



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

REQUEST FOR BEST AND FINAL OFFER

This is in reference to the Department of Health's Negotiated Procurement (Two Failed Biddings) for the Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System under NP No. 2022-043-A.

The Central Office Bids and Awards Committee (COBAC)- C is requesting for the submission of Best and Final Offer for the lot listed below with a Total Approved Budget for the Contract (ABC) of Two Million Philippine Pesos (PhP2,000,000.00), to wit:

Lot No.	Particular	Quantity/Unit	Total ABC (PhP)
1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	1 Lot	2,000,000.00

Attached are the Schedule of Requirements with Terms of Reference, and Technical Specification forms indicating the actual requirements for this engagement.

The following shall be submitted in sealed envelopes, one (1) original and two (2) duplicate copies, marked as "Original", "Copy 1", and "Copy 2" and shall be true copy of the original certified by the bidder or his duly authorized signatory at the **COBAC Conference Room, Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila** on or before **01 December 2022 at 9:00 AM**, addressed to the undersigned:

1. Price Quotation, inclusive of taxes using the attached form;
2. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.

3. Duly signed Schedule of Requirements using the attached form, including the signed Terms of Reference;
4. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;
5. Statement 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**
6. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within five (5) years from the Submission and Opening of Bids, must be at least fifty percent (50%) of the ABC.

For this purpose, similar contracts shall refer to ***ISO QMS certification and audit related to the nature of the processes of national health institutions or organizations***

7. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

OR

If the prospective bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid issued by Universal or Commercial Bank; Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

NOTE:

In case of a Joint Venture Agreement (JVA), the entity using its Audited Financial Statement (AFS) shall submit a statement of its on-going contracts including contracts awarded and not yet started, if any, provided that, its on-going contracts shall be reflected in the computation of NFCC. Provided further, that the Current Assets and Current Liabilities of foreign bidders shall be based on their AFS accomplished in compliance with International Financial Reporting Standards (Circular 02-2014 dated 20 June 2014 pursuant to GPPB Resolution No. 14-2014 dated 20 June 2014).

8. If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. *In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid*, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. *Failure to enter into a Joint Venture in the event of a contract award shall be ground for the forfeiture of the bid security (2016 Revised IRR of RA No. 9184).*

NOTE:

In case of a JVA, each partner shall submit its Valid and current Certificate of PhilGEPS Registration and Membership – Platinum

9. Original duly signed Omnibus Sworn Statement (OSS);
10. Duly notarized authority of the signatory, whichever is applicable:
 - a) Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); or
 - b) Special Power of Attorney (i.e. Sole Proprietor; Partnership).

Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020)

NOTE: Bidders may submit their bid proposal on or before **01 December 2022, 9:00 AM.** to the COBAC-C Secretariat through any of the following options:

1. In printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to cobacc@doh.gov.ph **provided that it complies with the following condition:**

- i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 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 password 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 Revised IRR of RA No. 9184)*

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 Request for Best and Final Offer, 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 Revised IRR of RA No. 9184)*

Further, once the Community Quarantine 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.

The Single/Lowest Calculated Bid (S/LCB) shall submit **three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory** within a **non-extendible period of five (5) calendar days** from receipt of the notification **arranged, numbered and tabbed as enumerated below:**

- (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);
- (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 **six (6)** months (per Revenue Regulations 3-2005);

The latest income and business tax returns are those within the last six months preceding the date of bid submission

- (c) Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration in its PhilGEPS Certificate of Platinum Membership, if applicable;

NOTE:

- 1. ***In case of a JVA, each partner shall submit letter (a) to (d) Post-qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010).***
- 2. ***In case of award, kindly send a soft copy of the Technical Specifications being offered (in “Word” and “PDF”) to this email address: cobacc@doh.gov.ph***

Failure of the Bidder declared as S/LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.

Posting of Performance Security is required upon issuance of Notice of Award. Performance security shall be limited to **the following categories below that bidder may opt to use**, denominated in the Philippine Pesos and posted in favor of the Procuring Entity not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
a) Cash/Cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by <i>the Insurance Commission as authorized to issue such security.</i>	Thirty percent (30%)

*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, bidders are allowed to submit Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder, subject to the following **using the prescribed form:***

- (a) Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract.
- (b) An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated above; and
- (c) The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 Revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be. (***GPPB Resolution No. 09-2020***)

The Performance Security shall be valid until the issuance of the Certificate of Inspection and Acceptance Report by the Department of Health (DOH) which must form part of the terms and conditions of *the Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank or Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security* when opted to be used by the bidder. Otherwise, the award of contract shall be cancelled without prejudice of the institution of blacklisting proceeding or other administrative cases, civil or criminal cases with the forfeiture of the bid security.

Pursuant to Section 62.1 of the 2016 Revised IRR of Republic Act No. 9184 a warranty security shall be required from the contract awardee for a minimum period of one (1) year, in case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The Obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after the consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been full met.

sgd

KENNETH G. RONQUILLO, MD, MPHM, CESO III

Undersecretary of Health

Chairperson, COBAC-C

PRICE QUOTATION

HIRING OF SERVICE PROVIDER FOR THE ISO 9001:2015 CERTIFICATION OF THE DOH QUALITY MANAGEMENT SYSTEM NP NO. 2022-043-A

Lot No.	Item Description	Qty./Unit	Unit Cost (PhP)	Total Cost (PhP)
1	Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System	1 Lot		

- All price offered (unit price and total bid price) must be typed or written in indelible ink.
- Price validity shall be for a period of Ninety (90) calendar days.

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

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]
[Telephone No. / Fax No.]
[Email Address:]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity/ Unit	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	2,000,000.00	Refer to the Terms of Reference for the list of audit sites	Seven (7) months upon receipt of approved Notice to Proceed (NTP)

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

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]
[Telephone No. / Fax No.]
[Email Address]

TERMS OF REFERENCE

I. Title: Hiring of Service Provider for the ISO 9001:2015 Certification of the DOH Quality Management System

II. Background and Rationale:

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 thirteen years now, the Department was able to maintain this certification and reap the benefits of an ISO certified agency.

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.

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.

III. Objectives:

General Objectives: To facilitate the compliance conformance of the DOH to the ISO Standards.

Specific Objectives:

- 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.

IV. Scope of Work:

The ISO Certifying Body shall:

- a. Conduct 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 is compliant to the ISO 9001 requirements. DOH-QMS implementation sites referred to in this proposal are the following:

Central Office (CO):

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 Bureau (HPB)
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 (IAS)
18. Malasakit Program Office (MPO)
19. Pharmaceutical Division
20. Health Facility Enhancement Program
21. Office of the Secretary
 - a. Administrative Unit
22. DOH-Executive Committee (Represented by the Overall-Quality Management Representative)

Center for Health Development (CHD):

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 (Eastern 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)

V. Expected Outputs or Deliverables:

Deliverables of the Certifying Body shall include:

- a. Inception Report that will indicate the activities and timelines of the certification audit
- b. First Surveillance Audit report
- c. ISO 9001 Certificates for all the DOH-QMS implementation sites

VI. DOH-QMS implementation sites:

Audit sites are the following DOH units:

A. DOH Central Office

1. Bureau of Internal Health Cooperation (BIHC)
G/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
2. Bureau of Local Health Systems Development (BLHSD)
2/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
3. Disease Prevention and Control Bureau (DPCB)
G/F Building 14, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
4. Epidemiology Bureau (EB)
2/F Building 19, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
5. Health Emergency Management Bureau (HEMB)
G/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
6. Health Facility Development Bureau (HFDB)
G/F Building 4, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
7. Health Facilities and Services Regulatory Bureau (HFSRB)
G/F Building 15, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
8. Health Policy Development and Planning Bureau (HPDPB)
2/F Building 3, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
9. Health Promotion Bureau (HPB)
2/F Building 18, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
10. Administrative Service (AS)
G/F Building 8, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
11. Financial and Management Service (FMS)
G/F Building 2, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
12. Health Human Resource Development Bureau (HHRDB)
2/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
13. Knowledge Management and Information Technology Service (KMITS)
2/F Building 9, Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
14. Legal Service (LS)
3/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
15. Procurement Service (PS)
G/F Building 6, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
16. Supply Chain Management Service (SCMS)
2/F Building 12, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
17. Internal Audit Service
G/F Building 17, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
18. Malasakit Program Office
G/F Building 8, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila
19. Pharmaceutical Division

4/F, Philippine Blood Disease and Transfusion Center Building, Lung Center of the Philippines Compound, Quezon Avenue, Quezon City

20. Health Facilities Enhancement Program

3/F Building 4, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila

21. Office of the Secretary

2/F Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila

a. Administrative Unit

G/F Building 1, San Lazaro Compound, Rizal Avenue, Sta. Cruz, 1003 Manila

22. DOH-Executive Committee (Represented by the Overall-Quality Management Representative)

B. Center for Health Development

1. 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 (Easetern 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 follow:

MS. MAYLENE M. BELTRAN, MPA, CESO III

Assistant Secretary of Health
Management Services Team

mst@doh.gov.ph

Bldg. 9, San Lazaro Compound, Sta. Cruz, Manila

MS. LORICA C. RABAGO, CPA, MM

Chief Administrative Officer

Financial and Management Services (FMS) – Management Division (MD)

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

(02) 651-7800 local 1219, 1220 and 1223

dohmanagementdivision@doh.gov.ph

A. Project Arrangement/Contract Management

1. Contact - The Technical Staff assigned to this project is the FMS-MD
2. The project will be handled by FMS-MD 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 FMS-MD. Likewise, the Office of the QMR, through the FMS-MD, 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 FMS-MD, 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 FMS-MD 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 FMS-MD 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 FMS-MD.
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 Certifying Body:

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 service provider 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 10 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

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

- b.1 **Academic Qualifications**

- Completion of a bachelor’s degree relevant to the job

- b.2 **Experience**

- Have at least five (5) years of experience in auditing both private and government institutions/organizations on ISO QMS certification

- Have audited at least two (2) government institutions

- b.3 **Training**

- Has relevant training on quality management systems and ISO certification

X. Sustainability Factor:

The Overall QMR ensures the implementation and maintenance of the DOH-QMS. The DOH ISO Core Team and the FMS-MD, assist the Overall QMR to oversee and supervise all activities related to the implementation of the FMS-MD. The Overall QMR, through the FMS-MD, ensures the timely close-out of all audit -related findings to sustain compliance to the ISO standards and sustain the Departments’ ISO Certification.

XIV. Duration of engagement, timeline and level of effort:

1. The services of the Certifying Body will be engaged for seven (7) months upon issuance of Notice to Proceed (NTP).
2. The conduct of Certification audit will commence within a month upon approval and acceptance of the inception report.

Activities of Timeline:

1.	Submission of Inception Report/Audit Plans	Within 30 days from NTP
2.	Conduct of Certification Audit & Submission of Stage 1 and/or Surveillance Audit Report	Within 120 days from NTP
3.	Submission of ISO Certificate	Within 210 days from NTP

XI. Approved Budget and Terms of Payment

The approved estimated cost of the project is **Two Million Pesos (Php 2,000,000.00)**. Payment shall be made in three (3) tranches upon completion of each of the following milestones and submission of the required deliverables, to wit:

1. First Tranche (15%) – upon acceptance and approval of Inception Report and Final Work Plan
2. Second Tranche (40%) – Submission of Stage 1 and Surveillance Audit Report
3. Third Tranche (45%) - upon issuance of ISO 9001 Certificates to all the DOH -QMS implementation sites

* Based on 73 man-days allocation in accordance with International Accreditation Forum (IAF) guidelines

XII. Data Privacy of 2012 Compliance Non-Disclosure Agreement

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 service provider of its doing or responsibility, it shall render the DOH free of the penalties under the Act. Please see Annex A.

XVI. Continuity of the Project

In case a new service provider is awarded, a coordination meeting shall be facilitated to discuss and endorse the results of the Re-certification audit of the Department.

XVII. Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity:

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; and,
6. Non Disclosure Agreement (NDA) (attached 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.]

Technical Specifications

Republic of the Philippines Department of Health			
TECHNICAL SPECIFICATIONS			
Item No.		Quantity	
ABC:			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		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. <u>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.</u>	

 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]
[Telephone No. / Fax No.]
[Email Address:]

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: PhP2,000,000.00			
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)			

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: PhP2,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>9. Health Promotion Bureau (HPB)</p> <p>10. Administrative Service (AS)</p> <p>11. Financial and Management Service (FMS)</p> <p>12. Health Human Resource Development Bureau (HHRDB)</p> <p>13. Knowledge Management and Information Technology Service (KMITS)</p> <p>14. Legal Service (LS)</p> <p>15. Procurement Service (PS)</p> <p>16. Supply Chain Management Service (SCMS)</p> <p>17. Internal Audit Service</p> <p>18. Malasakit Program Office</p> <p>19. Pharmaceutical Division</p> <p>20. Health Facilities Enhancement Program</p> <p>21. Office of the Secretary</p> <p>a. Administrative Unit</p> <p>22. DOH-Executive Committee (Represented by the Overall-Quality Management Representative)</p>			
<p>Center for Health Development:</p> <p>1. Cordillera Center for Health Development (Cordillera CHD)</p> <p>2. Ilocos Center for Health Development (Ilocos CHD)</p> <p>3. Cagayan Valley Center for Health Development (Cagayan Valley CHD)</p>			

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: PhP2,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT-OF COMPLIANCE	
<p>4. Central Luzon Center for Health Development (Central Luzon CHD)</p> <p>5. Calabarzon Center for Health Development (Calabarzon IV-A)</p> <p>6. Mimaropa Center for Health Development (Mimaropa CHD)</p> <p>7. Bicol Center for Health Development (Bicol CHD)</p> <p>8. Western Visayas Center for Health Development (Western Visayas CHD)</p> <p>9. Central Visayas Center for Health Development (Central Visayas CHD)</p> <p>10. Eastern Visayas Center for Health Development (Easetern Visayas CHD)</p> <p>11. Zamboanga Peninsula Center for Health Development (Zamboanga Peninsula CHD)</p> <p>12. Northern Mindanao Center for Health Development (Northern Mindanao CHD)</p> <p>13. Davao Center for Health Development (Davao CHD)</p> <p>14. Soccsksargen Center for Health Development (Soccsksargen CHD)</p> <p>15. Caraga Center for Health Development (Caraga CHD)</p> <p>16. Metro Manila Center for Health Development (Metro Manila CHD)</p>			

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
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Total ABC: **PhP2,000,000.00**

PURCHASER'S SPECIFICATION

STATEMENT-OF COMPLIANCE

II. Additional Requirements in Technical Specifications form, arranged, numbered, and tabbed as enumerated below:

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. Non-Disclosure Agreement; 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]

Checklist of Technical and Financial Documents

Arranged numbered and tabbed as it appears below:

HIRING OF SERVICE PROVIDER FOR THE ISO 9001:2015 CERTIFICATION OF THE DOH QUALITY MANAGEMENT SYSTEM NP NO. 2022-043-A

No.	REQUIREMENTS
<input type="checkbox"/> 1.	Price Quotation, inclusive of taxes using the attached form
<input type="checkbox"/> 2.	<p>Duly accomplished and signed Technical Specifications using the form as provided for in the Request for Quotation;</p> <p>NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.</p>
<input type="checkbox"/> 3.	Duly signed Schedule of Requirements using the attached form;
<input type="checkbox"/> 4.	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;
<input type="checkbox"/> 5.	Statement 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
<input type="checkbox"/> 6.	<p>Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within five (5) years from the Submission and Opening of Bids, must be at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <i>ISO QMS certification and audit related to the nature of the processes of national health institutions or organizations</i></p>
<input type="checkbox"/> 7.	<p>The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows:</p> <p>NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p>OR</p> <p>If the prospective bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid issued by Universal or Commercial Bank; Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</p> <p>NOTE:</p> <p>In case of a Joint Venture Agreement (JVA), the entity using its Audited Financial Statement (AFS) shall submit a statement of its on-going contracts including contracts awarded and not yet started, if any, provided that, its on-going contracts shall be reflected in the computation of NFCC. Provided further, that the Current Assets and Current Liabilities of foreign bidders shall be based on their AFS accomplished in compliance with International Financial Reporting Standards (Circular 02-2014 dated 20 June 2014 pursuant to GPPB Resolution 14-2014 dated 20 June 2014).</p>

<input type="checkbox"/> 8.	<p>If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. <i>In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid,</i> stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. <i>Failure to enter into a Joint Venture in the event of a contract award shall be ground for the forfeiture of the bid security (2016 Revised IRR of RA No. 9184).</i></p> <p>NOTE:</p> <p>Based on ITB Clause 24.6, in case of a JVA, each partner shall submit its Valid and current Certificate of PhilGEPS Registration and Membership – Platinum</p>
<input type="checkbox"/> 9.	Original duly signed Omnibus Sworn Statement (OSS);
<input type="checkbox"/> 10.	<p>Duly notarized authority of the signatory, whichever is applicable:</p> <ol style="list-style-type: none"> 1. Secretary’s Certificate (i.e. Corporation; Joint Venture Agreement); or 2. Special Power of Attorney (i.e. Sole Proprietor; Partnership). <p><u>Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020)</u></p>
ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:	
<input type="checkbox"/> 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;
<input type="checkbox"/> b)	Company profile that shows 15 years’ experience in conducting ISO QMS audits with clients from the private and government sector;
<input type="checkbox"/> c)	Curriculum Vitae of Key Personnel, including Certificates of Training and Track Record;
<input type="checkbox"/> d)	Team Composition;
<input type="checkbox"/> e)	Proof of positive feedback or certificate of satisfactory performance from previous clients especially on delivering services on time and quality of work; and,
<input type="checkbox"/> f)	Non-Disclosure Agreement
<input type="checkbox"/> g)	Sworn Statement using the prescribed form
<p>Note:</p> <p>1) Please refer to https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf for the following requirements:</p> <ol style="list-style-type: none"> 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. <p>2) For the Omnibus Sworn Statement, please refer to GPPB Resolution No. 16-2020:</p>	