



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

Request for Quotation

(INV 20-049)

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 23, 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 24, 2020 at 2:30 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


Maricel A. Sanchez

Signature of the BAC Chairperson or
Authorized Representative

POSTING DATE: *September 11, 2020 Second Posting*

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)

ITEM/S TO BE BID	Services of a Certifying Body for Re-certification to 9001:2015 (Second Posting) per PR # 20-198
PROCURING ENTITY'S ADDRESS AND CONTRACT PERSON:	Bustos Water District Office A. Raymundo St., Poblacion, Bustos, Bulacan 3007 Contact Person: Daisy A. Caguntas , Bids and Awards Committee Telefax. Nos. (044) 761-8332; Manila Line (02) 552-5038 e-mail address: bustoswd_procurement@yahoo.com
ELIGIBILITY REQUIREMENTS:	<ul style="list-style-type: none">▪ Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit 2020▪ PhilGEPS Registration Number▪ Income / Business Tax Return▪ Omnibus Sworn Statement▪ Please see Terms of Reference for Complete List of Eligibility Requirements
APPROVED BUDGET FOR THE CONTRACT (ABC)	P 100,000.00
WITHHOLDING GOVERNMENT TAXES	Proper withholding tax
METHOD OF PROCUREMENT	Alternative Modality: Small Value Procurement [Sec. 53.9]
BID VALIDITY PERIOD	120 days
SEALING AND MARKING	Sealed Canvass: Two (2) Sealed Envelopes Envelope 1 <ul style="list-style-type: none">➤ Copy of ALL Eligibility Requirements➤ Conformed Instruction to Bidders Envelope 2 <ul style="list-style-type: none">➤ Accomplished Official Quotation Form
THE ADDRESS FOR SUBMISSION OF PROPOSAL:	<i>Bustos Water District The Bids and Awards Committee A. Raymundo St., Poblacion, Bustos, Bulacan 3007</i>
DEADLINE FOR SUBMISSION:	<u>SEPTEMBER 23, 2020 at 5:00 P.M.</u>
THE ADDRESS FOR OF EVALUATION	<i>Bustos Water District A. Raymundo St., Poblacion, Bustos, Bulacan</i>
DATE AND TIME OF EVALUATION	<u>SEPTEMBER 24, 2020 at 2:30 P.M.</u>

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 18, 2020
Maricel A. Sanchez
BAC Chairman

Quotation No.: 20-091
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
		For ISO Certification		
1	1 lot	Services of a Certifying Body for Re-certification to 9001:2015		
		1. Document Check, Preparation & Planning		
		2. 2-Stage Audit		
		3. ISO Recertification including Reports & ISO 9001:2015 Certificate		
<i>Second Posting</i>		TOTAL		Php
QUOTED BY (indicate name/signature of authorize representative below:)				

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 23, 2020 at 5:00 PM
Date of Evaluation : September 24, 2020 at 2:30 PM
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 1st and 2nd Surveillance Audit shall be conducted in the 2nd and 3rd 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.

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]