

**[BOC CUSTOMS MEMORANDUM ORDER NO. 48-
2010, December 07, 2010]**

**GUIDELINES IN THE ACCREDITATION OF SERVICE PROVIDERS
OF ELECTRONIC GPS-EQUIPPED BARRIER SEALS**

Pursuant to Customs Administrative Order (CAO) No. 4-2010 as implemented by Customs Memorandum Order 24-2010, the following rules and regulations on the accreditation of Service Providers of **Customs Electronic GPS-Equipped Barrier Seal Service Provider (CEGBSSP)** are hereby issued:

SECTION 1. OBJECTIVES

1. To effectively implement CAO No. 4-2010 on "Establishing an enhanced customs transit system with the use of global positioning system".
2. To develop and publicize clear and transparent procedures for the accreditation of the Service Providers;
3. To provide a fair and competitive environment for the accreditation process;
4. To ensure that only the most qualified and capable proponents are accredited
5. To enhance the Bureau of Customs template for outsourcing to the private sector.

SECTION 2. SERVICES TO BE OUTSOURCED

The services to be outsourced to the accredited Service Provider include but not limited to the following:

1. Provide a sufficient number of the specified Customs electronic GPS-equipped barrier seals to be attached to the container vans of transit cargo for imports and exports to service the needs of ports of entry.
2. Provide the necessary hardware and software to effectively track and monitor the condition of transit cargo while in transit;
3. Put in place a network of competent personnel deployed in designated customs ports to handle the attachment and removal, maintenance, transport, and security and ensuring availability of fully functioning (with fully charged batteries) customs electronic GPS-equipped barrier seals where such seals are required for transit cargo.
4. Conduct trainings on sealing tracking, monitoring and audit for authorized officials of the BOC and its partner agencies.

5. Develop user manuals and have them widely distributed to end users both at central office and the field.

SECTION 3. ACCREDITATION PROCESS

1. Pre-Qualification

a. Through the Committee on the Accreditation of Service Providers (henceforth called CASP), BOC shall publish in two (2) newspapers of general circulation and the BOC website, an invitation for qualified private entities to apply for accreditation as Service Provider of electronic GPS-equipped barrier seals, including the hardware and software required for the operation of the system. The publication shall include the Eligibility Requirements which applicants shall be asked to submit together with their application and proof of payment for the non-refundable processing fee in the amount of Fifty Thousand Pesos (P50,000.00)

b. The application together with the Eligibility Requirements shall be submitted to the Secretariat seven (7) days after the publication. Upon verification by the Secretariat that the submitted documents in compliance with the Eligibility Requirements are complete, the applicant shall be given a copy of the Terms of Reference (TOR) upon presentation to the Secretariat of the BOC Official Receipt representing the non-refundable payment of the processing fee in the amount of Fifty Thousand Pesos (P50,000.00)

c. The CASP shall proceed to shortlist eligible applicants by assessing the capability of each according to the following (numbers in parenthesis represent the maximum score that may be given to an applicant for each criterion, for the purpose of ranking applicants)

- i. Relevant experience (65);
- ii. Financial capability (25);
- iii. Company Profile (10).

d. Upon instruction from the CASP, the Quality Assurance Team (henceforth called QAT) shall conduct site visits to the office premises of each applicant for the purpose of short listing applicants. The QAT shall submit its findings and recommendations to the CASP, which shall serve as inputs to the pre-qualification process.

e. The CASP shall shortlist the top three (3) service providers from those who have submitted their applications and have been determined as eligible. The Committee shall issue a Decision in writing approving or denying the application.

f. The Secretariat shall notify in writing the applicants whose applications have been denied attaching the corresponding Decision with the

information that subject Decision can be appealed by filing a motion for reconsideration within three (3) days from receipt of the customs decision. CASP shall resolve such motion within forty eight (48) hours from receipt of said motion.

g. Shortlisted applicants shall likewise be informed in writing of the Decision and shall be invited to a conference with the CASP to discuss the technical and financial proposals required by the accreditation process and to answer questions on the TOR.

2. Qualification

a. Shortlisted applicants shall be required to submit their technical and financial proposals to the Secretariat on or before the date to be announced during the abovementioned conference.

b. The technical proposal shall include the following:

i. Authority of the signatory;

ii. The proposed CASP organizational chart. If the applicant is a consortium of firms, the relationship between the firms in the consortium should be shown and the roles and responsibilities of each should be clearly described. The chart should also show how the organization will link with collaborating units of the BOC.

iii. Approach and methodology, work plan, and schedule of implementation including pilot and roll-out strategies. This section should describe how the GPS-equipped transit system will be put in place, including the phasing of implementation. The roles of the relevant units of the BOC in this effort should also be described.

iv. Technical specifications of the required hardware and software, including the following:

- The electronic GPS-equipped barrier seal, including the GPS system that supports it;
- The hardware and software of the monitoring system;
- The communications system

v. List of key personnel to be assigned to the CASP organization, with their complete qualification and experience data;

vi. Certificate under oath of compliance with existing labor laws and standards;

vii. A sworn affidavit of compliance with the Disclosure Provision under Section 47 of RA 9184 (An Act Providing for the Modernization, Standardization and Regulation of the