



# BUSTOS WATER DISTRICT

A. Raymundo St., Poblacion, Bustos, Bulacan  
Telefax Nos. (044) 761-1665; Manila Line: (02) 552-5038  
e-mail address: [bustoswd@yahoo.com](mailto:bustoswd@yahoo.com)

## Request for Quotation

(INV 20-046)

### Procurement of

### Services of a Certifying Body for Re-certification to 9001:2015 per PR # 20-198

The **Bustos Water District** now invites Quotations from eligible Certifying Body for the **Services of a Certifying Body for Re-certification and Transition from ISO 9001:2008 to 9001:2015**. The description of an eligible Supplier is contained in the **Instructions to Bidders (ITB)**.

Evaluation will be conducted using a non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRRA-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and is restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A. 5183). Only Quotations from Suppliers who pass the eligibility check will be further evaluated. The Supplier with the lowest calculated bid (**LCB**) shall advance to the post-qualification stage in order to finally determine his responsiveness to the technical and financial requirements for the contract. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (**LCRB**) who was determined in the post-qualification procedure.

Interested Suppliers may obtain further information from Bustos Water District and may request a copy of the official documents/forms for the above items at the address and contact numbers given below from Monday to Friday during business hours.

Quotations and eligibility requirements must be delivered to the address below on or before **SEPTEMBER 16, 2020 at 5:00 P.M.** All quotations must be submitted together with the Eligibility requirements and Technical/Financial proposals. Late Quotations shall not be accepted.

**EVALUATION** of quotations will be on **SEPTEMBER 17, 2020 at 2:00 P.M.** at Bustos Water District Office. Quotations will be evaluated in the presence of the Supplier's representatives who choose to attend at the address below.

The Bustos Water District reserves all the right to accept or reject any Bid, to annul the bidding process, postpone the opening of bids and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Bustos Water District  
Daisy A. Caguntas  
A. Raymundo St., Poblacion, Bustos, Bulacan 3007  
Telefax. Nos. (044) 761-8332; Manila Line (02) 552-5038  
e-mail address: [bustoswd\\_procurement@yahoo.com](mailto:bustoswd_procurement@yahoo.com)

**Maricel A. Sanchez**  
Signature of the BAC Chairperson or  
Authorized Representative

**POSTING DATE:** *September 11, 2020*

# BUSTOS WATER DISTRICT

## Bids and Awards Committee

A. Raymundo St., Poblacion, Bustos, Bulacan 3007

### To All Suppliers:

The Bustos Water District Bids and Awards Committee invites all prospective **Certifying Body** for the supply of the item listed at the Official Quotation Form. Delivery of such is required as soon as possible. Please refer to the following instructions below:

### Instructions to Bidders (ITB)

|  |  |
|--|--|
| <b>ITEM/S TO BE BID</b>  | <b>Services of a Certifying Body for<br/>Re-certification to 9001:2015<br/>per PR # 20-198</b>   |
| <b>PROCURING ENTITY'S<br/>ADDRESS AND CONTRACT<br/>PERSON:</b> | <b>Bustos Water District Office</b><br>A. Raymundo St., Poblacion, Bustos, Bulacan 3007<br><br>Contact Person:<br>Daisy A. Caguntas , Bids and Awards Committee<br>Telefax. Nos. (044) 761-8332; Manila Line (02) 552-5038<br>e-mail address: <a href="mailto:bustoswd_procurement@yahoo.com">bustoswd_procurement@yahoo.com</a> |
| <b>ELIGIBILITY<br/>REQUIREMENTS:</b>                           | <ul style="list-style-type: none"><li>▪ Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit 2020</li><li>▪ PhilGEPS Registration Number</li><li>▪ Income / Business Tax Return</li><li>▪ Omnibus Sworn Statement</li></ul>   |
| <b>APPROVED BUDGET FOR<br/>THE CONTRACT (ABC)</b>              | <b><i>P 100,000.00</i></b>   |
| <b>WITHHOLDING<br/>GOVERNMENT TAXES</b>                        | Proper withholding tax   |
| <b>METHOD OF<br/>PROCUREMENT</b>                               | <b>Alternative Modality:<br/>Small Value Procurement [Sec. 53.9]</b>   |
| <b>BID VALIDITY PERIOD</b>                                     | 120 days   |
| <b>SEALING AND MARKING</b>                                     | <b>Scaled Canvass:<br/>Two (2) Sealed Envelopes</b><br><br>Envelope 1 <ul style="list-style-type: none"><li>➢ Copy of ALL Eligibility Requirements</li><li>➢ Conformed Instruction to Bidders</li></ul> Envelope 2 <ul style="list-style-type: none"><li>➢ Accomplished Official Quotation Form</li></ul>                        |
| <b>THE ADDRESS FOR<br/>SUBMISSION OF PROPOSAL:</b>             | <b><i>Bustos Water District<br/>The Bids and Awards Committee<br/>A. Raymundo St., Poblacion, Bustos, Bulacan 3007</i></b>   |
| <b>DEADLINE FOR<br/>SUBMISSION:</b>                            | <b><u><i>SEPTEMBER 16, 2020 at 5:00 P.M.</i></u></b>   |
| <b>THE ADDRESS FOR OF<br/>EVALUATION</b>                       | <b><i>Bustos Water District<br/>A. Raymundo St., Poblacion, Bustos, Bulacan</i></b>  |
| <b>DATE AND TIME OF<br/>EVALUATION</b>                         | <b><u><i>SEPTEMBER 17, 2020 at 2:00 P.M.</i></u></b>   |

**Maricel A. Sanchez**  
Chairperson  
Bids and Awards Committee

**Conforme:** \_\_\_\_\_  
Name and signature of supplier

Republic of the Philippines  
**BUSTOS WATER DISTRICT**  
**Bids and Awards Committee**  
A. Raymundo St., Poblacion, Bustos, Bulacan

**Approved for Posting**

**September 11, 2020**

Maricel A. Sanchez  
BAC Chairman

**Quotation No.:** 20-086

**P.R. Nos.:** 20-198

**Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**OFFICIAL QUOTATION FORM**

**COMPANY :** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**TEL. NO. :** \_\_\_\_\_

**Please quote your lowest government price for each of the following items specified below:**

| ITEM NO.  | QTY/ UNIT | ITEM DESCRIPTION   | UNIT COST  | TOTAL |
|---|-----------|--|------------|-------|
|   |           | <b>For ISO Certification</b>   |            |       |
| 1   | 1 lot     | <b>Services of a Certifying Body for Re-certification to 9001:2015</b> |            |       |
|   |           | 1. Document Check, Preparation & Planning                              |            |       |
|   |           | 2. 2-Stage Audit   |            |       |
|   |           | 3. ISO Recertification including Reports & ISO 9001:2015 Certificate   |            |       |
| <b>TOTAL</b>  |           |  | <b>Php</b> |       |
| <b>QUOTED BY (indicate name/signature of authorize representative below:)</b> |           |  |            |       |

For further inquiry, please contact the BAC Secretariat at our Telefax No. (044) 761-1665 or at our Manila Line No. (02) 552-5038.

**Mode of Procurement: Alternative Modality: Small Value Procurement [Sec. 53.9]**

**Eligibility Requirements: (Please include the following requirements)**

- (√) **Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit (2020)**
- (√) **PhilGEPS Registration Number**
- (√) **Income / Business Tax Return**
- (√) **Omnibus Sworn Statement**
- (√) **Others: Please refer to Terms of Reference for Complete List of Eligibility Requirement**

Approved Budget for the Contract : Php100,000.00

Deadline for Submission : September 16, 2020 at 5:00 PM

Date of Evaluation : SEPTEMBER 17, 2020 at 2:00 P.M.

Manner of Evaluation : Itemized Evaluation

Note 1. Price should be valid for : 120 days

2. Delivery Period is on : \_\_\_\_\_

3. Price Valid Until : \_\_\_\_\_

4. Terms of Payment : \_\_\_\_\_

5. Government Tax : Subject to withholding tax

## **Certifying Body for ISO 9001:2015**

### **I. Objective**

The procurement of services of ISO Certifying Body aims to:

1. Ensure that the Bustos Water District QMS is in accordance with **ISO 9001:2015** standards;
2. Determine that the **ISO 9001:2015** standards are already in-placed in the Bustos Water District system; and
3. Continually improve the Bustos Water District QMS.

### **II. Duration**

The entire duration of complete ISO certification is within three (3) years. The first year is comprised of Preparation and Planning, Stage 1 (Documentation Audit) and Stage 2 (Implementation Audit) audits. The 1<sup>st</sup> and 2<sup>nd</sup> Surveillance Audit shall be conducted in the 2<sup>nd</sup> and 3<sup>rd</sup> year. However, the proposal is only limited to 1 year and covers the two (2) certification stages up to the Issuance of certificate.

### **III. Scope and Description of Work**

The certification services to be provided by the ISO certifying body shall include the following:

1. Surveillance Audit
  - a. Prepare and submit audit plan
  - b. Conduct surveillance audit
  - c. Prepare and submit audit report, detailing observations, OFIs, and NC to **ISO 9001:2015** standards on documented procedures and processes.
  - d. Provide suggestions addressing OFIs and NCs within five (5) days after the conduct of the on-site audit.
2. Certification
  - a. Confirmation on the maintenance of **ISO 9001:2015** Certificate.

### **IV. Obligation of the Parties**

The Bustos Water District and the ISO certifying body will have the following obligations:

1. ISO Certifying Body shall:
  - a. Conduct on-site surveillance audit within the duration set forth stipulated under paragraph II, prepare and submit audit report, detailing observations, OFIs and NC to **ISO 9001:2015** standards on documented procedures and processes, and provide suggestions in addressing OFIs and NCs within five (5) days after the conduct of the on-site audit.
  - b. Provide at least one (1) auditor or team of auditors in all kinds of audits.

- c. Provide Bustos Water District its company profile highlighting related projects, scope of work and methodology, as well as curriculum vitae of the proposed certification team.
  - d. Adhere to the agreed scope of work approved by the Bustos Water District and ISO Core Team.
  - e. Work in harmony with Bustos Water District and ISO Core Team
2. Bustos Water District shall:
- a. Comply with the recommendations of the ISO Certifying Body stated in the audit report;
  - b. Monitor through the Bustos Water District QMR the implementation of the contract from its inception to termination;
  - c. Pay the agreed amount to the ISO Certifying Body inclusive of VAT; and other related expenses;

#### V. Requirements/ISO Certifying Body

1. Approach – the ISO Certifying Body must conduct on-site audit of the Bustos Water District QMS and all documented procedures and processes including implementation using **ISO 9001:2015**.
2. Technical – the ISO Certifying Body must:
  - a. Be accredited for **ISO 9001:2015** certification activities by a national/international agency duly recognized by the Philippine Government.
  - b. Auditor/s
    - Consist of duly accredited and qualified auditors;
    - Have an auditing experience in any related entities;
    - Have actual hands-on experience in auditing government services particularly the QMS Process Scope;
    - At least one (1) auditor shall participate in the certification audits during stage 1 and 2; and
    - Replacement of any team member shall require prior notice and written approval from Bustos Water District.
  - c. Abide with the auditing principles, terminologies and guidelines as specified in **ISO 9001:2015 – Guidelines for Quality Management Auditing**.
3. Eligibility – the ISO Certifying Body shall submit:
  - a. Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit (2020)
  - b. PhilGEPS Registration Certificate
  - c. Income / Business Tax Return
  - d. Omnibus Sworn Statement
  - e. BIR Registration (2303)
  - f. Contract/work orders indicating the details of assignment, client, value of assignment, and other information regarding the certification firm;

- g. Detailed resume of the auditor/s and other audit team members including the details of qualifications and professional experience.

## **VI. Confidentiality/Impartiality**

1. All information gathered in relation to the certification services shall be treated with utmost confidentiality. No part thereof shall be released without the prior consent of the Bustos Water District whether public or private.
2. Ownership of documents created as a result of the services shall be with the Bustos Water District, no part thereof shall be put on usage without prior written consent and approval of the Bustos Water District.
3. The certifying body shall in all dealings related to this service, observe utmost impartiality and shall use reasonable efforts in managing conflict of interest whether favorable or not to the Bustos Water District.

## **VII. Selection/Proposal**

Upon publication, all interested certifying bodies or firms must submit both a written technical and documentary requirements and financial proposal before the Bids and Awards Committee of the Bustos Water District in accordance with the existing procurement laws.

The Bids and Awards Committee of the Bustos Water District shall select the most qualified certifying body using the quality-cost based methodology and shall adhere to the provisions of RA 9184 otherwise known as the Government Procurement Act and its Revised Implementing Rules and Regulations.

## **VIII. Price Form**

The price stipulated shall be in Philippine Peso to be paid to the certifying body.