



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDDING DOCUMENTS

FOR THE

ISO 9001:2015

QUALITY MANAGEMENT SYSTEM
(QMS) CERTIFICATION AUDIT

PROJECT ID No.: DBM-2018-20

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

SECTION I. REQUEST FOR EXPRESSION OF INTEREST

***ISO 9001:2015 Quality Management System (QMS)
Certification Audit***

1. The Department of Budget and Management (DBM), through Multi-year Obligational Authority No. MYOA-BMB-C-18-0000032, intends to apply the sum of **One Million Nine Hundred Eighty Six Thousand Three Hundred Twenty Pesos (P1,986,320.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**ISO 9001:2015 Quality Management System (QMS) Certification Audit**," for three (3) years. The funding source for the first year is through the authorized appropriations under the FY 2018 General Appropriations Act. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DBM now calls for the submission of eligibility documents for the Project, "ISO 9001:2015 Quality Management System (QMS) Certification Audit." Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before July 19, 2018, 9:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

Detailed schedule of requirements are indicated in the Terms of Reference (TOR) of the Project.

3. Interested bidders may obtain further information from the DBM-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on July 12, 2018 from the address below.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. In accordance with Section 24 of RA No. 9184 and its IRR, the criteria and rating system for short listing are:

- a. Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (65 points);
 - b. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of the undertaking (25 points); and
 - c. Current workload relative to capacity (10 points).
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The DBM 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

DBM-BAC Secretariat
BAC Conference Room
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 657-3300 local 3115
Email Address: procurement@dbm.gov.ph



CLARITO ALEJANDRO D. MAGSINO
Chairperson, DBM-BAC

CHECKLIST OF ELIGIBILITY DOCUMENTS

I. Class "A" Documents

Legal Documents

1. PhilGEPS Platinum Certificate of Registration with Annex A

Note: If PhilGEPS Platinum Certificate of Registration is not available or the Annex A is not updated, the following shall be submitted, together with the PhilGEPS Certificate of Registration:

- a) SEC/DTI Registration Certificate
 - b) Valid and Current Mayor's Permit
 - c) Tax Clearance Certificate
 - d) Latest Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year
- In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.

Technical Documents

2. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)
7. Curriculum Vitae for the Proposed Lead Personnel (Use Annex F)

Financial Documents

II. Class "B" Document –

Legal Documents

8. Valid Joint Venture Agreement (JVA) if JV is 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 event that the bid is successful.

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

- 4.3. All envelopes shall:
- (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible

to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	The Certifying Body (CB) is, at the minimum, a Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/International Electrotechnical Commission (PNS), ISO/IEC 17021:2015 (Conformity Assessment-Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant International Accreditation Forum (IAF) Mandatory Documents (MDs) to provide QMS certification to ISO 9001:2015 for IAF 36: Public Administration.
1.3	No further instructions.
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to October 3, 2017 (see Annex D for format).</p> <p>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</p>
2.1(a)(ii.7)	The CB must show certification or any equivalent document from their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or any equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	DBM-BAC Secretariat BAC Conference Room Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Telefax No. 657-3300 local 3115 Email address: procurement@dbm.gov.ph
4.3(f)	The name of the Project is "ISO 9001:2015 Quality Management System (QMS) Certification Audit."

5	<p>The address for submission of eligibility documents is at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of eligibility documents is July 19, 2018.</p>
8.1	<p>The place of opening of eligibility documents is at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of opening of eligibility documents is July 19, 2018, 9:00 a.m.</p>
9.1	<p>Similar contracts shall refer to the ISO 9001:2015 Certification Audit of another government organization where the corresponding Certificate was issued for the purpose.</p>
9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top three (3) eligible consultants as short listed consultants. Should less than the required number apply for eligibility and short listing, and have passed the eligibility check and the minimum score required in the short listing, the BAC shall consider the same.</p> <ul style="list-style-type: none"> a. Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (65 points); b. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of the undertaking (25 points); and c. Current workload relative to capacity (10 points). <p>The minimum score required for each criterion is, as follows:</p> <ul style="list-style-type: none"> a. Applicable experience of the firm or firms in a joint venture (32.5 points); b. Qualification of Personnel (12.5 points); and c. Current workload relative to capacity (5 points). <p>Attached is Schedule A for the detailed criteria.</p>

Schedule A

Short Listing Evaluation Criteria			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experience of the company		65.00	
I. Firm's Qualification			
II. Work Experience			
2. Qualification of Key Personnel		25.00	
I. Education			
II. Work Experience			
III. Trainings Attended			
IV. Certifications			
3. Current Workload		10.00	
I. Current Project Workload (on-going projects)			
II. Financial Capacity (FC): Current Assets (CA) less Current Liabilities (CL)			

SECTION IV. BIDDING FORMS

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TERMS OF REFERENCE**CERTIFICATION BODY FOR THE REASSESSMENT/RE-CERTIFICATION AND SURVEILLANCE AUDITS OF THE DEPARTMENT OF BUDGET AND MANAGEMENT QUALITY MANAGEMENT SYSTEM (QMS) UNDER THE ISO 9001:2015 STANDARD****1.0 PURPOSE**

The purpose of this Terms of Reference (TOR) is to outline the selection criteria requirements for procuring the services of a Certification Body (CB) well-versed with the ISO 9001:2015 Standards for the Reassessment Audit of the Department's Quality Management System (QMS).

2.0 BACKGROUND AND RATIONALE

ISO 9001 is an international standard that sets requirements for an organization's QMS. The new version that was launched on 23 September 2015 focuses on the "risk-based thinking" and addresses the establishment of processes to further improve outputs and prevent undesirable results both for DBM and its clients. Likewise, it seeks to build a strong knowledge-based system, establish a proactive culture of continual improvement, and ensure consistency in the quality of services being provided.

All ISO 9001:2008 certification issued after the publication of the ISO 9001:2015 Standard will expire on 14 September 2018.

To improve the efficiency and effectiveness of the DBM QMS pursuant to Executive Order (EO) No. 605¹ dated 23 February 2007 the DBM has been ISO 9001:2008 certified since 29 October 2015. Currently, the Department is implementing a QMS in accordance with the ISO 9001:2015 Standard.

The Department QMS has undergone the Second Surveillance and Transition Audit in 2017 conducted by a Third-Party QMS CB. Upon the certification of the DBM QMS under the ISO 9001:2015 Standard on the Transition Audit, the DBM will undergo a Reassessment Audit of the Budget and Management processes in all Bureaus/Services/Offices (BSOs) in pursuit of improved quality of services and sustained ISO certification. The DBM resolves to ensure the continuing certification of its QMS under the ISO 9001:2015 Standard.

3.0 OBJECTIVE

This project aims to have the DBM QMS be subject to reassessment and surveillance audits by an independent CB based on the ISO 9001:2015 Standard towards the continual improvement of the QMS of the Department.

¹ Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program Amending for the Purpose Administrative Order No. 161, s. 2006

4.0 SCOPE OF WORK

The QMS CB shall:

- 4.1 Conduct Reassessment Audit for the Re-certification of Department of Budget and Management Quality Management System; and
- 4.2 Issue the ISO 9001:2015 Certification to the Department upon satisfactory compliance to the requirements of the Standard.
- 4.3 Conduct at least one (1) Surveillance Audit every year for two (2) consecutive years after the issuance of certificate.

5.0 RESPONSIBILITIES OF THE CERTIFYING BODY

- 5.1 The representatives from the CB shall conduct audit, submit audit reports, and provide other deliverables on mutually agreed schedules.
- 5.2 The representatives from the CB shall inform the Office of the DBM Overall QMR through and in coordination with the DBM QMS Core Team and Secretariat regarding any changes on the schedule of audits or any delays in the activities related to ISO 9001:2015 reassessment and surveillance of DBM QMS.

6.0 RESPONSIBILITIES OF THE DEPARTMENT OF BUDGET AND MANAGEMENT

- 6.1 The DBM, through DBM QMS Core Team and Secretariat, shall closely coordinate with the representatives of the CB in the preparation and conduct of audit and other related audit/certification activities.
- 6.2 The DBM QMS Core Team and Secretariat shall coordinate the conduct of audit activities ensuring that the process owners and concerned DBM officials and staff are available on the scheduled dates of audit.
- 6.3 Prior to any execution of activities related to this Terms of Reference, the DBM QMS Core Team and Secretariat shall convene a meeting between the representatives of the CB and the DBM's key personnel concerned. Close anchoring and monitoring of all activities as indicated herein shall be undertaken by the DBM QMS Core Team and Secretariat.
- 6.4 The DBM shall provide transportation services for the CB auditors during scheduled audits at DBM functional units based in Metro Manila only.

7.0 QUALIFICATIONS OF THE CERTIFYING BODY

- 7.1 The CB, is at the minimum, a Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/International Electrotechnical Commission (PNS), ISO/IEC 17021:2015 (Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant

IAF Mandatory Documents (MDs) to provide QMS certification to ISO 9001:2015 for International Accreditation Forum (IAF) 36: Public Administration.

- 7.2 **Qualification and Competencies.** The Key Personnel of the CB shall have QMS audit experience in private and government institutions to ISO QMS certification of at least fifteen (15) years for the Lead Auditor and ten (10) years for the Team Members.

The Lead Auditor must have completed a Master’s Degree relevant to management, public administration, industrial engineering and/or other related fields.

The Audit Team Members must have at least completed a Bachelor’s Degree relevant to management, public administration, industrial engineering and/or related field.

- 7.3 **Evaluation and Selection Criteria.** The CB should have adequate technical and management capability in conducting the audit. Likewise, the CB shall have the capacity to deploy a team composed of two (2) qualified experts (lead auditor and member of the audit team) in accordance with the qualification and competencies of key personnel. Hence, the CB shall be evaluated based on the following criteria:

Criteria	Weight
i. Has at least fifteen (15) years of experience in conducting ISO QMS audits with clients from private and government sectors	30%
ii. Has experience in conducting ISO QMS audits related to the nature of the processes of the Department of Budget and Management	25%
iii. Has competent auditors with at least ten (10) years audit experience who have jointly or individually audited at least five (5) government agencies	15%
iv. Has audited at least fifteen (15) government organizations	10%
v. Positive feedback from previous clients especially on delivering services on time and quality of work	10%
vi. Current workload relative to capacity	10%
Total	100%

8.0 DURATION OF ENGAGEMENT, TIMELINE AND LEVEL OF EFFORT

- 8.1 The services of the CB will be engaged for three (3) years.
- 8.2 The conduct of the Reassessment and Surveillance Audits will take place upon commencement of the engagement starting with the audit at DBM Regional Offices before proceeding with audits at the Central Office units in consideration of the Budget Preparation's calendar of events and activities.
- 8.3 The engagement of the Reassessment and Surveillance Audits will end after completion, presentation and submission of audit reports, and other deliverables.

9.0 MODE OF PROCUREMENT

The procurement process for this undertaking shall be executed in accordance with RA 9184 and its Revised IRR through Public Bidding. The Bids and Awards Committee (BAC) shall implement the applicable procurement process to facilitate the sourcing of a CB for this purpose.

10.0 COST OF CERTIFICATION AND TERMS OF PAYMENT

- 10.1 The funding source is the Government of the Philippines through Multi-year Obligational Authority No. MYOA-BMB-C-18-0000032 in the sum of **One Million Nine Hundred Eighty Six Thousand Three Hundred Twenty Pesos (P1,986,320.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "ISO 9001:2015 Quality Management System (QMS) Certification Audit," for three (3) years. The funding source for the first year is through the authorized appropriations under the FY 2018 General Appropriations Act.
- 10.2 Payment shall be made upon the completion of reassessment and surveillance audits and upon the submission of Audit Reports and issuance of pertinent ISO 9001:2015 Certification. Annex A of this Terms of Reference contains the Schedule of Requirements.

Period	Price Component	Deliverable	% Share on the Total ABC	Cost (VAT-Inclusive)
2018	Reassessment Audit	Audit Plan, Reassessment Audit Report and Issuance of ISO 9001:2015 Certificate	50%	Php993,160.00
2019	1 st Surveillance Audit	1 st Surveillance Audit Report	25%	Php496,580.00

2020	2 nd Surveillance Audit	2 nd Surveillance Audit Report	25%	Php496,580.00
TOTAL			100%	Php1,986,320.00

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the date of the delivery of particular requirements at the project site.

Item	Description	Deliverable	Delivery Schedule
2018			
1	Submission of Audit Plan, and Completion of Reassessment Audit	Audit Plan and Reassessment Audit Report	Upon receipt of the Notice to Proceed
2	Issuance of ISO 9001:2015 Certificate to DBM	ISO 9001:2015 Certificate	Within 7 calendar days from receipt of Reassessment Audit Report without non-conformities; or in case of non-conformities, 30 calendar days from submission by the DBM of the corrective action plan that is determined by the Certification Body (CB) as compliant
2019			
3	Submission of Audit Plan, and Completion of 1 st Year Surveillance Audits, and Submission of 1 st Year Surveillance Audit Report	1 st Year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the completion of the Reassessment Audit

2020			
4	Submission of Audit Plan, and Completion of 2 nd Year Surveillance Audits, and Submission of 2 nd Year Surveillance Audit Report	2 nd Year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the completion of the 1 st Year Surveillance Audit

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Department of Budget and Management
Bids and Awards Committee
Building III, Gen. Solano St.
San Miguel, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Acquisition and Customization of an Electronic Government Procurement System (eGPS), *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____
Business Address: _____

Name of Client	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within January 1, 2011 to December 31, 2016.
- b) Completed contract:
 - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
 - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
 - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
- c) Similar contracts shall refer to the ISO 9001:2015 Certification Audit of another government organization where the corresponding Certificate was issued for the purpose.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name of Client	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to October 3, 2017.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

STATEMENT OF THE CONSULTANT'S NATIONALITY

Department of Budget and Management

Bids and Awards Committee
 Building III, Gen. Solano St.
 San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM-BAC) for the bidding of the ISO 9001:2015 Quality Management System (QMS) Certification Audit, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Lead Personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.		Filipino or Foreign (specify)	
2.		Filipino or Foreign (specify)	
3.		Filipino or Foreign (specify)	
4.		Filipino or Foreign (specify)	

5.		Filipino or Foreign (specify)	
6.		Filipino or Foreign (specify)	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es* ____); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____
 Name and Title of Authorized Signatory: _____
 Name of Consultant/Company: _____
 Address: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's representative for the public bidding for this project)

ANNEX F

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services

Field	Service Provided	Experience (No. of Years)

Company Officers and Key Personnel

Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions		
Name	Given By	Date

Signature: _____
 Name and Title of Authorized Signatory: _____
 Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Team:		<i>Please check:</i>			
		<input type="checkbox"/>	<input type="checkbox"/>		
		Key Personnel		Staff	
Name of Position:					
Personal Information					
Name of Staff					
Address		Contact No.		Email Address	
Date of Birth		Citizenship		Civil Status	
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent)*

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials

Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Signature

Date: _____

