

PHILIPPINE BIDDING DOCUMENTS

Engagement of Consultancy Services for External Certifying Body for the PCA ISO 9001:2015 Certification

Philippine Coconut Authority



[SVP-C No. 01-2024]

TABLE OF CONTENTS

Request for Expression of Interest	3
Eligibility Documents	5
Eligibility Data Sheet	12
Terms of Reference	15
Checklist of Eligibility Requirements	21
Bidding Forms	22



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 - Direct Line: (02) 8926-7631
Website: pca.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

ENGAGEMENT OF CONSULTANCY SERVICES OF EXTERNAL CERTIFYING BODY FOR THE PCA ISO 9001:2015 CERTIFICATION

1. The Philippine Coconut Authority (PCA) (herein after called "Procuring Entity"), through the 2024 GAS FE-HRD fund intends to apply the sum of **Five Hundred Thousand pesos (Php500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Engagement of Consultancy Services of External Certifying Body for the PCA ISO 9001:2015 Certification. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Procuring Entity now calls for the submission of eligibility documents to provide Engagement of Consultancy Services of External Certifying Body for the PCA ISO 9001:2015 Certification. The contract shall be completed within the timeline specified in the Terms of Reference (TOR).

Eligibility documents of interested consultants must be duly received by the BAC Secretariat through manual/physical submission on or before **July 25, 2024; 10:00am**, at the following address:

*The BAC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City*

3. Opening of received eligibility documents shall be conducted per schedule at AFB Conference Room, R&D Building, Elliptical Road, Diliman, Quezon City, and/or through video conferencing or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. **Late eligibility documents shall not be accepted.**
4. Interested consultants may obtain further information from PCA and inspect the Eligibility Documents at the address given above from Mondays to Fridays, 8:00AM to 4:00PM.

A complete set of Eligibility Documents including the Terms of Reference (TOR) for the consultancy services may be acquired by interested Bidders on July 18-25, 2024 from the address above. 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 (<https://pca.gov.ph/>).

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of **five (5)** prospective consultants who will be entitled to submit bids. The criteria and rating system for short listing are:

Rating Factor	Weight (%)
1. Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures	50%
2. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%
3. Current workload relative to capacity	20%

The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

Shortlisted Consultants may purchase the Bid Documents at a non-refundable fee of five hundred pesos (Php500.00) at the same address given above.

6. Procurement will be conducted through Small Value Procurement procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Procurement 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 Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within timeline specified in the Terms of Reference (TOR).
9. The PCA 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.
10. For further information, please refer to:

*The BAC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City
928-4501 loc. 409
pcacobac@pca.gov.ph*

11. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.philgeps.gov.ph/>
<https://pca.gov.ph/>

Issued on July 17, 2024.

ROEL M. ROSALES
CO BAC Chairman

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) Platinum 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.

Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>The procuring entity is the Philippine Coconut Authority (PCA).</p> <p>The name of the contract is the Engagement of Consultancy Services f of External Certifying Body for the PCA ISO 9001:2015 Certification.</p>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within 5 years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<ul style="list-style-type: none"> The certifying body shall be accredited to the Department of Trade and Industry- Philippine Accreditation Bureau with PNS ISO/IEC 17021:2018 to provide Quality Management Systems (QMS) certification to ISO 9001:2015; Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and in international accreditation body The certifying body must have the applicable experience and good track record with more than 15 years of auditing experience must provide the following: <ol style="list-style-type: none"> Company profile highlighting a minimum of 100 related government certification projects for Quality Management Systems; Complete and clear scope of work and implementation methodology; Curriculum vitae of the proposed certification audit team with audit experience relevant to said project; PhilGEPS Platinum registration certificate
0	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(e)	<p><i>The envelope shall be addressed to:</i></p> <p>ROEL M. ROSALES CO BAC Chairman Philippine Coconut Authority 8/F Executive Lounge, PCA R&D Building, Diliman, Quezon City</p>

(f)	The name of the project is the Consultancy Services for the Engagement of External Certifying Body for the PCA ISO 9001:2015 Certification.								
0	The address for submission of eligibility documents is: 5 th Floor CO BAC Secretariat Office, PCA R&D Building, Diliman, Quezon City								
0	The place of opening of eligibility documents is: 5 th Floor CO BAC Secretariat Office, PCA R&D Building, Diliman, Quezon City								
0	Similar contracts shall refer to Consultancy Services for the Engagement of External Certifying Body for ISO 9001:2015 Certification.								
0	<p>The criteria for shortlisting are as follows and the consultants should have a minimum score of 70% to be shortlisted:</p> <table> <tr> <th>Rating Factor</th><th>Weight (%)</th></tr> <tr> <td>1. Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures</td><td>50%</td></tr> <tr> <td>2. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking</td><td>30%</td></tr> <tr> <td>3. Current workload relative to capacity</td><td>20%</td></tr> </table>	Rating Factor	Weight (%)	1. Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures	50%	2. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%	3. Current workload relative to capacity	20%
Rating Factor	Weight (%)								
1. Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures	50%								
2. Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%								
3. Current workload relative to capacity	20%								

Terms of Reference

PHILIPPINE COCONUT AUTHORITY

TERMS OF REFERENCE

Engagement of Consultancy Services of External Certifying Body for the PCA ISO 9001:2015 Certification

1. PURPOSE

The purpose of this TOR is to procure the services of a Certifying Body that will conduct the assessment and audit of PCA QMS for its ISO 9001:2015 Standard Certification with the cycle of surveillance audits until the time for re-certification audit.

2. BACKGROUND

In line with the need for government agencies to improve the quality of their services and as part of the Government Commission for GOCCS (GCG) requirement to install a Quality Management System (QMS) in PCA, a certifying body will be procured to ensure PCA's compliance with quality standards thereby helping enhance operational efficiency and customer satisfaction.

3. OBJECTIVE

The overall objective of the engagement is to provide independent confirmation that PCA QMS meets ISO 9001:2015 requirements and if found compliant, issue the corresponding Certification and conduct the required Surveillance Audits.

Specific objectives are as follows:

- I. To conduct initial audits (Stage 1 and Stage 2) based on the ISO 9001:2015 Standards and issue the certification
- II. To conduct surveillance audits within a two-year period after PCA QMS has been certified

4. SCOPE OF WORK

The Certification and Surveillance Audits shall cover the PCA QMS, particularly the regulatory services (Issuance of Permits , Registration Certificates and Accreditation Certificates), export trade services (Issuance of Export and Commodity Clearance and Conduct of Laboratory Analysis) and related support (human resource, legal, procurement, financial, property management, and ICT) processes and management (industry consultation, planning, policy formulation, and monitoring and evaluation) processes. The Third-Party Certification Audit shall involve the following activities:

- I. Conduct ISO 9001:2015 Certification Audits of PCA QMS, as follows:
 - a. Stage 1 Audit- ISO 9001:2015 QMS adequacy and readiness review; and

- b. Stage 2 Audit- ISO 9001:2015 QMS Implementation Audit
- II. Issue ISO 9001:2015 Certificate to PCA QMS upon satisfactory compliance to the Standard and Certification requirements;
- III. Conduct at least one surveillance audit every year for two (2) consecutive years after the issuance of Certificate to maintain PCA QMS Certification.

Additional scope of certification audit:

- a. PCA has 225 total number of personnel complement involved in the certification;
- b. PCA has two offices (Central Office and the unified Regional Office III & IVB) to be audited, both located at the PCA compound in Quezon City, Metro Manila.

5. PCA'S RESPONSIBILITIES AS THE CLIENT

The following comprises the general expectations from PCA as the client:

- I. Prior to the activities relative to the Terms of Reference (TOR), PCA and the Quality Management System (QMS) Core Team and the Quality Assurance Office shall convene a meeting with the representatives of the chosen Certifying Body to discuss and evaluate the quality of work that is expected from them. A close anchoring and monitoring of all the activities as indicated herein shall be undertaken by the QMS Core Team and the Quality Assurance Office;
- II. The ISO Core Team Secretariat and the Quality Assurance Office shall be responsible for providing technical assistance to the project. They shall closely coordinate with the representatives of the Certifying Body in the conduct of the audit and other related certification activities, including monitoring of the progress of the related tasks;
- III. The ISO Core Team, Internal Auditor/s, the Quality Assurance Office and the Secretariat shall cooperate in the conduct of audit activities, ensuring that the process owners and concerned officials and staff are available on the scheduled date of audits. For any request for change or cancellation of schedule, however, the said change/adjustment shall be made based on mutual agreement by both parties.

6. CERTIFYING BODY'S RESPONSIBILITIES

The following are the general expectations from the Certifying Body:

- II. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;

- III. The preparation of the Certification or Surveillance Audit Plan, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the ISO Core Team Secretariat regarding any changes on the dates of the audit schedules or any delay in the activities related to ISO Certification;
- IV. Adherence to certification or surveillance audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least one (1) week notice shall be given and the said change/adjustment shall be made based on mutual agreement by both parties;
- V. Provision of information on any conflicts of interest and proposed approach to the resolution thereof,
- VI. The duly authorized representative from the Certifying Body shall submit an audit report after conducting the certification audit and surveillance audit, as the case may be, on mutually agreed schedules;
- VII. Issue Certification to ISO 9001:2015 of the Quality Management System of PCA upon compliance with the Certification Requirements;
- VIII. Conduct of at least two (2) surveillance audits within the period of PCA QMS 9001:2015 Standard after one (1) year for the first surveillance audit and one (1) after the second audit. The Certifying Body shall continue to perform the necessary tasks at no additional cost to PCA other than the amount provided in this TOR, until the time for application to ISO 9001:2015 QMS re-certification.

7. CERTIFYING BODY'S QUALIFICATION REQUIREMENTS

I. Qualification and Competencies

- A. The certifying body shall be accredited to the Department of Trade and Industry- Philippine Accreditation Bureau with PNS ISO/IEC 17021:2018 to provide Quality Management Systems (QMS) certification to ISO 9001:2015; Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and in international accreditation body;
- B. The certifying body must have the applicable experience and good track record with more than 15 years of auditing experience must provide the following:
 - 1. Company profile highlighting a minimum of 100 related government certification projects for Quality Management Systems;
 - 2. Complete and clear scope of work and implementation methodology;

3. Curriculum vitae of the proposed certification audit team with audit experience relevant to said project;

4. PhilGEPS Platinum registration certificate

C. The Certifying Body shall field a team of 1 lead auditor and the necessary number of auditors with the following qualifications:

TEAM MEMBER	QUALIFICATIONS
Lead Auditor	<ul style="list-style-type: none"> Degree relevant to the job At least five (5) similar projects (i.e. ISO QMS Certification) for government institutions;
Audit Members	<ul style="list-style-type: none"> Degree relevant to the job At least five (5) similar projects (i.e. ISO QMS Certification) for government institutions;

8. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is P500,000.00 inclusive of all taxes and other charges imposed under applicable law.

9. DELIVERABLES AND TERMS OF PAYMENT

The following activities will be expected from the Certifying Body to be submitted/delivered to PCA with the timelines specified below and based on the agreed general work plan:

ACTIVITY	OUTPUT	TIMELINE*
a. Conference between PCA QMS Team and Certifying body and review of QMS related documents	Reviewed QMS-related documents	Within 10 calendar days upon CB's receipt of the Notice to Proceed (NTP)
b. Submission of Draft Certification Audit Plan	Approved Audit Plan and Checklist	Not later than two (2) weeks after approval of audit plan
c. Conduct Certification Audits	-Audit Proper - Audit Finding Report	Five (5) days after the conduct of Audit Proper
d. Issuance of ISO 9001:2015 certificate**	ISO 9001:2015 Certification	Within 30-60 days upon

		acceptance of Corrective Action
e. Conduct of two (2) surveillance audits and confirmation of ISO 9001:2015 certificate within year 1 and year 2	Annual surveillance audits, plans, procedures, schedules and reports: 1 Surveillance Audit	Within Year 1 after the Certification
	2nd Surveillance Audit	Within Year 2 after the Certification

Notes:

*Changes in the project schedule shall be allowed subject to PCA approval

**Subject to satisfactory results of assessment audit

10. PAYMENT

This shall be made three (3) installments upon completion of each of the following milestones and submission of the required deliverables:

ACTIVITY/DELIVERABLES	PAYMENT
a. After Certification Audit and Issuance of ISO 9001:2015 Certificate Valid for Three (3) Years	50%
b. After Surveillance Audit for 1st Year	25%
c. After Surveillance Audit for 2nd Year	25%

Conforme:

Bidder's Representative

Date

Note: Each page of this Terms of Reference shall be initialed by the Bidder's authorized representative

Checklist of Eligibility Requirement

	ELIGIBILITY DOCUMENTS
	CLASS “A” DOCUMENTS
<input type="checkbox"/>	PhilGEPs Platinum Membership Certificate
<input type="checkbox"/>	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 .
	Supported with the following:
<input type="checkbox"/>	(a) name of the contract
<input type="checkbox"/>	(b) date of the contract
<input type="checkbox"/>	(c) type and brief description of consulting services
<input type="checkbox"/>	(d) consultant’s role (whether main consultant, subconsultant, or partner in a JV)
<input type="checkbox"/>	(e) amount of contract
<input type="checkbox"/>	(f) contract duration
<input type="checkbox"/>	(g) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract
<input type="checkbox"/>	Accreditation to the Department of Trade and Industry- Philippine Accreditation Bureau with PNS ISO/IEC 17021:2018 to provide Quality Management Systems (QMS) certification to ISO 9001:2015
<input type="checkbox"/>	The certifying body must have the applicable experience and good track record with more than 15 years of auditing experience must provide the following: <ul style="list-style-type: none"> Company profile highlighting a minimum of 100 related government certification projects for Quality Management Systems; Complete and clear scope of work and implementation methodology
<input type="checkbox"/>	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
	CLASS “B” DOCUMENTS (For Joint Ventures)
<input type="checkbox"/>	If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

Bidding Forms

STATEMENT OF COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company, address) _____ has the following completed contracts for the period CY (within five (5) years from the date of submission and receipt of bids, a contract similar to the Project)						
Date of the Contract	Contracting Party	Name of Contract	Kinds of Services	Amount of Contract (adjusted to current prices, if necessary)	Date of Delivery/End-user's Acceptance	Date of Official Receipt
_____ Name and Signature of Authorized Representative				_____ Date		

*Instructions:

- a) Cut-off date: the day **before the deadline of** submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/End-user's Acceptance and Official Receipt. (Attach certified copies)
- c) **"Name of Contract"**. Indicate the Nature/Scope of the Contract to determine the relevance of the entry with the Procurement at hand. *Example: "Supply and Delivery of Generator Set"*
- d) Per ITB clause 12.1.a (ii.7) amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement
- e) The SLCC must be supported with the following: NOA, Contract Agreement, NTP, Certificate of Completion or Official Receipt (OR) of the completed contracts

**STATEMENT OF: (i) ONGOING CONTRACTS AND; (ii) AWARDED BUT NOT YET STARTED
CONTRACTS**

This is to certify that _____ (company, address) _____ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kinds of Services	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manu- fac- turer B) Sup- plier C) Distrib- utor D) Con- sultant

Name and Signature of
Authorized Representative

Date

*Instructions:

- a) State here all government and private contracts which may be **similar or not similar** to the project called for bidding as of: **The day before the deadline of** submission of bids.
- b) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- c) **“Name of Contract”**. Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. *Example: “Supply and Delivery of Generator Set”*
- d) The list of ongoing contracts must be supported with a Notice of Award/Purchase Order or Contract Agreements or Notice to Proceed

Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. ___, [date issued], [place issued]
IBP No. ___, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

