |
|--|---|--|
|  | 23. All necessary Bond/s per Instruction to Bidder and/or RA 9184 shall be provided by the Bidder/Agency. |  |
|--|---|--|

## JOB ORDER WORKERS

### FOR THE DURATION OF NINE (9) MONTHS

| REGION                         |            | SALARY GRADE | Count of Employee | TOTAL      |
|--------------------------------|------------|--------------|-------------------|------------|
| NCR                            | CLERICAL   | 4            | 37                | 37         |
| CAR                            | CLERICAL   | 1            | 5                 | 6          |
|                                | JANITORIAL | 1            | 1                 |            |
| RO I (PANGASINAN)              | CLERICAL   | 1            | 1                 | 2          |
|                                | JANITORIAL | 1            | 1                 |            |
| RO II (TUGUEGARAO)             | CLERICAL   | 1            | 10                | 11         |
|                                | JANITORIAL | 1            | 1                 |            |
| RO III (PAMPANGA)              | CLERICAL   | 1            | 6                 | 7          |
|                                | DRIVER     | 1            | 1                 |            |
| RO IV-A (LUCENA)               | CLERICAL   | 1            | 13                | 13         |
| RO IV-B (MIMAROPA)             | CLERICAL   | 1            | 2                 | 2          |
| RO V (LEGAZPI)                 | CLERICAL   | 1            | 9                 | 9          |
| RO VI (ILOILO)                 | CLERICAL   | 1            | 12                | 12         |
| RO VII (CEBU)                  | CLERICAL   | 1            | 13                | 13         |
| RO VIII (TACLOBAN)             | CLERICAL   | 1            | 5                 | 5          |
| RO IX (ZAMBOANGA)              | CLERICAL   | 1            | 9                 | 11         |
|                                | JANITORIAL | 1            | 2                 |            |
| RO X (CAGAYAN DE ORO)          | CLERICAL   | 1            | 9                 | 9          |
| RO XI (DAVAO)                  | CLERICAL   | 1            | 15                | 15         |
| RO XII (GENERAL SANTOS)        | CLERICAL   | 1            | 7                 | 7          |
| RO XIII (BUTUAN)               | CLERICAL   | 1            | 5                 | 6          |
|                                | DRIVER     | 1            | 1                 |            |
| <b>TOTAL REGIONAL MANPOWER</b> |            |              |                   | <b>165</b> |



# 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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Member

**MAUI G. EBORA**  
Member

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF MANPOWER SERVICE PROVIDER FOR REGIONAL OFFICES

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