



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated June 28, 2024, for **Project ID No. DBM-2024-62, “Consultancy Services for the Engagement of a Certification Body for the Re-Certification/Reassessment and Surveillance Audits of the DBM Quality Management System (QMS) per ISO 9001:2015 Standard,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
1) Can the copy of the valid certification be shared?	1) The certification can be accessed on the DBM website through the following link: https://www.dbm.gov.ph/wp-content/uploads/Transparency/DBM-QMS-Certificate-(Dec-29-2021-October-28-2024).pdf .
2) Are Items 1-4 all required to be submitted? If Auditor A has a Certificate of Employment (COE), Training Certificate, and Diploma but does not have a PRC License, is he disqualified as an auditor for this project?	2) No. Please note that the evaluation score for the key personnel shall be based on the submitted supporting documents. Failure to submit the supporting documents will impact the evaluation score. Please refer to the rating matrices as to the documents that are needed to be submitted, which are necessary and shall be used for rating purposes.
3) If Auditor A is not proposed during the Eligibility submission, can we include him during the Technical and Financial bid submission?	3) As indicated in the Clause 39.5 of the Special Conditions of the Contract, the Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel’s man-months have been served.

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p>As such, while there was no mention as to limitation of the changes for proposed Key Personnel between the submission of eligibility and shortlisting and the submission of technical and financial proposal forms, the replacement personnel must possess at least equal—if not better—qualification/s than the personnel being replaced. Further, it should be noted that the bidder is limited to the number of Key Personnel that should be submitted as indicated in the Bidding Documents.</p>
	<p>Note:</p> <p><u>Attached is Annex A.2 Additional Information for the Conduct of the Re-Certification/Reassessment Audit, 1st and 2nd Surveillance Audits which is part of the Bidding Documents.</u></p>

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective July 5, 2024, right after the opening of bids.

- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION
Assistant Secretary and Concurrent Director IV
Vice Chairperson, DBM-BAC

Annex A.2

Additional Information for the Conduct of the Re-Certification/ Reassessment Audit, 1st and 2nd Surveillance Audits

The purpose and primary fields of activity of the DBM are the following: (i) Policy Formulation; (ii) Preparation of the National Budget; (iii) Management/Administration of the National Budget; and (iv) Monitoring and Analysis of Performance.

The DBM is composed of seventeen (17) locations composed of Central Office (CO) and sixteen (16) Regional Offices (ROs). The multi-site certification will require a sampling procedure.

The following are in place for purposes of multi-site certification: (i) A uniform management system; (ii) Central management representatives; (iii) Central evaluation of all internal audits; (iv) Similar products/services/processes at all locations (multi-site certification) or downstream products/services/processes at all locations (corporate scheme/matrix certification); and (v) Central (legal and contractual) authority for all locations.

The DBM is responsible for the development of its products and services. Both the Department and its customers determine the requirements regarding products/services to ensure that they are suitable for the subsequent production process/provision of services.

Moreover, the DBM outsources the following processes: (i) professional consultancy; (ii) IT systems development and maintenance; and (iii) general Services (e.g., security, janitorial, air-conditioning maintenance, elevator maintenance, fire alarm maintenance, pest control, catering, courier services). These outsourced processes do not have a direct effect on the provision of products/services and are being monitored by both the service provider and the Department.

The following services are carried out at all locations: (i) procurement; (ii) human resource management; (iii) document management; (iv) evaluation of compliance with legal requirements; and (v) policy, objectives and management reviews.

In addition, only the CO has the following activities on top of the aforementioned: (i) design and development activities; and (ii) planning and assessment of internal audits.

It is noted that the Department does not have shift work except for the Information and Communications Technology Systems Service.

Meanwhile, below shows further information per location:

Location	Number of Employees			Within/Outside Metro Manila
	Regular	Drivers	Total	
CO	720	42	762	Within
NCR	25	2	27	Within
CAR	29	2	31	Outside
RO I	25	1	26	Outside
RO II	24	2	26	Outside
RO III	36	2	38	Outside
RO IV-A	20	2	22	Within

RO IV-B	22	3	25	Within
RO V	22	2	24	Outside
RO VI	29	1	30	Outside
RO VII	26	2	28	Outside
RO VIII	30	2	32	Outside
RO IX	22	2	24	Outside
RO X	22	1	23	Outside
RO XI	24	2	26	Outside
RO XII	30	2	32	Outside
RO XIII	29	2	31	Outside

The existing system certifications at all locations have ISO 9001: 2015 Standard valid until October 28, 2024.

To provide support for the development or implementation of its management system, Development Academy of the Philippines provided the in-house training to the Department.

The Department's products and contracts with its customers must adhere to legal requirements including policies and issuances from the Department of Budget and Management, Civil Service Commission, Commission on Audit, Republic Acts, Local Government Code, and the General Appropriations Act.