MEMORANDUM CIRCULAR
NUMBER 2014 - __________

SUBJECT: IMPLEMENTING GUIDELINES IN THE ACCREDITATION
OF GPS SUPPLIER(S)/ PROVIDER(S)

in order to ensure the quality of Global Positioning System (GPS) that will be
mandatorily installed to all Public Utility Buses pursuant to Memorandum Circular
No. 2014-____, Re: REQUIRING THE INSTALLATION OF GPS IN ALL PUB UNITS, this
Board hereby promulgates policies and guidelines for the accreditation of
supplier/provider of Global Positioning System (GPS).

1. Specifications of the GPS to be installed to PUBs

   Accuracy : at least 5m
   Back-up battery : included
   Communication : GPRS (TCP) : SMS

   Configurable I/O's : at least 4
   Internal memory : at least 8MB
   Serial output : for interfacing with other devices

1.1. Data Format - to make the format extensible, headers are placed
     before each data value, e.g.

     1D+123-123-1+TM+092204.99+DT+120214+LT+4250.5589+LN+14718.5084+AT+19.7+SP+0.0

1.2. Headers - ID, TM, DT, LT, LN, AT, SP

   Data Values : Comments
   123-123-1 : software generated ID during registration
   092204.99 : UTC Time in hhmmss.ss
   120214 : UTC Date in ddmm.mmmm
   4250.5589 : Latitude in ddmm.mmmm
   14718.5084 : Longitudes in dddmm.mmmm
   19.7 : Altitude in meters
   0.0 : Horizontal speed in KM/h
2. Procedure- In applying for accreditation, the following are the procedures for application for accreditation:

2.1. Filing of the application for accreditation with the requirements as provided for in the next succeeding number;
2.2. Approval of the Accreditation Panel headed by the Executive Director or Bids and Awards Committee of the Application which complied with all the requirements prescribed;
2.3. Confirmation of the Chairman and Board Members of the approval of the application, and
2.4. Payment of Performance Bond as prescribed hereunder.

3. Documentary Requirements- In applying for the accreditation as duly accreditation calibration firms or individual, the following documents shall be submitted upon filing duly accomplished and notarized application for accreditation:

3.1. Department of Trade and Industry Business Name Registration, in case of individuals;
3.2. In case of corporations or partnerships, Securities and Exchange Commission Registration and Articles of Incorporation;
3.3. Mayor’s Permit for the past two (2) years;
3.4. Tax Identification Number;
3.5. BIR Registration for the last two (2) years;
3.6. SSS Membership of the employer and employees;
3.7. Audited Financial Statement and ITR for the last 2 years duly stamped/received by Bureau of Internal Revenue;
3.8. Location map of shop and parking with complete address;
3.9. Picture of applicant/individual and picture of the establishment;
3.10. Organizational Chart;
3.11. National Bureau of Investigation Clearance of personnel/technicians;
3.12. Company policy and procedure for resolution of complaints;
3.13. Warranty of GPS supplier after installation, which shall be less than one (1) year from installation;

(This part on specs is optional and can be excluded since it will be part of the MC Re: REQUIRING THE INSTALLATION OF GPS IN ALL PUB UNITS)
3.14. Undertaking to comply with the provisions of PNS ISO/IEC 17025, within three (3) years from accreditation, if applicable.

4. Fee- a filing fee in the amount of TEN THOUSAND PESOS (P10,000.00) shall be collected upon filing of the application for ACCREDITATION.

5. Validity of Accreditation - The Accreditation shall be valid for a period of one (1) year from the approval of application for accreditation and shall be renewed on or before the expiry date of the accreditation.

6. Reports- Accredited GPS Supplier/Provider shall update reporting to the Board of all available stocks of GPS and no GPS will be installed unless a dealer's report and payment of customs dues pursuant to existing laws are submitted to the Board.

7. Penal Provisions- an authorized calibration firm/s or individual shall be penalized in the amount of ONE HUNDRED THOUSAND PESOS (P100,000.00) for the first offense, a fine in the amount of TWO HUNDRED THOUSAND PESOS (P200,000.00) for the second offense, and THREE HUNDRED THOUSAND PESOS and CANCELLATION OF ACCREDITATION for third offense, for any of, but not limited to the following violations:

   7.1. Non-compliance with the standard requirements herein provided and other pertinent laws, rules & regulations;
   7.2. Submission of spurious documents in relation to the prescribed requirement by the Board;
   7.3. Misrepresentation in the filing of the application for authorization;
   7.4. Involvement in illegal operations.

8. Performance Bond- The accredited GPS supplier(s)/provider(s) shall post a bond in the amount TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00) in the form of performance bond issued by a reputable bonding company that is not blacklisted to guarantee proper performance of its obligations and responsibilities under these guidelines and other laws, rules and regulations pertinent thereto.

All issuances or parts hereof which are inconsistent herewith are modified and/or revoked accordingly.

This Memorandum Circular shall take effect immediately.