

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System IB No. 2021-145

Government of the Republic of the Philippines

Sixth Edition July 2020

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

INVITATION TO BID
HIRING OF SERVICE PROVIDER FOR THE ISO 9001:2015
CERTIFICATION OF THE DOH QUALITY MANAGEMENT SYSTEM
IB No. 2021-145

1. The *Department of Health (DOH)*, through the *General Appropriation Act (GAA) of 2021* intends to apply the sum of Two Million Two Hundred Fifty Thousand Philippine Pesos (PhP2,250,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the *Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System under IB No. 2021-145*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOH* now invites bids for the *procurement of the above-captioned project*. Delivery of the Goods is required *within the period specified under Section VI. Schedule of Requirements*. Bidders should have completed, *within five (5) years from the date of submission and receipt of bids*, a contract similar to the Project, *equivalent to at least fifty percent (50%) of the ABC*. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective bidders may obtain further information from the *COBAC Secretariat, G/F, Bldg. 6, Department of Health, San Lazaro Compound* and inspect the Bidding Documents at the address given above during 8:00 AM – 5:00 PM, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **02 March – 24 March 2021** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Philippine Pesos (PhP5,000.00)*. *The Procuring Entity shall allow the bidder to present its proof of payment for the fees be presented in person.*

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, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *DOH* will hold a Pre-Bid Conference on **10 March 2021; 10:00 AM** at the *COBAC Conference Room, Ground Floor, Bldg. 6, Department of Health, Sta. Cruz, Manila*, and/or

through video conferencing or webcasting *via Webex*, which shall be open to prospective bidders. Interested bidders may contact the COBAC-B Secretariat at this electronic mail (e-mail) address, cobacbsecretariat.doh@gmail.com for details.

7. Bids must be duly received by the *COBAC-B Secretariat* through either (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **24 March 2021, 9:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **24 March 2021, 9:00 AM** at the given address below and or via *Webex*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Electronic submission of bids must be sent via e-mail to cobacbsecretariat.doh@gmail.com provided that it complies with the following conditions:
 - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in two (2) password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 IRR of RA 9184*;
 - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
 - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
 - iv. *For electronic bid submission, the passwords for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA 9184)*

Note:

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)*

Further, once the GCQ is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Bid, whichever comes first, the Bidder shall submit three

(3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

11. The *DOH* 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 Sections 35.6 and 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

*COBAC-B Secretariat
Department of Health
San Lazaro Compound
Sta. Cruz, Manila*

Tel. Nos. 8651-7800 local 1624 to 1627; 1650 to 52

Facsimile No.: 8741-9775; 8740-6830

Official email address: cobacbsecretariat@doh.gov.ph

13. You may visit the website listed below:

For downloading of Bidding Documents: <https://www.doh.gov.ph/procurement>

(SGD.) GERARDO V. BAYUGO, MD, MPH, CESO I
Undersecretary of Health
COBAC-B Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *DOH* wishes to receive Bids for the ***Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System with identification number IB No. 2021-145.***

The Procurement Project (referred to herein as “Project”) is composed of *one lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of Two Million Two Hundred Fifty Thousand Philippine Pesos (PhP2,250,000.00).

2.2. The source of funding is:

a. NGA, the National Expenditure Program

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *COBAC Conference Room, Ground Floor, Bldg. 6, Department of Health, Sta. Cruz, Manila*, and/or through video conferencing or webcasting *via Webex*, which shall be open to prospective bidders as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which 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.

Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid. Similar to the required authentication above, for Contracting

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be

accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until ***One Hundred Twenty (120) calendar days from the date of Opening of Bids***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One project that is one lot or item, which shall be awarded as one contract
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. ISO QMS certification and audit related to the nature of the processes of national health institutions or organizations</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>										
7.1	<i>Not Applicable</i>										
12	The price of the Goods shall be quoted DDP, refer to Delivery Site(s) or the applicable International Commercial Terms (INCOTERMS) for this Project.										
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a The amount of not less than <u>PhP45,000.00</u> [<i>amount equivalent to two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b The amount of not less than <u>PhP112,500.00</u> [<i>amount equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond.</p>										
15	Each Bidder shall submit <i>one (1)</i> original and <i>two (2)</i> copies of the first and second components of its bid: 1 st copy- marked as 'ORIGINAL'; 2 nd copy- marked as 'COPY 1'; 3 rd copy- marked as 'COPY 2'.										
19.3	<p>The ABC is Two Million Two Hundred Fifty Thousand Philippine Pesos (PhP2,250,000.00). Any bid with a financial component exceeding this amount shall not be accepted.</p> <table><tr><th>Lot No.</th><th>Description</th><th>Qty.</th><th>Unit</th><th>Total ABC (PhP)</th></tr><tr><td>1</td><td>Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System</td><td>1</td><td>Lot</td><td>2,250,000.00</td></tr></table>	Lot No.	Description	Qty.	Unit	Total ABC (PhP)	1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	1	Lot	2,250,000.00
Lot No.	Description	Qty.	Unit	Total ABC (PhP)							
1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	1	Lot	2,250,000.00							
20.1	<p>The LCB shall submit <i>three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory</i> within a <i>non-extendible period of five (5) calendar days</i> from receipt of the notification arranged, numbered and tabbed as enumerated below:</p> <p>(a) Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005);</p> <p>(b) Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous</p>										

	<p>six (6) months (per Revenue Regulations 3-2005);</p> <p><i>The latest income and business tax returns are those within the last six months preceding the date of bid submission</i></p> <p>(c) Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration as part of the Eligibility Documents, if applicable; and</p> <p>(d) <i>Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (In the event the bidder opted to submit only the Class “A” Eligibility Documents (Pursuant to GPPB Circular 07-2017 dated 31 July 2017).</i></p> <p><i>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for <u>forfeiture of the bid security and disqualify the Bidder for award.</u></i></p> <p>NOTE:</p> <p>1) In case of a JVA, each joint venture partners shall submit the above-cited Post-qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010).</p> <p>2) As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the COBAC – B, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project.</p> <p>3) All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory</p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it:</p> <p><i>None</i></p>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity:</p> <p>No further instructions.</p>

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Sites –</p> <p>DR. MARIO C. VILLAVERDE Undersecretary of Health Health Policy and Systems Development Team Bldg. 3 2/F, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila Tel. No. 8651-7800 local 1141 Email Address: mcvillaverde@doh.gov.ph</p> <p>Incidental Services</p> <p>The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of Regulatory authorities and Commissions. The Service Provider undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the use or operation of the installation.</p>

	<p>Based on the General Provisions of the NEP/GAA of 2021, Section 60: Cash Budgeting System, all appropriations shall be made available for release and disbursement for the purpose specified and under the same general and special provisions applicable until December 31, 2021.</p> <p>After the end of validity period, all unreleased appropriations shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter IV Book VI of E.O. No. 292 and shall not thereafter be available for expenditure except by subsequent legislative enactment. Departments, bureaus, and offices of the National Government, including constitutional offices enjoying fiscal autonomy, SUCs and GOCCs, shall strictly observe the validity of appropriations and the reversion of funds.</p> <p>For FY2021, the appropriation for infrastructure capital outlays shall be valid for obligation until December 31, 2021 while completion of the construction, inspection and payment shall be made not later than June 30, 2022. On the other hand, appropriation for MOOE and other capital outlay items shall be likewise be valid for obligation until December 31, 2021 while the delivery, inspection and payment or disbursement shall be made not later than March 31, 2022.</p> <p>Thus, all Supplier/Contractor/Consultant's procurement contracts must be awarded and obligated by end December 31, 2021 while complete delivery, inspection, acceptance and payment for goods and consulting services shall be completed and paid by March 31, 2022 while infrastructure projects by June 30, 2022. Therefore, request(s) for payment with complete documents shall be made in writing not later than (NLT) than the dates indicated above accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed or Works done, with the documents submitted pursuant to the <u>SCC</u> provision, and upon fulfillment of other obligations stipulated in the conditions for the procurement and in the Contract.</p>
2.2	<p>Terms of Payment:</p> <ol style="list-style-type: none"> 1. First Tranche (15%) – upon acceptance and approval of Inception Report and Final Work Plan 2. Second Tranche (40%) – Submission of Surveillance Audit Report 3. Third Tranche (45%) - upon issuance of ISO 9001 Certificates to all the DOH -QMS implementation sites
4	<p>No further instructions.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot Number	Description	Quantity	Total ABC (PhP)	Delivery Site	Contract Duration
1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	1 Lot	2,250,000.00	Refer to the Terms of Reference for the list of audit sites	Ten (10) months from the receipt of approved Notice to Proceed (NTP) but not later 22 March 2022.

***Please include the attached Terms of Reference with signature of the duly authorized representative as part of the submission of the bid proposal.**

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

TERMS OF REFERENCE

<p>I. Title: Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System</p>
<p>II. Background and Rationale:</p> <p>Consistent with the objectives of the Fourmula One Plus for Health (F1 Plus) to use management systems to drive better execution of policies and programs in the DOH, the Department of Health (DOH) continues to adopt the ISO 9001:2015 principles in its operation. The Department has established its Quality Management System (QMS) since 2008 and was the first government agency under the Executive branch to have a department-wide Quality Management System certified to ISO 9001:2008. For twelve years now, the Department was able to maintain this certification and reap the benefits of an ISO certified agency.</p> <p>Streamlined processes have been reported as a significant gain of the implementation of this system. Licensing procedures across all Centers for Health were standardized and recently the DOH-QMS provided the system to rationalize the requirements of the Strategic Performance Management and the Performance Governance System.</p> <p>To sustain this progress and to continually drive improvement in the Bureaucracy, the Department will continue to pursue its ISO Certification. Yearly surveillance audits of all DOH-QMS implementing sites shall be conducted to confirm efficacy and compliance of the DOH-QMS to the requirements of the ISO 9001 standards. Surveillance audits shall be facilitated by a Certifying body authorized to conduct the process assessment for the ISO Certification. This proposal identifies the terms for the engagement of a Certifying body relative to the maintenance of the ISO Certification of the Department.</p>
<p>III. Objectives:</p> <p>General Objectives: To facilitate the compliance conformance of the DOH ISO Standards.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> a. To facilitate and conduct the annual surveillance audit across all DOH-QMS implementation sites b. To issue ISO 9001 Certification to the DOH to evidence conformity of its QMS to the ISO 9001 standards
<p>IV. Scope of Work:</p> <p>The ISO Certifying Body shall:</p> <ol style="list-style-type: none"> A. Conduct the assessment of the DOH-QMS to determine its conformity to the ISO 9001 standards B. Facilitate the annual surveillance audits to the DOH-QMS implementation sites and conduct follow up audits in cases of Major Nonconformities raised against the DOH QMS. C. Issue ISO Certificates to all DOH-QMS implementation sites as evidence that the Department's system was deemed compliant to the ISO 9001 requirements. DOH-QMS implementation sites referred to in this proposal are the following: <p>Central Office:</p> <ol style="list-style-type: none"> 1. Bureau of International Health Cooperation (BIHC) 2. Bureau of Local Health Systems Development (BLHSD) 3. Disease Prevention and Control Bureau (DPCB) 4. Epidemiology Bureau (EB) 5. Health Emergency Management Bureau (HEMB)

6. Health Facility Development Bureau (HFDB)
7. Health Facilities and Services Regulatory Bureau (HFSRB)
8. Health Policy Development and Planning Bureau (HPDPB)
9. Health Promotion and Communications Service (HPCS)
10. Administrative Service (AS)
11. Financial and Management Service (FMS)
12. Health Human Resource Development Bureau (HHRDB)
13. Knowledge Management and Information Technology Service (KMITS)
14. Legal Service (LS)
15. Procurement Service (PS)
16. Supply Chain Management Service (SCMS)
17. Internal Audit Service
18. Malasakit Program Office
19. Pharmaceutical Division
20. Office of the Secretary
 - a) Administrative Unit
21. DOH-Executive Committee (Represented by the Overall-Quality Management Representative)

Center for Health Development:

1. Cordillera Center for Health Development (Cordillera CHD)
2. Ilocos Center for Health Development (Ilocos CHD)
3. Cagayan Valley Center for Health Development (Cagayan Valley CHD)
4. Central Luzon Center for Health Development (Central Luzon CHD)
5. Calabarzon Center for Health Development (Calabarzon IV-A)
6. Mimaropa Center for Health Development (Mimaropa CHD)
7. Bicol Center for Health Development (Bicol CHD)
8. Western Visayas Center for Health Development (Western Visayas CHD)
9. Central Visayas Center for Health Development (Central Visayas CHD)
10. Eastern Visayas Center for Health Development (Easeterm Visayas CHD)
11. Zamboanga Peninsula Center for Health Development (Zamboanga Peninsula CHD)
12. Northern Mindanao Center for Health Development (Northern Mindanao CHD)
13. Davao Center for Health Development (Davao CHD)
14. Soccsksargen Center for Health Development (Soccsksargen CHD)

<p>15. Caraga Center for Health Development (Caraga CHD)</p> <p>16. Metro Manila Center for Health Development (Metro Manila CHD)</p>
<p>V. Expected Outputs or Deliverables:</p> <p>Deliverables of the Certifying Body shall include:</p> <ol style="list-style-type: none"> Inception Report that will indicate the activities and timelines of the certification audit Surveillance Audit report ISO 9001 Certificates for all the DOH-QMS implementation sites
<p>VI. DOH-QMS implementation sites: Audit sites are the following DOH units:</p> <p>A. DOH Central Office</p> <ol style="list-style-type: none"> Bureau of Internal Health Cooperation (BIHC) G/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Bureau of Local Health Systems Development (BLHSD) 2/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Disease Prevention and Control Bureau (DPCB) G/F Building 14, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Epidemiology Bureau (EB) 2/F Building 19, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Emergency Management Bureau (HEMB) G/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Facility Development Bureau (HFDB) G/F Building 4, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Facilities and Services Regulatory Bureau (HFSRB) G/F Building 15, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Policy Development and Planning Bureau (HPDPB) 2/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Promotion and Communications Service (HPCS) 2/F Building 18, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Administrative Service (AS) G/F Building 8, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Financial and Management Service (FMS) G/F Building 2, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Health Human Resource Development Bureau (HHRDB) 2/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Knowledge Management and Information Technology Service (KMITS) 2/F Building 9, Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Legal Service (LS) 3/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Procurement Service (PS) G/F Building 6, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Supply Chain Management Service (SCMS) 2/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Internal Audit Service G/F Building 17, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Malasakit Program Office G/F Building 8, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila Office of the Secretary 2/F Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila <ol style="list-style-type: none"> Media Relations Unit (MRU) G/F Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila

B. Center for Health Development

- Cordillera Center for Health Development (Cordillera CHD)
BGHMC Compound, Baguio City 2600
2. Ilocos Center for Health Development (Ilocos CHD)
McArthur Highway, Parian, City of San Fernando, La Union 2500
3. Cagayan Valley Center for Health Development (Cagayan Valley CHD)
Regional Health Office, Carig Sur, Tuguegarao City, Cagayan 3500
4. Central Luzon Center for Health Development (Central Luzon CHD)
Diosdado Macapagal Government Center (SACOP) Barangay Maimpis, City of San Fernando, Pampanga 2000
5. Calabarzon Center for Health Development (Calabarzon IV-A)
Quirino Memorial Medical Center (QMMC) Compound, Project 4, Quezon City 1109
6. Mimaropa Center for Health Development (Mimaropa CHD)
Quirino Memorial Medical Center (QMMC) Compound, Project 4, Quezon City 1109
7. Bicol Center for Health Development (Bicol CHD)
Bagtang Rd, Sagpon, Daraga, 4501 Albay
8. Western Visayas Center for Health Development (Western Visayas CHD)
Q. Abeto Street, Mandurriao, Iloilo City 5000
9. Central Visayas Center for Health Development (Central Visayas CHD)
Osmeña Blvd., Cebu City
10. Eastern Visayas Center for Health Development (Easeterm Visayas CHD)
Government Center, Candahug, Palo, Leyte
11. Zamboanga Peninsula Center for Health Development (Zamboanga Peninsula CHD)
Upper Calarian, Zamboanga City 7000
12. Northern Mindanao Center for Health Development (Northern Mindanao CHD)
J.V. Serina Street, Carmen, Cagayan De Oro City 9000
13. Davao Center for Health Development (Davao CHD)
J.P. Laurel Avenue, Bajada, Davao City 8000
14. Soccsksargen Center for Health Development (Soccsksargen CHD)
Gov. Gutierrez Avenue, Rosary Heights 7 ORG Compound, Cotabato City
15. Caraga Center for Health Development (Caraga CHD)
Pizaro Street, Cor. Narra Road, Butuan City 8600
16. Metro Manila Center for Health Development (Metro Manila CHD)
Welfareville Compound, Block 6, Barangay Addition Hills, Mandaluyong City 1500

VII. Implementation Arrangement:

The Office of the Overall Quality Management Representative (QMR) and the DOH- Office of Strategy Management (OSM) shall be responsible for this engagement. The point persons shall be as follows:

Dr. Mario C. Villaverde

Undersecretary of Health

Health Policy and Systems Development Team

mcvillaverde@doh.gov.ph

(02) 651-7800 loc. 1141

Bldg. 3, 2nd Floor, San Lazaro Compd., Rizal Ave., Sta. Cruz, Manila

Office of Strategy Management (OSM)

Bldg. 3 2/F, Health Policy and Systems Development Team Asec. Office

(02) 651-7800 local 1432

A. Project Arrangement/Contract Management

1. Contact - The Technical Staff assigned to this project is the DOH - OSM – 651-7800 loc. 1431-1432
2. The project will be handled by DOH-OSM under the supervision of the DOH Overall QMR. The said team is also assigned to manage the implementation of the DOH-QMS as well as the coordination of the certification process for all DOH units concerned.
3. The representative/s of the hired ISO Certifying Body shall submit the deliverables and other reports to the DOH-OSM. Likewise, the Office of the QMR, through the DOH-OSM, shall evaluate the deliverables and recommend approval by the head of the Office. In case there are revisions or changes that should be incorporated into the submitted deliverables, the Overall QMR shall notify the representative of the Certifying Body.
4. The Certifying Body shall submit all deliverables for every tranche to the Overall QMR for review, acceptance and approval.
5. The DOH through the Overall QMR shall issue a Certificate of Acceptance on the report submitted by the Certifying Body.
6. The DOH through the Central OSM, in coordination with the Office of the Overall QMR, shall facilitate the release of payments.

B. Reporting Scheme:

1. The Certifying Body shall coordinate closely with the Overall QMR through the DOH-OSM to clarify the scope of activities and other matters related to the ISO 9001:2015 Certification of all the offices concerned.
2. The DOH through the Overall QMR shall have the prerogative to set the schedule of audits and other ISO 9001:2015 Certification related activities.

VIII. Roles and Responsibilities:

A. Responsibilities of the Certifying Body:

1. The representatives from the Certifying Body shall submit reports and conduct other deliverables on the schedule specified in the inception report.
2. The representatives from the Certifying Body shall coordinate with the Office of the Overall QMR through DOH-OSM regarding any changes on the date of schedule of audit or any ISO certification.
3. The representatives from the Certifying Body shall treat with utmost confidentiality all information and materials gathered and used relating to this engagement.
4. The Certifying Body shall bear all audit-related travel and transportation expenses during the conduct of audit of DOH offices/bureaus and Centers for Health Development located within Metro Manila.

B. Responsibilities of the DOH:

1. The DOH through the Office of the Overall QMR shall closely coordinate with the representatives of the Certifying Body in the conduct of audit and other related certification activities.
2. The Office of the Overall QMR through DOH-OSM shall coordinate the conduct of audit activities ensuring that the process owners and concerned officials and staff of all the offices concerned are available and properly informed on the scheduled date of audits.
3. Prior to any execution of activities related to this Terms of Reference, the Overall QMR shall convene a meeting between the representatives of the Certifying Body and the concerned DOH officials/staff for the implementation of this engagement. A close anchoring and monitoring of all activities as indicated herein shall be undertaken by the DOH-OSM.

4. The DOH, through its Centers for Health Development shall bear all audit-related expenses including plane fare, terminal fees, meals, and hotel accommodations of auditors. Expenses incurred shall be chargeable against the funds of the Center of Health Development to be audited.

IX. Qualifications of the Firm:

Similar Contract:

- a. ISO QMS certification and audit related to the nature of the processes of national health institutions or organizations
- b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.

The following criteria shall be used in evaluating the firm:

A. Qualification of the Certifying Body:

The Certifying Body should have adequate technical and management capability in conducting the audits. Likewise, the Certifying Body shall have the capacity to deploy a team composed of two (2) key experts (lead auditor and member of the audit team) in all audit activities based on the qualifications of key personnel. Hence, the certifying body shall be evaluated based on the following criteria:

1. Firm

- a. Has at least 15 years of experience in conducting ISO QMS audits with clients from the private and government sector
- b. Has experience in conducting ISO QMS audits related to the nature of the processes of national health institutions or organizations
- c. Has audited a national health institution with coverage of organization-wide QMS
- d. Positive feedback from previous clients especially on delivering services and quality work

2. Key Personnel

The key personnel of the Certifying shall have QMS audit experience on government institutions of at least five (5) years for the Lead Auditor and two (2) years for the member of the audit team. Each member of the team shall have Lead Auditors training or its equivalent to ensure that the audit team is capable to conduct QMS ISO audit.

- a. **Lead Auditor** shall be required of the following qualifications:

a.1 Academic Qualifications

Completion of a master's degree relevant to management

a.2 Experience

Have at least ten (10) years of experience in auditing both private and government institutions/organizations on ISO QMS certification

Have audited at least five (5) government institutions

a.3 Training

Has relevant training on quality management systems and ISO certification

a.4 Track Record

Positive feedback from previous clients especially on delivering services on time and quality of work

- b. **Member/s of the Auditing Team** shall be required of the following qualifications:

b.1 Academic Qualifications

<p>Completion of a bachelor's degree relevant to the job</p> <p>b.2 Experience</p> <p>Have at least five (5) years of experience in auditing both private and government institutions/organizations on ISO QMS certification</p> <p>Have audited at least two (2) government institutions</p> <p>b.3 Training</p> <p>Has relevant training on quality management systems and ISO certification</p> <p>b.4 Track Record</p> <p>Positive feedback from previous clients especially on delivering services on time and quality of work</p>																
<p>X. Sustainability Factor:</p> <p>The Overall QMR ensures the implementation and maintenance of the DOH-QMS. The DOH ISO Core Team and the DOH-OSM, assist the Overall QMR to oversee and supervise all activities related to the implementation of the DOH-QMS. The Overall QMR, through the DOH-OSM, ensures the timely close-out of all audit -related findings to sustain compliance to the ISO standards and sustain the Departments' ISO Certification.</p>																
<p>XI. Duration of engagement, timeline and level of effort:</p> <ol style="list-style-type: none"> 1. The services of the Certifying Body will be engaged for 10 months but not later than March 12, 2022. 2. The conduct of Certification audit will commence within a month upon approval and acceptance of the inception report. 3. The engagement of the Certifying Body will end after the completion of certification audits but not later than March 12, 2022. <p><u>Activities and Timelines:</u></p> <table border="1"> <thead> <tr> <th rowspan="2">Activity</th><th colspan="2">Year (2021)</th></tr> <tr> <th>2nd Quarter</th><th>3rd Quarter</th></tr> </thead> <tbody> <tr> <td>1. Submission of Inception Report</td><td></td><td></td></tr> <tr> <td>2. Conduct of Certification Audit & Submission of Surveillance Audit Report</td><td></td><td></td></tr> <tr> <td>3. Submission of ISO Certificate</td><td></td><td></td></tr> </tbody> </table>			Activity	Year (2021)		2 nd Quarter	3 rd Quarter	1. Submission of Inception Report			2. Conduct of Certification Audit & Submission of Surveillance Audit Report			3. Submission of ISO Certificate		
Activity	Year (2021)															
	2 nd Quarter	3 rd Quarter														
1. Submission of Inception Report																
2. Conduct of Certification Audit & Submission of Surveillance Audit Report																
3. Submission of ISO Certificate																
<p>XII. Approved Budget and Terms of Payment</p> <p>The approved estimated cost of the project is Two Million Two Hundred Fifty Thousand Pesos Php 2,250,000.00. Payment shall be made in three (3) tranches upon completion of each of the following milestones and submission of the required deliverables, to wit:</p> <ol style="list-style-type: none"> 1. First Tranche (15%) – upon acceptance and approval of Inception Report and Final Work Plan 2. Second Tranche (40%) – Submission of Surveillance Audit Report 3. Third Tranche (45%) - upon issuance of ISO 9001 Certificates to all the DOH -QMS implementation sites 																
<p>XIII. Data Privacy of 2012 Compliance Non-Disclosure Agreement</p> <p>The winning bidder must sign the Data Protection & Non-Disclosure Agreement and comply with the data privacy principles and guidelines as prescribed in the Data Privacy Act (DPA) of 2012. In case of data breach or non-compliance to DPA, the firm of its doing or responsibility, it shall render the DOH free of the penalties under the Act. Please see Annex A.</p>																
<p>XIV. Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity:</p>																

1. Copy of certification as certifying body from International Accreditation Forum (IAF) members, preferably from the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) that states accredited with PNS ISO/IEC 17021:2015 to provide QMS Certification to ISO 9001:2015 for L75: Public Administration.
2. Company profile that shows 15 years' experience in conducting ISO QMS audits with clients from the private and government sector;
3. Curriculum Vitae of Key Personnel, including Certificates of Training and Track Record;
4. Team Composition;
5. Proof of positive feedback or certificate of satisfactory performance from previous clients especially on delivering services on time and quality of work;
6. Copy of notarized Contract with other clients with its Certification as ISO Certifying Body; and,
7. Sworn Statement using the prescribed form

Signature over Printed Name
[date of signing]

In the capacity of : [title or other appropriate designation]
Duly authorized to sign bid for and on behalf of : [Name of Company]
[Complete office address]
[Contact No.]
[Email Address]
[Fax No.]

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Technical Specifications

Republic of the Philippines Department of Health			
TECHNICAL SPECIFICATIONS			
Lot No. 1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	Qty. / Unit	1 Lot
Total ABC: PhP2,250,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
I. Scope of Work: The ISO Certifying Body shall: A. Conduct the assessment of the DOH-QMS to determine its conformity to the ISO 9001 standards B. Facilitate the annual surveillance audits to the DOH-QMS implementation sites and conduct follow up audits in cases of Major Nonconformities raised against the DOH QMS. C. Issue ISO Certificates to all DOH-QMS implementation sites as evidence that the Department's system was deemed compliant to the ISO 9001 requirements. DOH-QMS implementation sites referred to in this proposal are the following:			
Central Office: 1. Bureau of International Health Cooperation (BIHC) 2. Bureau of Local Health Systems Development (BLHSD) 3. Disease Prevention and Control Bureau (DPCB) 4. Epidemiology Bureau (EB) 5. Health Emergency Management Bureau (HEMB) 6. Health Facility Development Bureau (HFDB) 7. Health Facilities and Services Regulatory Bureau (HFSRB) 8. Health Policy Development and Planning Bureau (HPDPB)			

<p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p>			
Lot No. 1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	Qty. / Unit	1 Lot
Total ABC: PhP2,250,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
9. Health Promotion and Communications Service (HPCS) 10. Administrative Service (AS) 11. Financial and Management Service (FMS) 12. Health Human Resource Development Bureau (HHRDB) 13. Knowledge Management and Information Technology Service (KMITS) 14. Legal Service (LS) 15. Procurement Service (PS) 16. Supply Chain Management Service (SCMS) 17. Internal Audit Service 18. Malasakit Program Office 19. Pharmaceutical Division 20. Office of the Secretary a. Administrative Unit 21. DOH-Executive Committee (Represented by the Overall-Quality Management Representative)			
Center for Health Development: 1. Cordillera Center for Health Development (Cordillera CHD) 2. Ilocos Center for Health Development (Ilocos CHD) 3. Cagayan Valley Center for Health Development (Cagayan Valley CHD)			

<p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p>			
Lot No. 1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	Qty. / Unit	1 Lot
Total ABC: PhP2,250,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
4. Central Luzon Center for Health Development (Central Luzon CHD) 5. Calabarzon Center for Health Development (Calabarzon IV-A) 6. Mimaropa Center for Health Development (Mimaropa CHD) 7. Bicol Center for Health Development (Bicol CHD) 8. Western Visayas Center for Health Development (Western Visayas CHD) 9. Central Visayas Center for Health Development (Central Visayas CHD) 10. Eastern Visayas Center for Health Development (Easetern Visayas CHD) 11. Zamboanga Peninsula Center for Health Development (Zamboanga Peninsula CHD) 12. Northern Mindanao Center for Health Development (Northern Mindanao CHD) 13. Davao Center for Health Development (Davao CHD) 14. Soccsksargen Center for Health Development (Soccsksargen CHD) 15. Caraga Center for Health Development (Caraga CHD) 16. Metro Manila Center for Health Development (Metro Manila CHD)			

<p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;">TECHNICAL SPECIFICATIONS</p>			
Lot No. 1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	Qty. / Unit	1 Lot
Total ABC: PhP2,250,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>II. Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity:</p> <ol style="list-style-type: none"> 1. Copy of certification as certifying body from International Accreditation Forum (IAF) members, preferably from the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) that states accredited with PNS ISO/IEC 17021:2015 to provide QMS Certification to ISO 9001:2015 for L75: Public Administration. 2. Company profile that shows 15 years' experience in conducting ISO QMS audits with clients from the private and government sector; 3. Curriculum Vitae of Key Personnel, including Certificates of Training and Track Record; 4. Team Composition; 5. Proof of positive feedback or certificate of satisfactory performance from previous clients especially on delivering services on time and quality of work; 6. Copy of notarized Contract with other clients with its Certification as ISO Certifying Body; and, 7. Sworn Statement using the prescribed form. 			

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

Arranged numbered and tabbed as it appears below:

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

or

- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

and

- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas (together with corresponding copy of receipt(s) of payments of the said permit);

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor’s or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)

and

- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing 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; **and**

- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (h) Conformity with the Technical Specifications and Schedule of Requirements which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; **and**

- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
 A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
 duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (m) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) using the Price Schedule in GPPB Resolution No. 16-2020

III. ADDITIONAL REQUIRED DOCUMENTS RELEVANT TO THE PROJECT THAT ARE REQUIRED BY EXISTING LAWS AND/OR THE PROCURING ENTITY:

- ☐ (a) Copy of certification as certifying body from International Accreditation Forum (IAF) members, preferably from the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) that states accredited with PNS ISO/IEC 17021:2015 to provide QMS Certification to ISO 9001:2015 for L75: Public Administration.
- ☐ (b) Company profile that shows 15 years' experience in conducting ISO QMS audits with clients from the private and government sector;
- ☐ (c) Curriculum Vitae of Key Personnel, including Certificates of Training and Track Record;

- ☐ (d) Team Composition;
- ☐ (e) Proof of positive feedback or certificate of satisfactory performance from previous clients especially on delivering services on time and quality of work;
- ☐ (f) Copy of notarized Contract with other clients with its Certification as ISO Certifying Body; and,
- ☐ (g) Sworn Statement using the prescribed form.

Note:

- 1) Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Prescribed-Forms.pdf> for the following requirements:
 - a) Sworn Statement;
 - b) Computation of NFCC;
 - c) Manufacturer's Authorization;
 - d) Secretary's Certificate;
 - e) Special Power of Attorney;
 - f) Statement of Ongoing Contracts; and
 - g) Statement of SLCC.
- 2) For the following requirements, please refer to **GPPB Resolution No. 16-2020:**
 - a) Bid Form;
 - b) Price Schedule;
 - c) Bid Securing Declaration; and
 - d) Omnibus Sworn Statement

