

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Services of Registration Agencies for PhilSys (Outsourcing of PhilSys Registration) in NCR and Region IV-A

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY

Quezon City, Philippines

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Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or note in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC –Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submit a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC –Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**PROCUREMENT OF SERVICES OF REGISTRATION AGENCIES FOR PHILSYS
(OUTSOURCING OF PHILSYS REGISTRATION) IN NCR AND REGION IV-A**

1. The Philippine Statistics Authority (PSA), through the 2020 General Appropriations Act and 2021 General Appropriations Act intends to apply the sums as given below;

| Lot/ s | Procurement of Services of Registration Agencies for Philsys for Specified Regions | Approved Budget of the Contract (ABC) |
|-------------------|---|--|
| 1 | National Capital Region (NCR) | 1,088,130,000.00 |
| 2 | REGION IV-A - CALABARZON | 1,259,860,000.00 |
| | Total | 2,347,990,000.00 |

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Award of the Contract shall be on a per lot basis.

2. The PSA now invites bids for the above Procurement Project. Delivery of Registration Services is required to start sixty (60) calendar days from receipt of Notice to Proceed. Bidders should have completed, within five (5) *years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Philippine Statistics Authority (PSA) and inspect the Bidding Documents at the address given below during working hours from 08:00 AM to 05:00 PM, weekdays except holidays.

PSA BAC Secretariat
11th floor, Cyberpod Centris One, Eton Centris
EDSA corner Quezon Avenue, Quezon City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **Wednesday, December 23, 2020** from the given address and website(s) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Seventy-Five Thousand Philippine Peso (75,000.00)** for each lot. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
6. The PSA will hold a Pre-Bid Conference¹ on **06 January 2021 at 9:30 AM** at **17th floor, Cyberpod Centris Three, Eton Centris, EDSA corner Quezon Avenue, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **18 January 2021 at 01:30 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **19 January 2021 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The PSA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Joseph P. Cajita

Chair, BAC Secretariat

PSA Bids and Awards Committee

11th floor, Cyberpod Centris One, Eton Centris

EDSA corner Quezon Avenue, Quezon City

Tel. No.: (02) 374-8270

Email: bac-secretariat@psa.gov.ph and/or bacsecretariat.psa@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

www.psa.gov.ph or <https://procurement.psa.gov.ph/>

(SGD)

MINERVA ELOISA P. ESQUIVIAS

Chairperson, PSA Bids and Awards Committee

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1, 000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, PSA, wishes to receive Bids for the **Procurement of Services of Registration Agencies for PhilSys (Outsourcing of PhilSys Registration) in NCR and Region IV-A** with identification number PB 2020-16.

The Procurement Project (referred to herein as “Project”) is composed of Two (2) Lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2020 GAA and 2021 GAA in the amount of **Two Billion Three Hundred Forty-Seven Thousand Nine Hundred Ninety Thousand Pesos (Php 2,347,990,000.00)**.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be in the amount equivalent to at least 50% of the ABC of the Project.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting should not be allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through video conferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last (5) *five years prior* to the deadline for the submission and receipt of bids.

- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in **Philippine Pesos**.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **Wednesday, 19 May 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

| ITB Clause | | | | | | | | | | | | | | | | |
|------------|---|---------------------------------|---|---|---|---|---|-------------------------|------------------|---------------|---------------|---|---------------|------------------|---------------|---------------|
| 5.3 | <p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Customer Data Management, Data Capture, Identity Management, or IT-Related Services.</p> <p>b. Completed within Five (5) Years prior to the deadline for the submission and receipt of bids.</p> | | | | | | | | | | | | | | | |
| 7.1 | Subcontracting is not allowed. | | | | | | | | | | | | | | | |
| 12 | The price of Services shall be quoted in Philippine Pesos . The RA shall provide price per person each for Registration Services and Data Updating Services. | | | | | | | | | | | | | | | |
| 14.1 | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table><tr><th>Lot</th><th>Procurement of Services of Registration Agencies for Philsys (Outsourcing of Philsys Registration) In NCR And Region IV-A</th><th>Approved Budget of The Contract</th><th>Bid Security (Cashier's / Manager's Check, Bank Draft / Guarantee or Irrevocable Letter of Credit) 2% of ABC</th><th>Bid Security (Surety Bond) 5% of ABC</th></tr><tr><td>1</td><td>National Capital Region</td><td>1,088,130,000.00</td><td>21,762,600.00</td><td>54,406,500.00</td></tr><tr><td>2</td><td>Region IV-A -</td><td>1,259,860,000.00</td><td>25,197,200.00</td><td>62,993,000.00</td></tr></table> | Lot | Procurement of Services of Registration Agencies for Philsys (Outsourcing of Philsys Registration) In NCR And Region IV-A | Approved Budget of The Contract | Bid Security (Cashier's / Manager's Check, Bank Draft / Guarantee or Irrevocable Letter of Credit) 2% of ABC | Bid Security (Surety Bond) 5% of ABC | 1 | National Capital Region | 1,088,130,000.00 | 21,762,600.00 | 54,406,500.00 | 2 | Region IV-A - | 1,259,860,000.00 | 25,197,200.00 | 62,993,000.00 |
| Lot | Procurement of Services of Registration Agencies for Philsys (Outsourcing of Philsys Registration) In NCR And Region IV-A | Approved Budget of The Contract | Bid Security (Cashier's / Manager's Check, Bank Draft / Guarantee or Irrevocable Letter of Credit) 2% of ABC | Bid Security (Surety Bond) 5% of ABC | | | | | | | | | | | | |
| 1 | National Capital Region | 1,088,130,000.00 | 21,762,600.00 | 54,406,500.00 | | | | | | | | | | | | |
| 2 | Region IV-A - | 1,259,860,000.00 | 25,197,200.00 | 62,993,000.00 | | | | | | | | | | | | |
| 19.3 | <p>The Procurement of Services of Registration Agencies for PhilSys (Outsourcing of PhilSys Registration) in NCR and Region IV-A will have two (2) lots as follows;</p> <table><tr><th>Lot</th><th>Procurement of Services of Registration Agencies for Philsys Regions Specified Regions</th><th>Approved Budget of the Contract</th></tr></table> | Lot | Procurement of Services of Registration Agencies for Philsys Regions Specified Regions | Approved Budget of the Contract | | | | | | | | | | | | |
| Lot | Procurement of Services of Registration Agencies for Philsys Regions Specified Regions | Approved Budget of the Contract | | | | | | | | | | | | | | |

| | | | |
|------|---|-------------------------------|------------------|
| | 1 | National Capital Region (NCR) | 1,088,130,000.00 |
| | 2 | REGION IV-A | 1,259,860,000.00 |
| | | Total | 2,347,990,000.00 |
| 20.2 | <i>No Further Instructions.</i> | | |
| 21.1 | <p>The following documents shall form part of the contract:</p> <ul style="list-style-type: none"> a. Contract agreement b. Bidding documents c. Supplemental/bid bulletin d. Winning bidders bid including eligibility requirements, technical and financial proposals and all other documents/statements submitted. e. Performance security f. Notice to proceed g. Confidentiality/non-disclosure agreements. h. Other contract documents that may be required by existing laws. | | |

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

| GCC Clause | |
|------------|--|
| 1 | <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to <i>PhilSys Registry Office, PSA Complex East Avenue Diliman Quezon City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> |
| | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> |

| | |
|-----|--|
| | <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <p>The terms of payment shall be as follows:</p> <p>Monthly payments based on the total number of successful registrations (records that have undergone deduplication and issued PSN) and the total number of successful data updates of registered persons (record updates that have been approved by PhilSys). The target number of RA Registrations is for reference purposes only. Payment will be based on the actual number of successful registrations rendered by the RA.</p> |
| 4 | <p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> 1. Periodic audit of the operations and facilities of the registration center. 2. Periodic audit of submitted registration data packets. 3. Spot check of RA Registration Centers. |

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.

| Lot | Procurement of Services of Registration Agencies for PhilSys (Outsourcing of PhilSys Registration) in NCR for Region IV-A | Target Registration | Delivered, Weeks/Months |
|------------|--|----------------------------|--|
| 1 | NATIONAL CAPITAL REGION | 7,900,000 | <ul style="list-style-type: none"> • Registration Services to commence within Sixty (60) calendar days from issuance of Notice to Proceed. |
| 2 | REGION IV-A | 9,000,000 | <ul style="list-style-type: none"> • The contract duration for the project is one (1) year. • Registration and Updating data packets to be uploaded daily to PhilSys Server. |

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

| Item | Specification | Statement of Compliance |
|------|---------------|---|
| | | <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> |

Terms of Reference

1. Background

1.1 About the Philippine Identification System

Republic Act No. 11055 (the “Philippine Identification System Act”), signed into law in August 2018, established the Philippine Identification System (or PhilSys) as a foundational identification system for all citizens and resident aliens of the Republic of the Philippines. The, declared policies of R.A. 11055 with respect to the PhilSys are to: (a) promote seamless delivery of service; (b) improve the efficiency, transparency, and targeted delivery of public and social services; (c) enhance administrative governance; (d) reduce corruption and curtail bureaucratic red tape; (e) avert fraudulent transactions and misinterpretations; (f) strengthen financial inclusion; and (g) promote ease of doing business. Furthermore, the declared policies place importance on the deployment of a resilient digital system to secure the data collected and that the people’s right to privacy, confidentiality and other basic rights are at all times upheld and protected. The Government of the Republic of the Philippines in October 2018 and March 2019, respectively approved implementation rules and regulations (IRRs) for R.A. 11055 and a 5-year PhilSys Implementation Plan.

1.2 About the Philippine Statistics Authority

The Philippine Statistics Authority (PSA) is the primary implementing agency for R.A. 11055 and has the mandate for the overall planning, management, and administration of the PhilSys, with technical assistance from the Department of Information and Communications Technology (DICT). This new responsibility builds on the PSA and its predecessors’ historic mandate for maintaining the Philippines’ civil registration system and recognizes the critical link of the integrity and sustainability of PhilSys with the continuous registration of births, deaths, marriages and other vital events. The PhilSys Policy and Coordination Council (PSPCC), chaired by the Secretary of the National Economic and Development Authority (NEDA) and co-chaired by the National Statistician and Civil Registrar-General PSA and Undersecretary of the Department of Budget and Management (DBM), formulates policies and guidelines to ensure effective coordination and implementation of the PhilSys.

The PhilSys will be developed using the Modular Open-Source Identity Platform (MOSIP), configured to match requirements laid down by the PSA, as described in the requirements for the Systems Integrator that was procured in September 2020. MOSIP provides an open-source framework that can be extended to accommodate

elements of a foundational ID system that are specific to a country's needs, such as the implementation of ABIS functionality and card production systems.

1.3 Purpose of This Terms of Reference

In order to expedite a successful mass registration for the PhilSys in high population / high population density regions, the PSA intends to contract a Registration Agency (RA) to operate in the National Capital Region (NCR) and Region IV-A. The RA shall establish at least one registration center in its area of coverage for every 300,000 population.

The PSA will maintain the ability to offer registration in these high populated areas including catch up from 2020 pre-registrations, to serve vulnerable groups (e.g., PWDs and senior citizens), and to ensure additional capacity should it be required.

Successful RAs will be:

- Procured competitively by PSA.
- Compliant with technical and service standards defined by PSA, including 'look and feel' at their registration centers.
- Paid by PSA per successful unique registration (i.e., following biometric and demographic deduplication and issuance of a PSN) and successful data updates (record updates that have been approved by PhilSys).
- Staffed by their own registration operators and supervisors, who will be certified by PSA.
- Procuring their own registration kits BUT using devices certified by PSA and using PSA's Registration Client software for registration of individuals.
- Responsible for the establishment and operation of RA registration centers in its area of coverage and be responsible for the rental costs of the registration centers including the maintenance charges and furniture;
- Start providing Registration Services within Sixty (60) calendar days from issuance of Notice to Proceed.

Bidders are invited to submit Proposal Information and Cost Quotations to the PSA for the Procurement of Services of Registration Agencies for PhilSys (Outsourcing of PhilSys Registration) in NCR and Region IV-A to support the PhilSys Registry Office (PRO) in the mass registration of individuals in selected highly populated areas as described in the Terms of Reference.

The Bidders should be aware that they:

- Will be responsible for registration spaces including (but not limited to) all services costs (e.g., electricity, water, heating), furniture, and staffing.
- Must ensure that all biometric devices are compliant with PhilSys Registration Client Software.
- Are responsible for the security of data captured during registration / updating and its destruction from the registration kits following a successful upload to the PhilSys.

The PSA is committed to selecting a Bidder for an initial contract of one (1) year from the issuance of Notice to Proceed (NTP), with the option of extension for a further six (6) months. The procurement would be conducted in an open and competitive manner in full compliance with appropriate regulations and policies.

2. Project Overview

Successful Registration Agents should be expected to source, maintain, and operate registration kits compliant with technical requirements for the PhilSys. The RA will be reimbursed on results i.e., the number of successful registrations (resulting in a unique PSN issuance) rather than on a fixed contract award. The RA will therefore need to be both technically competent but also able to provide a convenient and efficient service to citizens in order to attract large numbers of registrants.

The PSA has engaged a Systems Integrator (SI) currently implementing the core PhilSys functionality part of which, the Registration Client software which is installed in their procured Registration Kits. The Registration Kit is a set of equipment necessary to register qualified individuals under the PhilSys. This includes the following:

- Laptop/Desktop
- HD webcam including photo booth peripherals
- Fingerprint slap capture device
- Iris capturing device
- Extended portable colored monitor
- Printer
- Document scanner

The Registration Client Software shall be installed by the RA on its procured Registration Kits (specifications for which are provided in this terms of reference). It will be the decision of the prospective RA as to how many kits shall be procured in order to attain the target number of registrations for their area of operation. This shall be included in the proposed RA Registration Strategy Plan that will be submitted as part of the bidding requirements.

2.1 The PhilSys Registration Process

The PhilSys implementation is governed mainly by the PSA registration strategy. The table below shows the volume of registration by year:

Table 1. Registration Roadmap

| Year | Volume | Remarks |
|------|------------|---|
| 2020 | 5 million | Household heads identified by DWSD Listahanan Program |
| 2021 | 54 million | General population; 5 years old and over |

| | | |
|------|------------|--|
| 2022 | 40 million | General population: 5 years old and over including OFW |
| 2023 | 11 million | General population |

The following figure illustrates the end-to-end view of PhilSys business process:

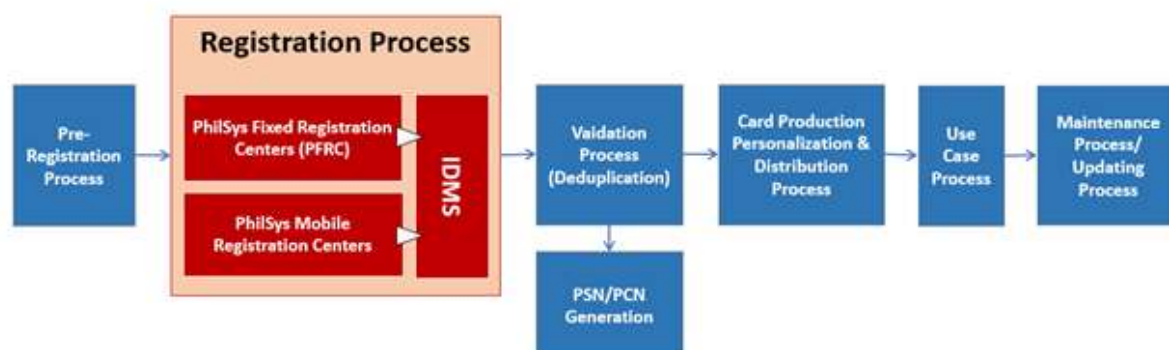


Figure 1. End-to-end view of PhilSys business process

The current PhilSys registration process captures the demographic and biometric data of citizens through PhilSys Fixed Registration Centers and PhilSys Mobile Registration Centers. The registration packets from these centers are uploaded to the Identity Management System (IDMS) of the PhilSys Infrastructure. These packets undergo a validation process and deduplication. Successful registration records will be given PhilSys Number (PSN) and consequently forwarded to Card Production for the printing of PhilSys ID. The PhilSys IDs are delivered to the residences of registered persons.

2.2 Proposed PhilSys Registration Process with the Registration Agents

The full implementation of the PhilSys will entail massive registration of residents across the country. To achieve this, the PhilSys needs more registration personnel and establish additional registration centers complete with hardware and software to register the target volume of registrants. This can be addressed by collaborating with accredited registration service providers who shall be deputized by PSA to act as PhilSys “Registration Agents”.

The following figure shows the proposed update on end-to-end view of PhilSys business process that leverages Registration Agents in the registration process:

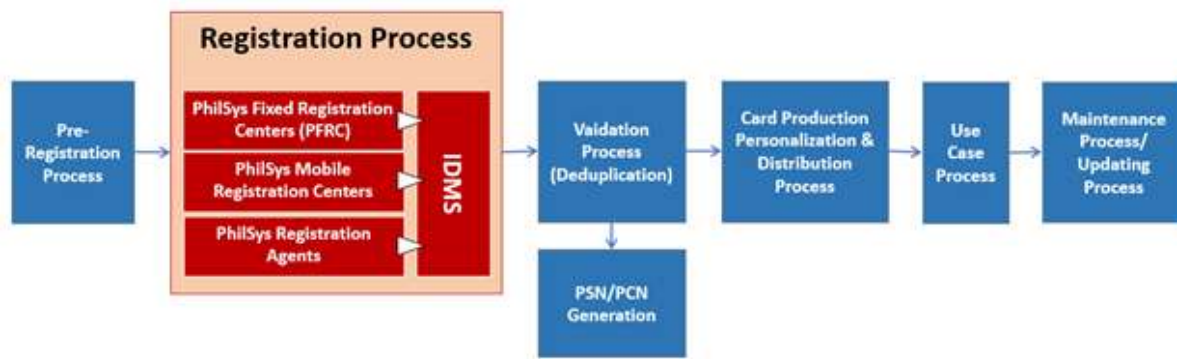


Figure 2. Proposed end-to-end-view of PhilSys business process with Registration Agents

The PhilSys Registration Ecosystem shall be composed of:

- PhilSys Fixed Registrations Centers will continue to operate to cater various clients and stakeholders.
- PhilSys Mobile Registration Centers are operated by PhilSys to register residents in far flung areas and difficult to reach communities.
- PhilSys Registration Agents can be assigned in densely populated regions to register as many people as possible.

2.3 The Role of Registration Agents

Registration Agents would be expected to fulfil the following requirements as part of their role:

- a. PhilSys Registration Agents are entities hired and deputized by the PSA for registration of Filipino citizens and resident aliens into the PhilSys Registry where demographic and biometric data of applicants for registration are collected as per Philippine Identification System Act (RA 11055).
- b. Registration Agents have passed the PSA eligibility criteria and vetting process for third-party registration partners after careful verification of the organization's reputation including technical and financial capabilities.
- c. Registration Agents shall be paid per successful unique registrations (records that have undergone deduplication and issued PSN) and successful data updates (record updates that have been approved by PhilSys).
- d. The Registration Agents shall establish registration centers for registration of individuals.
- e. The Registration Agents shall only use the Registration Client Software provided by PhilSys for registration and updates. The Registration Client Software also provides for capturing audit data as part of registration packet against each registration / update for traceability of registration client, operator, supervisor, registration agency, and other related information.
- f. The Registration Agents shall provide the necessary equipment for registrations and updates such as computer, printer, biometric devices, and other accessories shall be as per the specification prescribed by the PSA. The

minimum specifications of the Hardware and Software components for the Registration Kits are provided in Annex A.

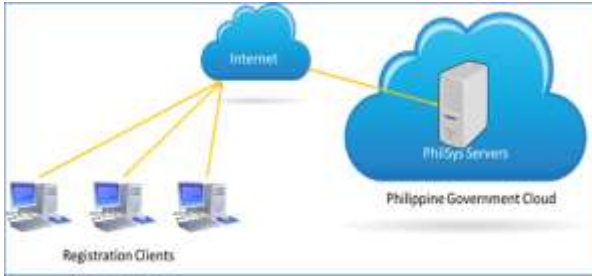
- g. The RA shall install the Registration Client Software provided by the PSA in the Registration Kits.
- h. To ensure integrity of the PhilSys Registration, the Registration Agents shall be subject to periodic audit. During the conduct of the audit, the Registration Agents shall allow the PSA and its authorized representatives / auditors to have reasonable access to their premises and also extend reasonable assistance for examining any books, records, documents and computer data in the possession of the staff of the Registration Agents. The Registration Agents shall also provide copies of the document or other materials which, in the opinion of the PSA auditors are relevant for the purpose of audit.
- i. The Registration Agents shall adhere to the various processes, policies, and guidelines issued by PSA.

3. Scope of Work

| <i>Item</i> | <i>Scope of Work</i> | <i>Specifications</i> | <i>Statement of Compliance</i> |
|-------------|---|--|--------------------------------|
| 1 | Submit RA Registration Strategy Plan | The RA Registration Strategy Plan shall describe the activities and approach to be employed by the RA to attain the target number of registrations for the National Capital Region (NCR) and Region IV-A. | |
| 2 | Submit Project Implementation Plan | <p>The RA shall submit the Project Implementation Plan that provides details of activities that will show readiness and capability to operate successfully towards attainment of registration of target population in National Capital Region (NCR) and Region IV-A.</p> <p>The Project Implementation Plan shall include timelines, project team, manpower deployment, location and establishment of registration centers, escalation matrix, reporting and monitoring.</p> | |

| | | | |
|-----|---|--|--|
| 3 | On IT Infrastructure | | |
| 3.1 | Use Only PhilSys Registration Client Software for Registrations and Updates | <p>The RA must register individual applicants and update data of registered persons using the PhilSys Registration Client Software which is based on MOSIP and integrated by the SI on behalf of PSA.</p> <p>The Registration Client Software will be provided by the PSA to successful bidders. For reference the MOSIP documentation regarding the registration client can be found here:</p> <p><u>https://docs.mosip.io/platform/modules/registration-client</u></p> | |
| 3.2 | Provide Registration kits, photobooth, and its peripherals | <p>The RA shall provide the Registration Kits to be used for RA Registration. The RA shall not install and run third party applications on the registration laptops/desktops.</p> | |
| | | <p>The RA shall provide registration hardware (including biometric devices) and COTS software for the registration of citizens. The provided hardware shall adhere to PhilSys specifications.</p> <p><i>See Annex A for minimum Technical Specifications of Hardware, Software, and Other relevant details.</i></p> | |
| | | <p>The RA shall provide Software Development Kits (SDKs) for biometrics capture and biometric quality check.</p> <p>The RA shall provide MOSIP Device Specification (MDS) service for the biometric devices. The RA shall also provide the device management server and client in order for the Registration Kits to integrate seamlessly with PhilSys Server.</p> <p><i>Please refer below to the URL of MOSIP device specifications.</i></p> <p><u>https://docs.mosip.io/platform/biometrics/mo</u></p> | |

| | | | |
|-------|---|---|--|
| | | <u>sip-device-service-specification</u> | |
| 3.2.1 | Provide Information Security Products | The RA shall provide COTS software such as information security products (DLP, Anti-Virus etc.) in addition to Registration Client Software which will be provided by PSA. | |
| 3.2.2 | Use Certified Biometric Capture Devices for Registration Kits | <p>The RA will be responsible for the hardware and the software requirements of the biometric capture devices.</p> <p>Biometric capture devices (for capturing 10 Fingerprints, 2 Iris and 1 Facial Image) must be compliant with the Biometric Device Specifications as spelled out in Annex A.</p> <p>The biometric devices interact with PSA registration clients in a standard way, through a set of secure and standardized APIs known as Secure Biometric Interface (SBI). The device lifecycle is further managed by the Management Servers deployed by the device providers (supplier of the device in the country).</p> <p>All devices to be provided by the RA shall undergo certification process under PhilSys.</p> | |
| 3.2.3 | Registration Client Computer for Registration kits | <p>The RA shall provide computer hardware that meets PSA's minimum requirements. RA Registration Client computers shall be registered with the PhilSys to establish secure communication channels.</p> <p><i>See Annex A for minimum Technical Specifications of Hardware, Software, and Other relevant details.</i></p> | |
| | | The RA shall procure the necessary warranty and technical support for the Registration Client computers. | |
| 4 | Provide Network Connectivity Between RA | <ul style="list-style-type: none"> The RA shall set up its own Local Area Network within the RA Registration Center. | |

| | | | |
|----------|--|---|--|
| | Registration Center and PhilSys | <ul style="list-style-type: none"> The RA shall provide its own internet connectivity from RA Registration Center to the PhilSys network with sufficient bandwidth to handle real-time online traffic and offline data upload to PhilSys. | |
| | | <ul style="list-style-type: none"> If mobile registration activity is conducted, the RA shall provide all the necessary resources for internet network connectivity.  <p>Figure 3. PhilSys Network</p> | |
| 5 | Personnel and Training | The RA shall hire and train personnel for registration and supervise the registration process in their area of operation to ensure that the registrations are in accordance with prescribed processes and guidelines of PhilSys. The number of registration staff will depend on the number of counters and type of services provided at the RA registration centers which will be decided in conjunction with PSA. | |
| | | The RA shall provide the venue, food, and accommodation for the training of staff on PhilSys registration. | |
| | | The RA shall provide to the PSA the Registration Operator's complete name, address, contact numbers as well as NBI clearance as part of the onboarding process. | |
| | | The RA shall assign one full time supervisor for every five to ten registration operators. | |

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| | | <p>The RA Staff shall have the following qualifications:</p> <ul style="list-style-type: none"> a. Supervisor <ul style="list-style-type: none"> ○ Bachelor's Degree ○ At least 1 year of relevant experience and supervision ○ At least 8 hours of relevant training ○ Computer literate b. Registration Operator <ul style="list-style-type: none"> ○ College level; Preferably Bachelor's Degree ○ At least 6 months of relevant experience ○ Computer literate c. Screener/Public Assistance Desk Staff <ul style="list-style-type: none"> ○ Preferably College level; | |
| 6 | Establishment of RA Registration Centers | <p>The RA will be responsible for the establishment and operation of RA registration centers, the location of which will be finalized in conjunction with the PSA. Set up will include but is not limited to physical and technical infrastructure.</p> <p>The RA shall start providing Registration Services within Sixty (60) calendar days from issuance of Notice to Proceed.</p> <p>To assist the RA, the PSA will provide a layout for establishment of registration centers.</p> <p><i>See Annex B for the layout of RA Registration Center.</i></p> | |
| | | The RA shall set up at least one (1) RA Registration Center per 300,000 population | |

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| | | in its area of coverage. | |
| | | The RA shall set up a Public Assistance Desk at its Registration Center for crowd management and addressing queries and concerns of customers. | |
| | | The RA shall be responsible for the rental costs of the registration centers including the maintenance (electricity bill, papers, water) charges and furniture (tables, chairs, air conditioner, etc.). | |
| | | The RA shall be responsible for the physical security of the RA Registration Center. | |
| 7 | Conduct of Mobile Registration | To augment the regular registration centers, the RA may set up mobile registration centers, whose locations may be identified in coordination with PSA. The RAs will be responsible for the conduct and operation of such Mobile centers. The cost of transportation of equipment and personnel to and from the mobile registration site is to be borne by the RA. | |
| 8 | Operational Requirements | During the operation of registration centers: | |
| | | <ul style="list-style-type: none"> The RA shall provide registration services during working days at the latest starting at 9 AM to and closing at the earliest at 5 PM. | |
| | | <ul style="list-style-type: none"> The RA shall comply with social distancing norms for COVID-19 as per the regulation of Philippine government. | |
| | | <ul style="list-style-type: none"> The RA shall prominently display communication materials (including registration process, do's and don'ts) whose template will be provided by PSA to registration agencies. | |

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| | | <ul style="list-style-type: none"> • The RA shall reproduce PhilSys Registration Forms for walk-in applicants. | |
| | | <ul style="list-style-type: none"> • Reproduce PhilSys Registration and Updating Forms for walk-in applicants. | |
| | | <ul style="list-style-type: none"> • The RA shall conduct service operations as per standard processes defined by PSA. | |
| | | <ul style="list-style-type: none"> • The RA shall upload registration data to PhilSys server every day either real-time or by batch at the end of the day. | |
| | | <ul style="list-style-type: none"> • The RA shall provide technical support for registration kits and its peripherals used in the operation of the center. | |
| | | <ul style="list-style-type: none"> • The RA shall enable registrants to provide feedback on the registration experience with the RA using comments and a suggestion box. | |
| 9 | Services to Deliver to the Public | <p>The RA shall provide the following front office services while complying with data privacy and security policies of PhilSys:</p> <ul style="list-style-type: none"> • Registration of residents. • Updating data of registered persons. • Attend to queries and grievances by clients. | |
| 9.1 | Appointment | <p>To ensure efficient, convenient, and safe experience by the registrant during biometrics and documents capture, most transactions with any registration center including those of the RAs shall be scheduled in advance through the PhilSys Online Pre-Registration system. In this regard, the RA shall use the PhilSys online Pre-Registration system for scheduled registrants.</p> | |

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| | | The RA shall provide information to the PhilSys System on the expected number of hourly slots that can be serviced for each Registration Center. | |
| 9.2 | Registration | For walk-ins or on scheduled appointment times: <ul style="list-style-type: none"> • The RA shall screen/verify authenticity of documentary requirements presented by the applicant. | |
| | | <ul style="list-style-type: none"> • The RA shall capture demographic and biometric data using PhilSys Registration Client Software and provide transaction slip to the client. <p><i>Please refer to Annex E for List of Demographic and Biometric Information to be collected by PhilSys</i></p> | |
| | | <ul style="list-style-type: none"> • The RA shall perform secure data transfer of registration packets to PhilSys. | |
| 10 | Data Update | <p>The RA shall provide data update services from registered persons. Update services may cover demographic and/or biometric data. As such, the RA shall:</p> <ul style="list-style-type: none"> • Authenticate the applicant • Verify documentation • Capture demographic and/or biometric data to be updated using PhilSys registration client software • Perform secure data transfer of update packets to PhilSys <p>The estimated volume of updates is 5% of registrations.</p> | |
| 11 | Mandatory Back-office Tasks | The RA shall submit a monthly progress report including incident report. | |
| | | The RA shall submit printed and softcopy of RA Registration Center Operations Manual. | |

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| 12 | Information Security | <p>The integrity and confidentiality of data must be preserved while in transit or at rest during the registration and when sent to PhilSys for processing (e.g., registration packets). The PhilSys Registration Client Software will be responsible for this encryption and signing capability as part of the registration service. PSA, and its suppliers, will make available public keys for the encryption of registration packets destined for processing by PhilSys. Registration kits must be used exclusively for running the Registration Client Software and must not run other software applications except information security products (DLP, Anti-Virus, etc.).</p> <p>The RA will be responsible for management of the vendors of any information security products used in its registration kits and will be responsible for timely provision of AMCs, subscriptions, warranties as the case may be.</p> | |
| 12.1 | Provide Information Security Products | <p>For the provided registration kits:</p> <p>The RA is required to provide the requisite number of licenses and subscriptions of the various information security products (DLP, Anti-Virus, etc.) as per the detailed design.</p> | |
| | | <p>The products should be provided within the duration of the contract.</p> | |
| 12.2 | Deployment, integration, and ongoing support | <p>For the provided registration kits:</p> <ul style="list-style-type: none"> • The RA shall be responsible for deployment of the security products, their integration with the rest of PhilSys infrastructure, middleware and software applications and ensuring their successful go-live. | |
| | | <ul style="list-style-type: none"> • The RA shall provision the support for the execution of existing systems and services. | |

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| | | <ul style="list-style-type: none"> The RA shall be required to coordinate with other vendors appointed by PSA in ensuring successful integration and go-live of the information security products. | |
| | | <ul style="list-style-type: none"> The RA shall be required, on an ongoing basis, to support, update and upgrade (to N-1 version or latest stable version) the tools and devices currently deployed as well as the tools/devices that will be used in the PhilSys infrastructure. | |
| | | <ul style="list-style-type: none"> The RA shall update and upgrade or fine-tune the deployments of products/solutions based on issues identified through periodic audits, reviews by PSA or PSA appointed agencies. | |
| 12.3 | Information Security | The RA shall comply with the information security policies of the PhilSys. | |
| 12.4 | Data privacy | The RA shall not make use of the data collected in the frame of the contract, nor share with any other party other than PSA. | |
| 13 | On Onboarding Process | | |
| 13.1 | Onboarding of Registration Agent | The RA shall undergo an onboarding process that will enable the RA to perform registration services for the PhilSys. | |
| | | The RA shall be registered at the PhilSys and be given a unique Partner Code. Partner details such as name, address, contact information, and transaction types allowed (e.g Registration and Authentication) shall be registered at the PhilSys database. The PhilSys shall generate and provide licenses and keys for the RA. | |

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| | | The RA shall register with PhilSys all devices used for RA Registration. | |
| | | The RA shall be oriented on Interoperability with PhilSys to ensure seamless transfer of registration data from RA Registration Centers to PhilSys. | |
| | | The RA shall demonstrate adherence to PhilSys security Policies through a documented statement of applicability describing the control measures to be implemented. | |
| 13.2 | Onboarding of Staff of Registration Agencies | The RA registration staff (supervisor and registration operators) shall also undergo an onboarding process that will enable them to operate the registration kits and submit registration packets to PhilSys. | |
| | | The RA staff shall undergo training on PhilSys registration procedure, data privacy training, and compliance to NICA requirements leading to issuance of interim security clearance. | |
| | | Each of the RA staff shall be registered at the PhilSys and be given a user ID code and be issued licenses and keys as RA registration operators. | |
| 14 | Register Target Volume of Transactions in its Area of Coverage | <i>Refer to Section VI Schedule of Requirements for the expected volume of transactions.</i> | |
| 15 | Service Level Agreement | | |
| 15.1 | Maintain Operational | The RA shall upload daily the registration data packets to PhilSys Server. | |

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| | Service Levels | The RA shall finish registrant processing within one hour from the appointed time. | |
| | | <p>The RA shall provide registration services during working days at the latest starting at 9 AM to and closing at the earliest at 5 PM.</p> <p>For Registration Centers located in Malls or similar areas, the RA is encouraged to render registration services also during weekends and holidays when a large number of people are expected. In such cases, the operation hours may also be adjusted.</p> <p>Measurement tool: PhilSys dashboard</p> <p>Reporting interval: Monthly</p> | |
| 15.2 | Maintain Facility Service Levels | <p>The RA Registration center shall provide the following:</p> <ul style="list-style-type: none"> • Sufficient space to accommodate clients with social distancing • Air Conditioning • Registrants' access to clean restrooms • Adequate lighting • Adequate parking space <p>Measurement tool: Physical audit</p> <p>Reporting interval: Monthly</p> | |
| 15.3 | Maintain Security Service Levels | The RA shall maintain PhilSys Security Service Levels. | |
| | | The RA shall allow PSA to conduct periodic security assessment audits in RA Registration Centers. | |
| 15.4 | Integrity of Service | <p>The RA shall not engage in any wrongdoings, inappropriate or unethical behaviors in the performance of its functions as Registration Agencies.</p> <p>The PSA shall conduct unannounced audits</p> | |

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| | | or investigations to prevent breach of integrity of service. | |
| 16 | Operations Manual | The RA shall submit printed and softcopy of RA Registration Center Operations Manual appropriate for all RA Registration Centers. | |
| 17 | Data Retention, Data Destruction and Decommissioning of Devices | The RA shall comply with PhilSys Data Retention Policy. | |
| | | The RA shall comply with PhilSys Data Destruction Policy for the deletion of PhilSys Data and removal of Registration Software Client from all RA devices upon termination or completion of contract as part of Customer Exit Procedure. | |
| | | Report to the PSA relevant information regarding decommissioned or deactivated devices during the contract implementation. | |
| 18 | Terminal Report | The RA shall submit a Terminal Report upon termination or completion of contract. | |

4. Obligations of PSA

The PSA shall:

- Provide the PhilSys Registration Client software that shall be used in PhilSys Registration.
- Make available to the RAs the following PhilSys manuals:
 - Policy and Guidelines Manual for the PhilSys (PGMP)
 - Registration Work Instructions Manual for the PhilSys (RWIMP)
- Provide access to the following PhilSys back-end IT infrastructures:
 - PhilSys Web Portal for online pre-registration and booking of appointment
 - PhilSys staging server for uploading of registration data packets
 - PhilSys Dashboard on RA Registration Statistics.
- Provide technical assistance on the following:
 - Onboarding of RA (registration of RA registration center into the PhilSys system, provision of RA registration center code, etc.).
 - Onboarding of RA Registration Center Staff (enrollment of operators and supervisors into the PhilSys system, creation of user ID and passwords, etc.).
 - Registration of devices of procured Registration Kits.
 - Processing of registration packets (availability of PhilSys staging server).
 - Linkage with pre-registration database.
 - Coordination with LGUs for the conduct of mobile registration.
 - Provision of statistics and feedback on registration performed by the RA.
- Process the submitted registration packets within 48 hours from the time of receipt. The process includes: (1) conduct of demographic and biometric deduplication of all submitted registration packets; and (2) issuance of PSN for successful registrations.
- Process the submitted data update packets within 48 hours from the time of receipt.
- Provide payment to the RAs on a monthly basis based on the total number of successful registrations (records that have undergone deduplication and issued PSN) and successful data updates (record updates that have been approved by PhilSys). The target number of RA Registrations is for reference purposes only. Payment will be based on the actual number of successful registrations and successful data updates rendered by the RA.
- PSA shall provide SMS and email notifications to the registrants regarding the status of their registration.

5. List of Annexes

Annex A. Minimum Technical Specifications of Hardware, Software, and Other relevant details

Annex B. Layout of RA Registration Center

Annex C. Roles and Responsibilities of Registration Agents

Annex D: List of Devices Used by PhilSys Registration Kits

Annex E: List of Demographic and Biometric Information to be Collected by PhilSys

Annex A. Minimum Technical Specifications of Hardware, Software, and Other Relevant Details

| Components | Specifications | |
|----------------------------|-----------------------------|--|
| Laptop/Desktop Unit | Processor | <p>Latest generation processor, minimum 2GHz base Frequency</p> <p>6Mb cache</p> <p>Dual Core Processors.</p> |
| | RAM | 16 GB RAM |
| | OS | Windows 10 Pro 64-bit |
| | Storage | <ul style="list-style-type: none"> • 512 GB SSD (M.2 PCIe) • The PSA keeps the HDD if it gets broken and replaced for data confidentiality. |
| | Screen Size | 14 - 14.1 inches, full HD |
| | Display | HDMI port to attach a second monitor |
| | Network Connectivity | Ethernet RJ45; and Wi-Fi (IEEE 802.11 b/g/n) |
| | USB Ports | 3x USB 3.0, 1.5 A each, 1x USB 2.0, 1 A (or higher), and additional USB hub with 4 USB 3.0 ports |
| | Anti-Virus | <p>Pre-installed with the latest updates and availability to update virus definitions.</p> <p>The enterprise antivirus license must cover three (3) years from acceptance of the registration kits.</p> <p>Enterprise-level antivirus within the top 3 based on</p> <p>https://www.gartner.com/reviews/market/endpoint-protection-platforms</p> |

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| | Chip | TPM 2.0 or higher |
| Facial Capture (Webcam) | Facial Capture Specification | |
| | Capture Mode | <p>With MDS and device management server.</p> <p>With SDK for biometric quality check.</p> <p>With Software Development Kit (SDK) license for face photo with the following specifications:</p> <ul style="list-style-type: none"> • automatic checking of photo-image quality, face detection with a scoring system, automatic cropping, and de-skewing facial images; • conform with ICAO standards for facial images; • convert captured images into "Face Image" interchange formats; and, • Auto focus and auto lighting adjustment. • Key pairs and key rotation. |
| | Minimum resolution | 1080 Pixels at 2.8 mm with 110-degree view |
| | Skin Tone | All |
| | Operation Temperature* | -30 C to +50 C |
| | EMC compliance | FCC Class A or equivalent |
| | Image Specification | ISO/IEC 19794-5 |
| | Exception Image Specification | Full Frontal with FACE features, two palms next to the face, waist up photo. 6X4 mm |

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| | Image quality | ICAO - Full frontal image, +/- 5 degrees rotation, 24-bit RGB, white background, 35 mm width, 45 mm height |
| | Image format | JPEG 2000 lossless |
| | FTM | L0 - Use host-based security, L1 - FTM supported security |
| | Software API | Compliant with the operating system and registration client version 1.1.2 application's device manager specifications to handle device discovery, streaming, capture, encryption, key pairs and key rotation. |
| Photo Booth Specifications | Size | 3ft (width) x 4ft (height), Stand/Wall Mountable |
| | Backdrop Color | White |
| | Non-reflecting | Yes |
| | Opaque | Yes |
| | Retractable | Yes |
| | Light | 2x 30W clear white light, or its LED light equivalent, with stand and on/off switch near the operator. |

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| Fingerprint (4+4+2) slap capture equipment | Capture Mode | <p>With MDS and device management server.</p> <p>With SDK for biometric quality check.</p> <p>With Software Development Kit (SDK) license for Plain live scan capture with the following specifications:</p> <ul style="list-style-type: none"> • auto capture with built-in quality check (NFIQ – NIST Fingerprint Image Quality); • slap segmentation and sequence detection. • automatic left-right hand and two-thumb-detection, and, • the scanner must feature a mechanism to detect fake fingers (bidder to elaborate on the proposed solution) • Key pairs and key rotation. |
| | Minimum Resolution | > 500 native dpi. Bare minimum recommended. Higher densities are preferred |
| | FRR | < 2% FRR in respective country |
| | FAR | 0.01% |
| | DPI | 500* |
| | Image Specification | ISO 19794-4 B.1 AFIS Normative |
| | ESD | >= 8kv |
| | EMC compliance | FCC class A or equivalent |
| | Operating Temperature** | 0 - 50 C |
| | Liveness | As per IEEE 27G |

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| | detection*** | |
| | Preview | > 3 FPS JPEG lossless frames with NFIQ 2 score superimposed |
| | Image Format | JPEG 2000 lossless |
| | Quality Score | NFIQ 2 |
| | FTM | L0 - Use host-based security, L1 - FTM supported security |
| | Software API | Compliant with the operating system and registration client version 1.1.2 application's device manager specifications to handle device discovery, streaming, capture and encryption. |
| Iris capturing equipment | Capture Mode | <p>With MDS and device management server.</p> <p>With SDK for biometric quality check.</p> <p>With Software Development Kit (SDK) license for Iris capture with the following specifications:</p> <ul style="list-style-type: none"> • Auto capture with configurable and built-in quality check (incorporates NIST quality considerations). • Key pairs and key rotation. |
| | Rotation angle | Before compression, Iris image will have to be preprocessed to calculate rotation angle. Refer section 6.3.1 of ISO 19794-6:2011 for rotation angle calculation for rectilinear images. |
| | Rotation Uncertainty | Refer ISO 19794-6 |
| | Iris Minimum Diameter | As per ISO 19794-6:2011 medium and higher quality images are acceptable. Minimum acceptable iris diameter is 150 pixels. |

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| | Margin | Same as ISO |
| | Color | The iris images shall be captured and stored in grayscale with pixel depth of 8 bits/pixel |
| | Illumination | The eye should be illuminated using infrared or any other source that could produce high quality grayscale images. |
| | Image Format | JPEG 2000 lossless |
| | Aspect Ratio | 1:1 |
| | Image Quality | ISO/IEC 29794-6 |
| | Operation Temperature* | -30 C to +50 C |
| | ISO Format | Lossless JPEG 2000 with CBEFF ISO 19794-6 |
| | Aspect Ratio | 1:1 |
| | Operation Temperature* | -30 C to +50 C |
| | EMC compliance | FCC Class A or equivalent |
| | Preview | > 3 FPS Jpeg lossless frames with quality score superimposed |
| | Image Specification | ISO 19794-6 |
| | ISO Format | K3 |
| | FTM | L0 - Use host-based security, L1 - FTM supported security |

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| | Software API | Compliant with the operating system and registration client version 1.1.2 application's device manager specifications to handle device discovery, streaming, capture and encryption. |
| Extended Portable Colored Monitor | Type | Color |
| | Size | Minimum 13-inch LED screen |
| | Resolution | 16:9 aspect ratio, 1080p, full HD |
| | Input | VGA or HDMI (compatible with the laptop/desktop without the use of adapters) |
| | Compatibility | Registration client application and the operating system of the desktop/laptop |
| Portable Monochrome Printer | Resolution | 600 x 600 dpi |
| | Paper size | A4 |
| | PPM – Black (A4) | Minimum 8 pages per minute (ppm) |
| | Duty cycle | 5000 pages/month |
| | Media used | Anti-spill ink tank for low cost running with additional 2 ink tank refills of 140 ml each. |
| | Monochrome | Yes (Black) |
| | Connectivity | USB 2.0, 1 A or higher |
| | Compatibility | Operating system of the laptop/desktop |
| Portable Document Camera Scanner | Image Sensor | Minimum CMOS of 5 megapixels. |
| | Scan Resolution | Minimum 300 dpi with TWAIN driver |

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| | Scan Size | Can support documents with sizes smaller than A4, A4, and legal size |
| | Focus Mode | Manual or Auto Focus |
| | Light | LED supplement light |
| | Connectivity | USB 2.0, 1 A or higher |
| | Scan Speed | 1 second or better |
| | Compatibility | Operating system of the laptop/desktop |
| UPS with AVR | Specifications | <p>Output Power Capacity: 325 Watts / 650 VA.</p> <p>Max Configurable Power: 325 Watts / 650 VA.</p> <p>Nominal Output Voltage: 230V.</p> <p>Input voltage range for main operations: 180 – 270V</p> <p>Minimum of 8 hours continuous usage</p> <p>Maximum output capacity: 4-hour(s) charging from 0% to 100%</p> |

Annex B. Layout of RA Registration Center

A. RA Registration Centers must be established in one of the following set-ups:

1. Enclosed space for RA Registration Centers. Open space with no partitions shall be allowed for mobile registration.
2. All RA Registration Centers must have designated waiting areas. This waiting area may be (1) shared with a common waiting area of the establishment or building housing the registration center, or (2) near an open/vacant space for possible set-up of tents or tables.
3. The RA must ensure that the RA registration center is compliant to applicable laws and regulations for public/government offices such as being PWD-friendly and having a dedicated lactation station.
4. Special facilities in the RA Registration Centers may be considered for areas with predominant cultural or religious norms.
5. Each Registration Center shall be manned by registration teams whose composition is determined by the size of the registration center. These registration teams shall be composed of Supervisor, Registration Operators, Screeners/Public Assistance Desk and other personnel designated by the RA.
6. RA Registration Centers must have sufficient and trained personnel for its efficient operations.
7. The RA may assist in the supervision of operations within their jurisdiction including the security, upkeep, maintenance, and waste management of the location of the Registration Center and the above-mentioned provisions.
8. The RA must provide for office and electrical equipment to ensure efficient operations in Registration Centers. This includes tables, chairs, steel cabinets, lighting fixtures, air conditioning units and/or stand fans. Back-up generators must also be provided for uninterrupted service in case of power failures. Maintenance and replacement of these equipment must be the responsibility of the RA.
9. The RA must ensure health and sanitation standards are met in compliance and accordance with the Department of Health (DOH) memorandum and guidelines, such as but not limited to the provision of hygiene and sanitation supplies like rubbing alcohol, sanitizers and other disinfectants, among other necessities.
10. RA Registration Centers must have equipment for emergency situations such as emergency lights, first aid emergency kits, and fire extinguishers.
11. The RA shall ensure the security of the registration personnel, applicants, supplies and equipment that shall include the provision and installation of CCTV cameras and the deployment of security personnel within the premises of the RA Registration Center.
12. The protection of applicants' data must be observed in the physical arrangement and facilities of all RA Registration Centers.
13. RA Registration Centers must be aligned with the uniform look-and-feel and the branding of PhilSys for recognizability.

14. RA Registration Centers must accommodate various information materials such as posters, signage, flyers, and brochures approved by the PSA for public consumption. Virtual communication materials from the PhilSys Information and Education Campaign (IEC) such as infomercials, interstitials, and audiovisual presentations (AVPs) may also be played regularly for public viewing if Smart LED TVs are available.
15. The Citizen's Charter, process flow, and documentary requirements must be posted also at the most conspicuous places in the registration center in compliance with RA 11032. These may be written in English or Filipino or translated into other major languages and dialects of the Philippines. Templates and communication materials will be provided by PSA.
16. Privacy notices shall also be posted in conspicuous places in RA registration centers such as a privacy notice on CCTV surveillance.
17. RA Registration Centers shall utilize a queuing system, whether manual or digital, to manage the applicants.
18. All RA Registration Centers shall have a priority lane for senior citizens, pregnant women, solo parents, IPs and PWDs. (PWD Act)
19. All RA Registration Centers must observe the No-Noon Break Policy. The registration center housed inside a partner agency may be open on special and local holidays, provided that the partner agency is also open to the public during such.
20. The RA must ensure that the registration center has an internet connection to meet the registration system requirements.

B. Set-up a Help Desk at its Registration Center for Crowd Management and Addressing Queries and Concerns of Customers.

1. All RA Registration Centers must establish a public assistance/complaints desk as provided in RA 9485. The RA must provide uniform suggestion boxes for distribution to all its Registration Centers.
2. The list of RA Registration Centers shall be included in the PSA website and PhilSys Social Media Accounts. (IRR, Section 8A, par. 2). The list of Registration Centers shall be updated regularly.
3. The RA shall make available advisory of the opening or closing of RA Registration Centers at least 15 days before the actual date.

Figure 4. Sample Floor Plan for Registration Center with five registration kits:

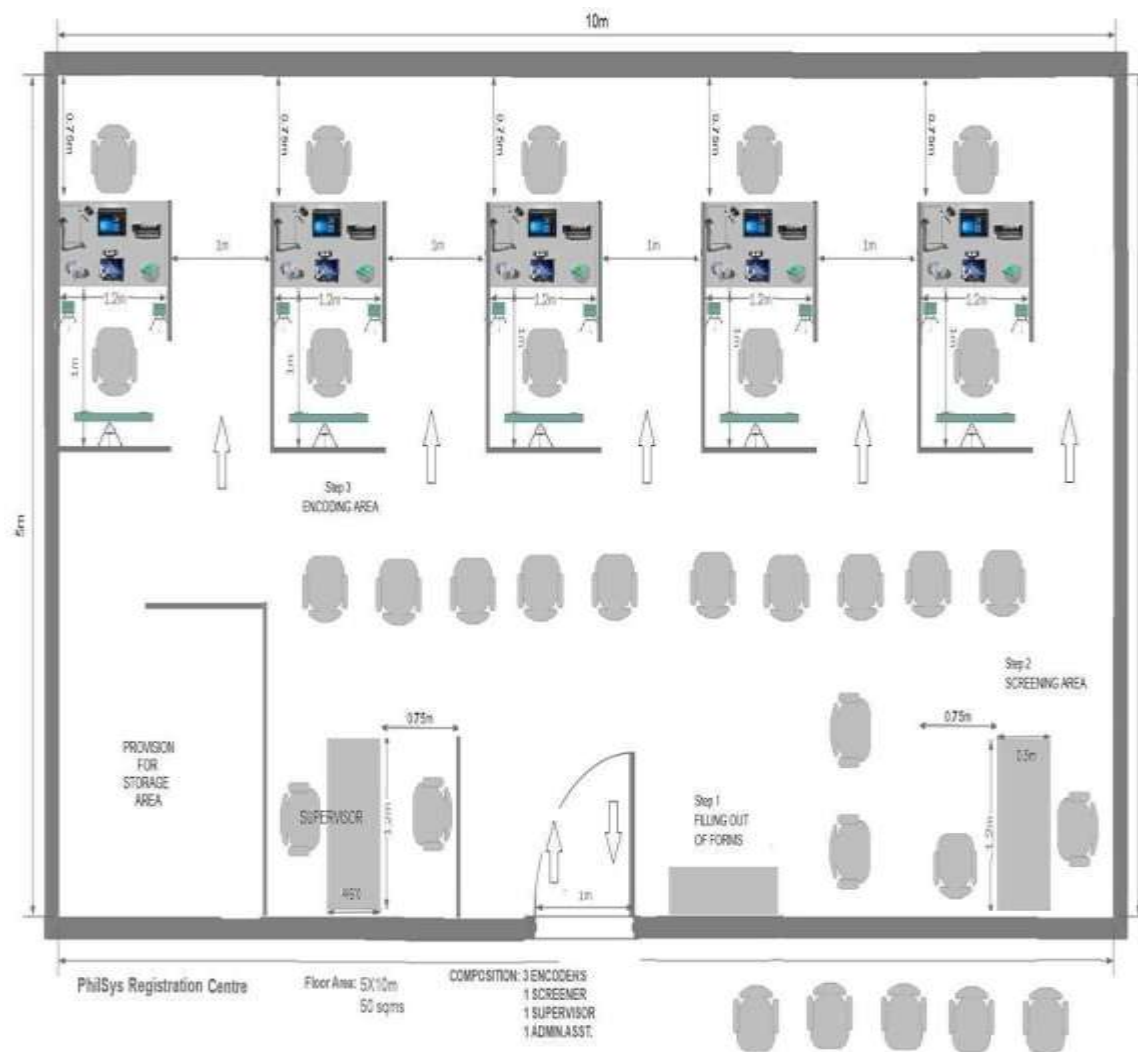


Figure 5. Sample Workstation Layout for Supervisor:

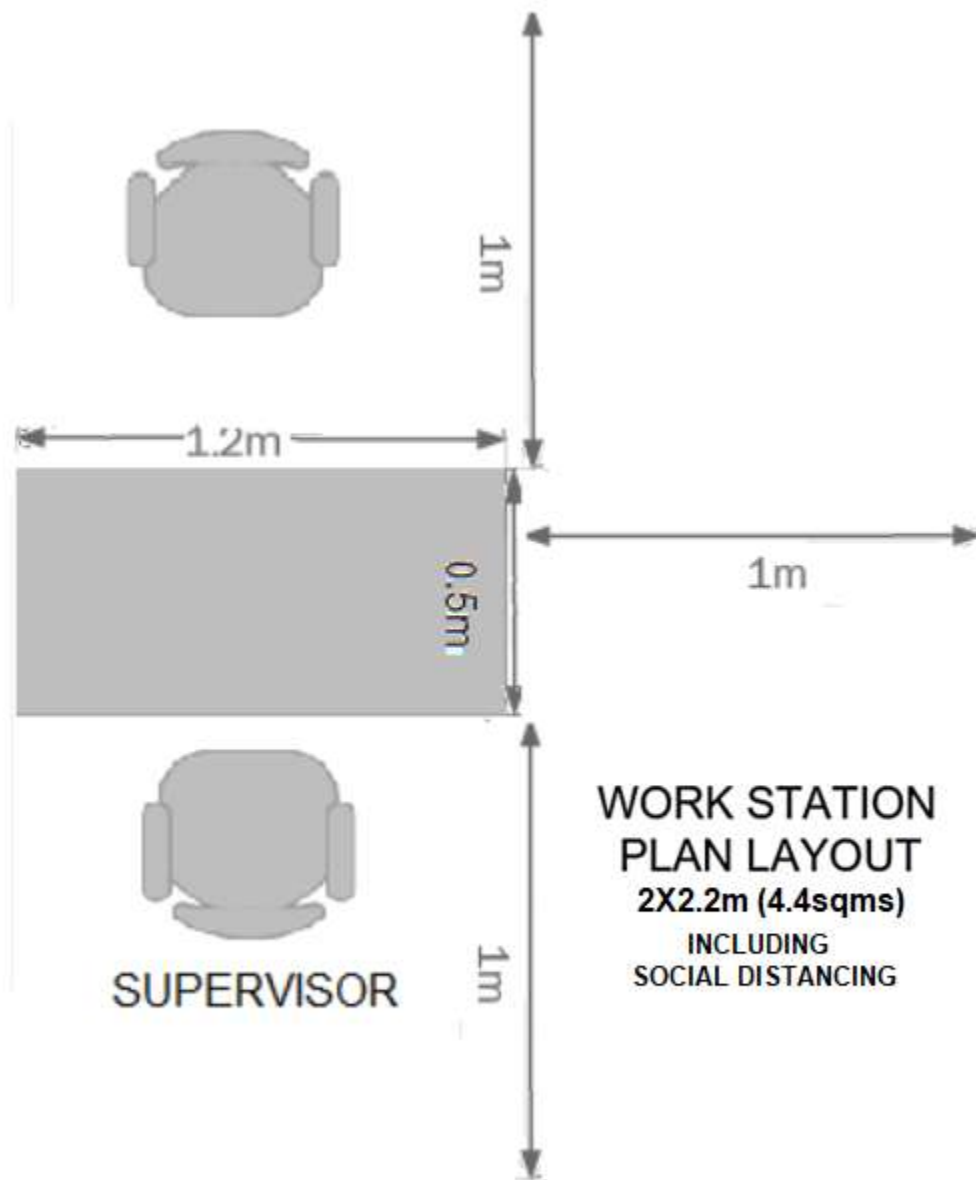


Figure 6. Sample Layout for Screener and/or Public Assistance Desk:

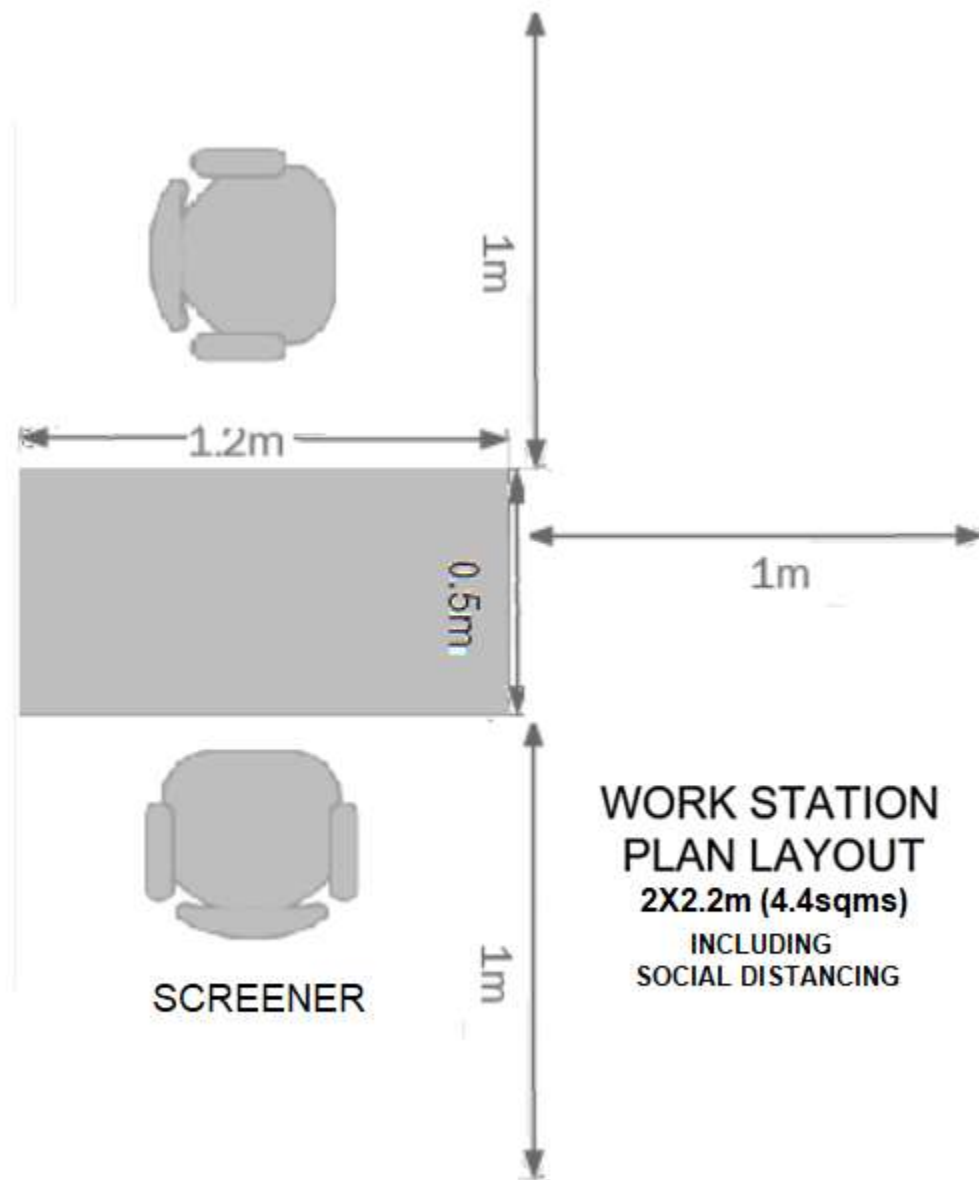
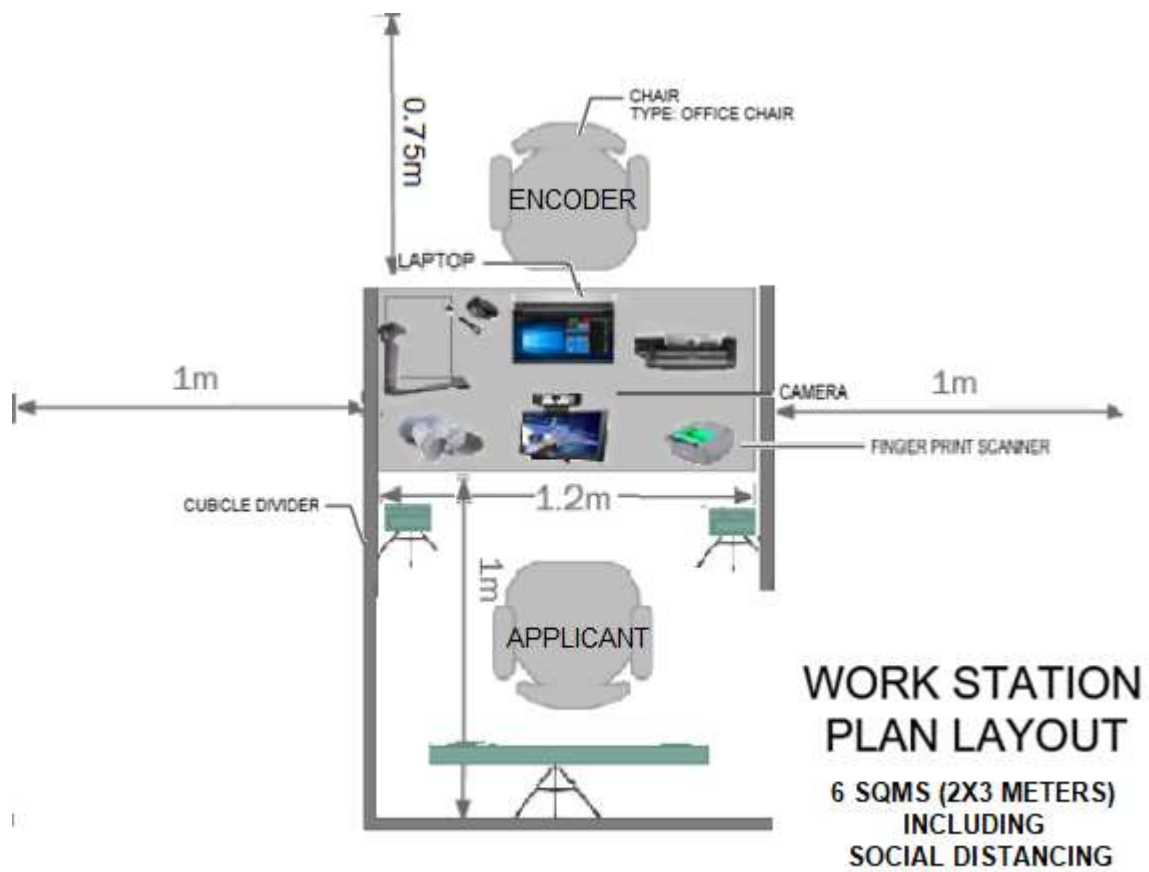


Figure 7. Sample Workstation Layout for Registration Operator



Annex C. Roles and Responsibilities of RA Registration Center Personnel

A registration team is composed of one supervisor, one screener/Public Assistance Desk and may have five (5) to ten (10) Registration Operators.

The typical roles and responsibilities of the RA Registration Center Personnel shall include, but not limited to, the following:

A. Supervisor

1. Attend the prescribed training set for the Registration Agents.
2. Supervise the performance of the team and oversee the daily operations at the Registration Center.
3. Provide quality customer service to all the applicants.
4. Answer queries and complaints of clients through letters, emails, phone, or walk-in concerning the registration process.
5. Override biometrics exception of applicants.
6. Approve and transmit daily captured data.
7. Function as Registration Operator in the event that the Registration Operator is unavailable.
8. Perform other tasks that may be assigned by the designated Supervisor.

B. Registration Operator

1. Serves as Registration Operator for RA Registration Center.
2. Attend the prescribed training set for the Registration Agents.
3. Validate demographic information provided against the supporting documents presented.
4. Capture the biometric information of applicants.
5. Maintain and operate the assigned registration kit.
6. Provide quality customer service to all the applicants.
7. Perform other tasks that may be assigned by the Supervisor.

C. Screener/Public Assistance Desk

1. Serves as Screener/Public Assistance Desk for Registration Agent Center.
2. Attend the prescribed training set for the Registration Agents.
3. Perform crowd control and assist in managing queues in the Registration Center.
4. Validate the appointment of the applicants if the applicant has the required supporting document/s.
5. Keep and maintain all files (memoranda, correspondence, reports).
6. Entertain public queries and problems regarding the registration procedures.
7. Assist the Supervisor in the preparation of reports.
8. Performs other tasks that may be assigned by the Supervisor.

Annex D: List of Devices Used by PhilSys Registration Kits

The following are devices currently used by the PSA:

| Registration Kits Hardware (Devices) | Brand | Model |
|---|------------------|------------------|
| Laptop | HP Probook | 445 G6 |
| Facial Capture Equipment | Logitech | C930e |
| Fingerprint Scanner | Green Bit S.p.A. | DactyScan84c |
| Iris Scanner | Iritech, Inc. | IriShield TM USB |
| Extended Monitor | Eyoyo | EMI3G |
| Document Printer | Epson | Workforce M105 |
| Portable Document Camera | ELOAM | S600 |

Disclaimer: The above list is just for reference and shall not be interpreted as endorsement or recommendation.

Annex E. List of Demographic and Biometric Information to be collected by PhilSys

All the demographic information provided by the applicant shall be captured by the Registration Operator into the PhilSys Registration Client System, specifically:

| Demographic Information | Biometric Information |
|--------------------------------|---|
| a. Full name | a. Fingerprint Scanning (10 fingers) |
| b. Sex | b. Iris Scanning (both eyes) |
| c. Date of Birth | c. Capturing of Front facing Photograph |
| d. Place of Birth | |
| e. Blood Type | |
| f. Permanent Address | |
| g. Present Address | |
| h. Filipino or Resident Alien | |
| I. Marital Status (Optional) | |
| j. Mobile Number (Optional) | |
| k. Email Address (Optional) | |

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority

to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

