



Department of Agriculture
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

(SVP-127-2022) REQUEST TO SUBMIT PROPOSAL FOR THE DEPARTMENT OF AGRICULTURE RFO 5 – 3RD PARTY CONSULTANCY ISO AUDIT AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO THREE HUNDRED FIFTY THOUSAND PESOS (PHP350,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR.

The Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested contractors to submit complete bid quotation for the ff:

QTY	PARTICULARS	TOTAL COST	PLACE OF DELIVERY	DELIVERY PERIOD
1 unit	Procurement of Department of Agriculture RFO 5 – 3rd Party Consultancy ISO Audit Activities: -Certification Audit (Oct.-Dec) -Issuance of ISO 9001:2015 Certificate (Valid for three (3) years) -Surveillance Audit for the 2 nd year -Surveillance Audit for the 3 rd year (Please see attached Terms of Reference)	350,000.00	Department of Agriculture San Agustin, Pili, Camarines Sur	Three (3) months
TOTAL		₱ 350,000.00		

The agency intends to apply the amount of **Three Hundred Fifty Thousand Pesos (PHP350,000.00)** as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Small Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such, **any interested 3rd Party Consultants on Quality Management** are hereby requested to submit the following documents together with their proposal:

1. Mayor's Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement
4. BIR Registration
5. Professional License/ Curriculum Vitae

An Initial meeting for the Negotiated Procurement will be conducted on **October 14, 2022; 10:00AM** at 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur. During the Conference, the Bids and Awards Committee will entertain questions and address concerns which may be raised relative to the contract.

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate (ORIGINAL AND COPY 1), all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Chairperson,** otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed Bid must be received by BAC Secretariat not later than 9:30 in the morning of 26 October 2022 at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The opening of Proposal shall be at 10:00AM onwards at 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.



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Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email bacrfo5@gmail.com.

October 10, 2022 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
Chief, Integrated Laboratory Division
BAC Chairperson

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

BID FORM
(CONSULTING - SVP)

Department of Agriculture
Regional Field Office No. 5
San Agustin, Pili, Camarines Sur

Bids and Awards Committee

Gentlemen/Ladies:

Having examined the issued **REQUEST FOR PROPOSAL (RFP)**, the receipt of which is hereby duly acknowledge, we the undersigned offer to render and deliver the services requisitioned in conformity with the conditions in the total amount of

_____)
(Php_____)

Accompanying this Bid Form is our proposal containing the services to be rendered with the corresponding scope of work and price.

We undertake, if our proposal is duly accepted, to render the services in accordance with the terms and conditions set forth in the RFP.

Until a contract is prepared and executed, this proposal, together with your acceptance thereof through Notice of Award shall be binding upon us.

We understand that you are not bound to accept the lowest of any bid that you may receive.

We certify that we complied with the requirements as specified under RA 9184 and its IRR and the conditions in the RFP.

Dated this _____ day of _____ 2022.

(Name and Signature of Bidder or Authorized Representative)

Address, Telephone No. and Email Address

Date of Opening of Proposal



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TERMS OF REFERENCE
FOR SERVICES OF AN ISO CERTIFYING BODY
For the period of Three (3) Years

PURPOSE:

The purpose of this Terms of Reference (TOR) is to engage the services of a Certifying Body that will conduct assessment and audit of DA RFO 5 for certification of ISO 9001:2015 Standard, with the cycle of surveillance audits until the time for re-certification audit.

RATIONALE:

Executive Order No. 605, s. 2007 dated February 23, 2007 entitled "Institutionalizing Quality Management Systems in Government" as one of the National Competitiveness Summit (NCS) Action Agenda to effect actual improvements in public governance in recognition of the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes;

Under Section 1 of EO No. 605, the Institutionalization of Quality Management Systems in Government in all departments and agencies of the Executive branch, including all government-owned and/or controlled corporations (GOCCs) and government financial institutions (GFIs), are directed to adopt the ISO 9001:2000 Quality Management Systems as part of the implementation of a government-wide quality management program. The quality management systems shall be certified for demonstrated conformity with ISO 9001:2000 and the applicable Government Quality Management Systems Standards (GQMSS), with priority to be given to frontline services.

OBJECTIVE:

The Department of Agriculture, Regional Field Office No. 5 (DA RFO 5) intends to procure and engage the services of a certifying body that will conduct the assessment and audit of the needed ISO 9001:2015 requirements.

SCOPE OF SERVICES:

The 3rd Party ISO Certifying body is expected to provide the following services, to wit;

ACTIVITIES	DELIVERABLES
Certification Audit (September-December 2022)	1. Prepare and submit certification audit plan.
Issuance of ISO 9001:2015 Certificate (Valid for three (3) years)	2. Conduct certification audit; and
Surveillance Audit for the 2 nd year	3. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit.
Surveillance Audit for the 3 rd year	



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RESPONSIBILITIES:

The Certifying Body shall have the following responsibilities:

1. The Certifying Body should provide their detailed Program of Activities ahead of its schedule date to give ample time to prepare necessary things prior to the on-site visit.
2. The Certifying Body should give leeway if there's an instance that needs to reschedule any activities that may coincide or may have conflict with the DA RFO 5 mandate to its stakeholders or to any oversight government agencies.
3. Conduct an assessment of the DA RFO 5 processes and procedures.
4. Provide DA RFO 5 with their company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.
5. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 9001:2015 – Quality management systems – Requirements.
6. In order to avoid conflict of interest, Certifying Bodies that have provided quality management system consulting services or site-specific auditor training to a particular group/unit within the agency, shall not be contracted as a Certifying Body for DA RFO 5.
7. Include in the proposal the audit activities and a procedure for client appeals. Any dispute which may arise between DA RFO 5 and the Certifying Body shall be resolved amicably in good faith. However, DA RFO 5 shall be afforded the right to lodge appeals about the decisions of the audit team through the accreditation body. Further, the parties are not precluded from resorting to any legal remedy that may be available to them, whenever necessary.
8. Adhere to the agreed scope of work/deliverables which were approved by DA RFO 5.
9. Provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to the agency within five (5) working days of each initial surveillance and re-surveillance audits, unless otherwise agreed by DA RFO 5.
10. Provide technical feedback and assistance in all necessary writing documentary requirements needed before, during and after the scheduled assessment/audit as well during re-certification audit of DA RFO 5.
11. All information reviewed and recorded by the Certifying Body Audit Team shall be treated in the strictest confidence at all times.

QUALIFICATIONS:

The Certifying Body must meet the following minimum qualifications:

1. The Certifying Body must be duly accredited by Philippine Accreditation Office, Bureau of Product Standards and the Department of Trade and Industry;



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2. The Certifying Body must have at least five (5) years ISO 9001:2015 auditing experience;
3. The Certifying Body must have a good track record of certifying government agencies for quality management; and
4. Its audit team, including those who will conduct the succeeding surveillance, must satisfy the following qualifications, to wit:
 - a. Consist of, at least, four (4) auditors (1 as Lead Auditor and 3 audit team members) who are qualified to conduct audits in the name of the Certifying Body and with actual hands-on experience on QMS;
 - b. At least one (1) of the team members shall have relevant public sector specific experience for all relevant processes;
 - c. No member of the audit team should have provided consultancy for DA RFO 5 prior to the audit;
 - d. At least one (1) auditor of the initial team shall participate in all audits of the three-year audit cycle;
 - e. The two (2) members must have actual hands-on experience on Government QMS Processes; and
 - f. Replacement of any team shall require prior written approval from DA RFO 5.

CONFIDENTIALITY OF DATA:

The Certifying Body shall be bound to maintain confidentiality of all data and information accessed and obtained during the course of the project implementation and shall be liable for any breach thereof.

APPROVED BUDGET FOR THE CONTRACT:

An amount of Three Hundred Fifty Thousand Pesos (₱ 350,000.00) is allotted for the undertaking chargeable against the funds of DA RFO 5.

PAYMENT:

Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:

ACTIVITIES/DELIVERABLES	PAYMENT
1. After Certification Audit and Issuance of ISO 9001:2015 Certificate (September-December 2022)	50%
2. After Surveillance Audit for the 2nd Year	25%
3. After Surveillance Audit for the 3rd Year	25%



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DA RFO 5 reserves the right to reject any or all proposals, or to waive any defect, informality or minor deviations therein, which do not affect the substance and validity of any or all of the proposals.

DA RFO 5 reserves the right to reject the proposal of any proponent who:

1. Does not offer the required services as provided for in this Terms of Reference;
2. Is discovered to have suppressed, disclosed or falsified any information therein; or
3. Failed to satisfactorily perform/complete any contract previously awarded to it.

DA RFO 5 reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, DA RFO 5 may disqualify the proponent from obtaining the award.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Iurat]

[Format shall be based on the latest Rules on Notarial Practice]