

## **TERMS OF REFERENCE**

### **PROVISION OF QUALITY MANAGEMENT SYSTEMS AUDIT AND CERTIFICATION TO ISO 9001:2015 1 LOT FOR ANGAT WATER DISTRICT WHOLE PROCESS**

#### **I. INTRODUCTION**

The ANGAT WATER DISTRICT (AWD) aims to meet their mission of providing safe, reliable and high-quality water. It is important therefore that the AWD device mechanism to enhance customer satisfaction thru a significantly improved and reliable service to its concessionaires.

Pursuant to Executive Order No. 605, approved on February 23, 2007 and the Guidelines on the grant of the performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80 s. 2012 and Executive No. 201 s. 2016 prescribing the criteria and conditions for the grant of the PBB for 2019, AWD hereby seeks to hire a certifying body to obtain an ISO 9001:2015 Certification.

#### **II. OBJECTIVE**

The ANGAT WATER DISTRICT (AWD) will procure and engage the services of a Certifying Body that will conduct an assessment and audit of AWD's quality management system as pre-requisite for ISO Certification and periodic surveillance audits thereafter prior to renewal of the said ISO Certification.

#### **III. PROJECT SITE**

The project site will be at Angat Water District Office.

#### **IV. NUMBER OF EMPLOYEES**

Ten (10) AWD permanent employees shall take part in the Quality Management Systems Audit.

#### **V. SCOPE OF SERVICES**

Activity Deliverable

Certification Audit

Stage 1 – one (1) days

Stage 2 – Three (3) days

Reporting

Issuance of ISO 9001:2015 Certificate valid for three (3) years

- Document check, preparation and planning
- Conduct Stage 1 and Stage 2 Certification Audit
- Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit
- Issue a valid ISO 9001:2015 compliance certificate

## **VI. DURATION OF SERVICES**

The services subject of the procurement shall be for a period of one (1) year starting CY 2020 to 2021.

## **VII. CONTRACT PERIOD**

The contract period or term for the service described in this Term of Reference (TOR) shall be one (1) year from the date of the official notice issued by the AWD. It is expected that the Certifying Body shall initiate the services, as agreed, after receipt of Job Order and Notice to Proceed.

## **VIII. DOCUMENTS AND ELIGIBILITY REQUIREMENTS**

1. Valid Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship or Cooperative Development Authority (CDA) for cooperatives. If SEC Registration Certificate is the applicable proof of registration, it must be submitted together with the following documents:
  - a. Complete Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any; and
  - b. General Information Sheet (GIS) duly received by the SEC, reflecting the existing stockholders
2. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or equivalent documents for Exclusive Economic Zones or Areas;

In case of recently expired Mayor's Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR RA 9184. (Sec. 24.1 (a) (ii) of the 2016 Revised IRR of RA No. 9184)

For individual consultant not registered under sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit;

3. Company Profile
4. With at least three (3) years of ISO 9001 auditing experience
5. Statement of the prospective bidder of its ongoing and completed projects supported with Certificate of satisfactory completion for each of the completed projects
6. List of auditors who will conduct the audit and their corresponding curriculum vitae stating therein their complete qualifications and experience data
7. The Certifying Body Audit Team, including Surveillance should satisfy the following:

1. Consist of at least two (2) auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body,
  2. Members shall have relevant industry or sector specific audit experience in QMS
8. Accreditation Certificate from the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) conforming to PNS ISO/IEC 17021-1:2015 and PNS ISO/IEC TS 17021-3:2014 to provide QMS Certification to ISO 9001:2015 for the scope IAF27 Water Supply.
9. PhilGEPS Registration Number
10. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

## IX. SELECTION CRITERIA

The procurement of the Consultant shall be based on applicable government laws, rules and procedures.

The evaluation shall be based on the Quality-Cost Based Evaluation (QCBE) Procedure wherein the Technical Proposal together with the Financial Proposal shall be considered.

The criteria and rating system for the selection of the winning Certifying Body are as follows:

<b>Evaluation Criteria</b>	<b>Weight</b>
Technical Proposal	60%
Financial Proposal	40%
<b>Total</b>	<b>100%</b>

The Technical Proposal shall have the following sub-criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
1. Applicable Experience and Track Record of the Certifying Body	25%
2. Qualifications of auditors who will be assigned to the project	25%
3. Approach and Methodology	10%
<b>Total</b>	<b>60%</b>

1. Applicable Experience and Track Record of the Certifying Body (25%)
  - a. Number of years of auditing experience (ISO 9001) Equivalent points (15%)

At least five (5) years	2
Six (6) to Seven (7) years	4
Eight (8) to Nine (9) years	6
Nine (9) to Ten(10) years	8
More than Ten (10) years	10
  - b. Number of Completed Similar Projects in the Government Sector (ISO 9001:2015) Equivalent points (10%)

Three (3) to Five (5) Similar Projects	2
Six (6) to Seven (7) Similar Projects	4

Eight (8) to Nine (9) Similar Projects	6
Ten (10) to Twelve (12) Similar Projects	8
More than Twelve (12) Similar Projects	10

2. Qualifications of auditors who will be assigned to the project. The applicable score shall be the average score of the two (2) nominated personnel. (25%) Each of the two (2) shall be assessed using the following sub-criteria:

a. Number of Years of Auditing Experience (ISO 9001)	Equivalent points (15%)
At least three (3) Years	2
Four (4) to Five (5) Years	4
Six (6) to Seven (7) Years	6
Eight (8) to Nine (9) Years	8
More than Nine (9) Years	10
b. Number of Similar Projects handled in the Government Sector (ISO 9001)	Equivalent points (10%)
Three (3) to Five (5) Similar Projects	2
Six (6) to Seven (7) Similar Projects	4
Eight (8) to Nine (9) Similar Projects	6
Ten (10) to Twelve (12) Similar Projects	8
More than Twelve (12) Similar Projects	10

The applicable score shall be the average score of the two (2) nominated personnel.

3. Approach and Methodology (10%)
- |  |    |
|--|----|
| a. Clarity of proposed methods and approached to be used; their feasibility, soundness and practicability to site conditions | 5% |
| b. Comprehensiveness   | 5% |
| o Completeness of activities as outlined in the TOR  |    |
| o Logical sequence of activities   |    |
| o Appropriate timing of the activities   |    |
| o Flexible enough, so that it can be modified easily, if necessary   |    |

#### The Financial Proposal

- The approved Budget for the Contract (ABC) shall be the upper limit or ceiling for acceptable Financial Proposal. Financial Proposal received in excess of the ABC shall be automatically rejected.
- The Financial Proposal shall be computed as follows:
  - The lowest Financial Proposal shall receive the maximum score of 40%.
  - The scores of other Financial Proposals shall be computed using the formula:

$$\text{Financial Score} = \text{Lowest Financial Proposal} / \text{Financial Proposal of the Proponent} \times 100 \times 40\%.$$

#### Overall Rating

The overall rating of the proponent shall be the sum of the ratings earned for the Technical Proposal and Financial Proposal.

The contract shall be awarded to the Highest Rated Bid.

**X. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the contract is Ninety Thousand Pesos (P90,000.00) and shall be deemed to include the cost of all taxes, duties, fees, levels and other charges imposed under applicable law.

**XI. SCHEDULE OF PAYMENTS**

The technical consultant shall be paid according to the following breakdown, upon agreement by both parties and to be stipulated in the contract.

Deliverables	Amount
Certification Audit	
Stage 1 – one (1) day	
Stage 2 – 1 (1) day	
Reporting	
Issuance of ISO 9001:2015 Certificate valid for one (1) Year	P90,000.00 (VAT inclusive)
▪ Mobilization fee (15% of the amount) upon signing of the agreement	
▪ 35% - Upon completion of Document check, preparation and planning	
▪ 20% - Upon successful completion of Stage One Audit	
▪ 20% - Upon successful completion of Stage Two Audit	
▪ 10% - Upon Issuance of ISO 9001:2015 Certificate valid for one (1) year	