	BAGUIO WATER DISTRICT BWD Compound, Utility Road, Baguio City 2600	Document No.	ADM-PUR-F003
	REQUEST FOR BIDS/QUOTATION (RQ)	Effectivity Date	February 15, 2020
		Revision No.	00

To: _____
(Name of Supplier)

Contact Person: _____

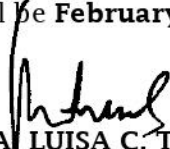
Address: _____

Contact no.: _____


RQ No.: 02-019
PR / JO No.: 019
Date of RQ: February 16, 2023
Purpose of RQ:
Re-Certification of BWD QMS to the
ISO 9001:2015

The Baguio Water District (BWD), through its Bids and Awards (BAC), intends to procure Engagement of the Services of a Certifying Body for the Re-Certification of Baguio Water District (BWD) Quality Management System (QMS) to the ISO 9001:2015 Standards on the Supply, Production, and Distribution through Section 53.9 (Negotiated Procurement – Small Value Procurement) under the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.			
	Qty.	Description	APPROVED BUDGET FOR THE CONTRACT (ABC)
<p>PRICE QUOTATION VALIDITY: Forty-five (45) calendar days</p> <p>DELIVERY TERM / PERIOD: Shall commence upon receipt of the Notice to Proceed and based on the timeline of activities in the Terms of Reference.</p> <p>CONTRACT DURATION: Three (3) years</p> <p>PAYMENT TERMS: Payment shall be made in three (3) installments upon completion of each of the milestones and submission of the required deliverables indicated in the Terms of Reference.</p>	lot	<p>Engagement of the Services of a Certifying Body for the Re-Certification of Baguio Water District (BWD) Quality Management System (QMS) to the ISO 9001:2015 Standards on the Supply, Production, and Distribution</p> <ul style="list-style-type: none">○ BWD has a total of 263 employees as of January 31, 2023 (permanent and contractual).○ The Terms of Reference (TOR) is hereto attached for guidance/ reference. (Annex “A”)○ The ISO 9001:2015 Certificate of BWD is hereto attached for reference. (Annex “B”)○ BWD has no pending Non-Conformities (NCs), both major and minor, from the concluded Second Surveillance Audit conducted last 04 March 2022.○ Any forms, questionnaires, checklists and the like that will be requested by any prospective bidder will not be accomplished by BWD.○ A pre-transfer review, if necessary, will be conducted by the winning bidder after the issuance of a Notice to Proceed. <p>XXX</p> <p>Opening of Quotation: February 27, 2023; 10:00 AM through videoconferencing via the Zoom application, a link will be sent to bidder’s respective email address.</p>	<p>Four Hundred Fifty Thousand Pesos (Php450,000.00)</p> <p>Inclusive of all applicable government taxes and other charges imposed under applicable laws.</p> <p>Shall also cover the following:</p> <ul style="list-style-type: none">✓ Remuneration/ professional fees✓ Incidental Expenses (Communication, Coordination Meetings, etc.)

For any inquires, you may contact us at telephone numbers (074) 444-7230 / (074) 442-3456 or by email at bwd.bac2021@gmail.com. The deadline for written clarifications will be **February 21, 2023.**


ATTY. MA LUISA C. TENEDERO
Chairperson, Bids and Awards Committee

Approved by:


ENGR. SALVADOR M. ROYECA
General Manager

INSTRUCTION AND LIST OF REQUIREMENTS

1. The contract shall be procured through Small Value Procurement.
2. Bidder shall pay the applicable non-refundable fee pursuant to the latest Guidelines issued by the GPBB, in the amount of **P500.00**. The BWD-BAC shall allow the bidder to present its proof of payment. It may be presented in person or through electronic mail.
3. Bidders are required to submit **one (1) set of original or certified true copies** of the following documents upon submission of quotation:
 - A. Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on or before the deadline:
 - a. PhilGEPS Registration Number; **and**
 - b. Valid and current Mayor's / 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;

Note:

A PhilGEPS Certificate of Platinum Membership may be submitted in lieu of the items a and b.

For expired permit, a bidder shall submit the expired documents together with a proof of renewal such as an official receipt, received application form, or such, provided that a copy of your 2023 Mayor's or Business Permit shall be required to be submitted before the issuance of a Notice of Award.

and

- c. Original duly signed and notarized Omnibus Sworn Statement (OSS) in GPBB Prescribed Form.

Note:

- o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative;
 - o For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certified, Board/Partnership Resolution, or SPA, whichever is applicable
- and**
- d. For corporation, Registration certificate from Securities and Exchange Commission (SEC). Office shall be accredited to both the DTI-PAB and an International Accreditation Body;
For sole proprietorship, Department of Trade and Industry (DTI) registration/certificate;
For cooperatives, Cooperative Development Authority (CDA) registration/ certificate;
- and**
- e. Accreditation to provide QMS Certification to ISO 9001:2015 in the field of water supply by the Department of Trade and Industry-Philippine Accreditation Office (DTI-PAB); **and**
 - f. Tax clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **and**
 - g. Latest Annual Income and Business Tax Returns (VAT of Percentage Tax) duly stamped and received by the BIR and duly validated with the tax payments made thereon. Returns filed with Authorized Agent Banks or thru eFPS with corresponding reference numbers shall be deemed duly stamped and received by the BIR. **and**
 - h. List of Ongoing and completed certification projects; **and**
 - i. Certificate of satisfactory service from at least one (1) of its previous Water Utilities clients on delivering quality output on time; **and**

- j. Complete and specific scope of work and implementation modality, including team composition and tasks, time schedule for personnel, and activity work plan; **and**
- k. Original copy of Notarized Bid Securing Declaration or Original copy of Bid Security in any of the following forms and amount not less than the required percentage as prescribed under Section 27 of the Revised IRR of RA No. 9184. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission:

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
Cash or cashier's/ manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
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.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

and

- l. If applicable, valid joint venture agreement (JVA), in case 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 event 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.

Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of all the required documents by any of the joint venture partners constitutes compliance: Provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements before issuance of Notice of Award.

and

- m. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same contract; **and**
- n. 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 **and**
- o. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity. **and**
- p. Duly accomplished conformity with the Terms of Reference (Annex "C"); **and**
- q. Duly accomplished Schedule of Requirements (Annex "D"); **and**
- r. Duly accomplished Price Quotation Form (Annex "E").

4. The quotation duly signed by authorized representative(s), together with the above-stated requirements, must be enclosed in **SEALED ENVELOPE**, duly marked, and must be received on or before **10:00 AM, February 27, 2023** by hand delivery or courier at the following address:

ATTY. MA. LUISA C. TENEDERO
Chairperson, Bids and Awards Committee
Baguio Water District, No. 003 Purok BWD,
Brgy. Marcoville, Utility Road, Baguio City

5. Quotations received after the above-mentioned deadline will not be accepted.
6. The following additional requirements must be submitted by the bidder with the lowest calculated responsive quotation before the issuance of a Notice of Award. Failure to submit before the deadline to be set by the BWD shall mean post-disqualification of quotation and the BWD-BAC will automatically proceed with the 2nd lowest calculated responsive quotation.
- a. Statement of the bidder of all its ongoing government and private certification 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**
 - b. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid that should have been complete within three (3) years prior to the deadline for the submission and receipt of quotation; **and**
 - c. Certifying Body's organizational set-up with a list of key personnel, their curriculum vitae and qualifications.
 - i. at least one (1) team member shall have relevant sector specific experience for water utility operations which apply to the scope of certification;
 - ii. has team members with actual hands-on experience on accrediting/certifying and auditing government services particularly on the QMS Process Scope such as Program Monitoring/Evaluation and Technical Operations of a Water Supply System;
 - iii. at least two (2) auditors of the initial audit team should participate in all audits of the three-year audit cycle;
 - iv. Must have been engaged and certified a water district's key operation on water supply and distribution processes; and
 - v. Must not have provided QMS consulting services or site-specific auditor training to BWD or has no member who has been a former employee of BWD within two (2) years prior to the re-certification audit in order to avoid conflict of interest;
and
 - d. The Bidder's Audited financial statement, showing, among others, the prospective bidder'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 submission; **and**
 - e. Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

TERMS AND CONDITIONS

1. Bidder shall provide correct and accurate information required in this form;
2. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or any of its duly authorized representative(s);
3. Bidder shall ensure that its quotation will reach the address indicated in this Request for Quotation (RQ) on or before the deadline. **Quotations that are received by the BWD after the deadline indicated in this RQ, for whatever reason, shall be rejected and not considered for evaluation.**
4. Price quotation must be valid for a period of forty-five (45) calendar days from the deadline of submission.
5. Price quotation, to be dominated in Philippines peso shall be inclusive of all applicable government taxes and other charges imposed under applicable laws.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the Baguio Water District (BWD) Bids and Awards Committee (BAC) shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. Contract shall be awarded to the lowest quotation which complies with the terms of reference, requirements and other terms and conditions stated herein.
9. Deliverables and scope of services are indicated in the Terms of Reference, which are part of this RQ.
10. Payment shall be made in three (3) installments upon completion of each of the milestones and submission of the required deliverables indicated in the Terms of Reference.
11. Liquidated damages equivalent to one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BWD BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. BWD may cancel or terminate the contract at any time in with the grounds provided under RA No. 8184 and its 2016 revised IRR.

Annex “C”

CONFORMITY WITH TERMS OF REFERENCE

This is to certify that _____ (Name of Company/Bidder) shall adhere to the statements, requirements, scope of services, conditions, deliverables, and terms of payment in accordance with the Terms of Reference (Annex "A") upon implementation of the contract.

Name of Signature of Bidder/Authorized Representative
Date:

Annex “D”

SCHEDULE OF REQUIREMENTS

This is to certify that _____ (Name of Company/Bidder) shall adhere to the following requirements in accordance with the Schedule of Requirements hereof upon implementation of the contract.

Item Number	Description	Total	Delivered, Weeks/Months			
			AUDIT YEAR	ACTIVITIES	DELIVERABLES	SCHEDULE
1	Engagement of the Services of a Certifying Body for the Re-certification of Baguio Water District (BWD) Quality Management System (QMS) to the ISO 9001:2015 Standards on the Supply, Production, and Distribution.	1 lot	2023	Prepare and submit a Certification of Surveillance Audit Plan	<ul style="list-style-type: none">• Certification of Surveillance Audit Plan• Schedule of Activities for the entire duration of the engagement	<ul style="list-style-type: none">• Two (2) weeks prior to recertification /reassessment audit
				Reassessment / recertification Audit	<ul style="list-style-type: none">• Initial Report• Final/ Official Audit Report	<ul style="list-style-type: none">• Presented at the Closing Meeting of the Re-certification Audit• Within five (5) to seven (7) working days from end of re-certification audit, or as agreed upon by BWD and the CB.
				Issuance of (Re certification) ISO 9001:2015 Certificate with three (3) year validity	<ul style="list-style-type: none">• (Recertification) ISO 9001:2015 Certificate	<ul style="list-style-type: none">• Within one (1) month after the conduct of the Re-certification Audit; or upon submission by BWD to, and approval by, the CB of corrections and corrective actions on non-conformity findings, if any, arising from the Re-certification audit.
			2024	1 st Surveillance Audit	<ul style="list-style-type: none">• Initial Audit Report• Final Audit Report	<ul style="list-style-type: none">• to occur within one (1) year from the Re-certification• Presented at the Closing Meeting of the 1st Annual Surveillance Audit• Within five (5) to seven (7) working days from end of surveillance audit; or

						as agreed upon by BWD and the CB.
			2025	2 nd Surveillance Audit	<ul style="list-style-type: none">• Initial Audit Plan• Final Audit Report	<ul style="list-style-type: none">• one (1) year after the conduct of the 1st Surveillance Audit• presented at the Closing Meeting of the 2nd Annual Surveillance Audit• within five (5) to seven (7) working days from end of surveillance audit; or as agreed upon by BWD and the CB.

Name of Signature of Bidder/Authorized Representative
Date:

Annex “E”

PRICE QUOTATION FORM

Date: _____

ATTY. MA. LUISA C. TENEDERO
Chairperson, Bids and Awards Committee
BAGUIO WATER DISTRICT
No. 003 Purok BWD,
Brgy. Marcoville, Utility Road,
Baguio City

Dear **Atty. Tenedero**:

After having carefully read and terms and conditions in the Request for Quotation No. 02-019, hereunder is our price proposal for the item identified below:

Item No.	Description	Qty	Total Price (Php) (Inclusive of all applicable government taxes and other charges imposed under applicable laws)
1	Engagement of the Services of a Certifying Body for the Re-Certification of Baguio Water District (BWD) Quality Management System (QMS) to the ISO 9001:2015 Standards on the Supply, Production, and Distribution See Annex “A” for the Terms of Reference	1 lot	AMOUNT IN WORDS:

If our Bid is accepted, we undertake to provide a performance security in the form and amount specified in the 2016 Revised Implementing Rules and Regulation of RA 9184.

- Note:
- 1. All entries must be typewritten or hand-printed, corrections must be counter-signed.
 - 2. Price offer exceeding the ABC for this project shall be automatically disqualified.
 - 3. Total bid offers shall be Inclusive of all applicable government taxes and other charges imposed under applicable laws. It shall also cover the remuneration / professional fees, incidental expenses such as communication, coordination meetings and etc.
 - 4. Price validity shall be for a period of forty-five (45) calendar days from the date of opening.
 - 5. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

Bidder’s Commitment:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of bidding and evaluation set up by the Bids and Awards Committee.

AUTHORIZED REPRESENTATIVE:
Signature : _____
Printed Name : _____
Date : _____
Name of Bidder/Company : _____
Contact No. : _____

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

[Jurat]

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

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

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

AFFIDAVIT

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

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

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

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

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

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

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

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

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

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office

or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

Statement of all Ongoing Government & Private contracts including contracts awarded but not yet started

Business Name : _____

Business Address : _____

						Amount		
Name of Contract/ Project Cost	Date of Contract	ContractDuration	Owner's Name andAddress	Kinds of Goods	Date of Delivery	Contract	Value of OutstandingContract	End User's acceptance or official receipt(s) or sales invoice issued for the contract
<u>Government</u>								
<u>Private</u>								
						TOTAL COST		

Note: This statement shall be supported with:

1 Notice of Award, Contract, NTP, and other docs, if necessary

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Statement of Bidder’s Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Business Name : _____
Business Address : _____

Name of Con- tract/ Project Cost	Date of Contract	Contract Dura- tion	Owner’s Name and Address	Kinds of Goods	Date of Delivery	Amount of Completed Contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement	End user’s ac- ceptance or offi- cial receipt(s) and sales invoice is- sued for the con- tract
<u>Government</u>							
<u>Private</u>							
						TOTAL COST	

Note: This statement shall be supported with:
1 Notice of Award, Contract, NTP, and other docs, if necessary

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____



BAGUIO WATER DISTRICT

"Serving Mankind is Serving God"



TERMS OF REFERENCE

ENGAGEMENT OF THE SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF BAGUIO WATER DISTRICT (BWD) QUALITY MANAGEMENT SYSTEM (QMS) TO THE ISO 9001:2015 STANDARDS ON THE SUPPLY, PRODUCTION, AND DISTRIBUTION OF POTABLE WATER

I. BACKGROUND:

Baguio Water District (BWD) is a government-owned and controlled corporation (GOCC) under the regulation of the Local Water Utilities Administration (LWUA). As a public utility, BWD is mandated to deliver adequate and potable water at affordable rates to its consumers.

BWD, as an organization, is committed to be a role model agency involved in public service, observe transparency in all its transactions, comply with all applicable laws, undertake corporate social responsibility activities, provide its employees with a healthy and gender-sensitive working environment, with appropriate and adequate training, development and enhancement programs, and opportunities for career growth.

BWD is implementing a Quality Management System (QMS) for all processes in its operations to ensure the delivery of timely and efficient services to its clients. BWD has completed its first Quality Management System Certification on the Supply, Production, and Distribution of Potable Water, which is valid until June 18, 2023.

In order to sustain continuity in the implementation of the BWD QMS, particularly the Supply, Production, and Distribution of Potable Water, and ensure conformance to ISO 9001 standards, there is a need to continue with its ISO recertification.

II. OBJECTIVES:

BWD is in need of a Certifying Body to provide professional and technical auditing services in order to ensure the long-term maintenance of a management system compliant to ISO 9001:2015, and enhance the knowledge and competence of the BWD officials and employees in the effective and continuous implementation of its QMS.

The purpose of this Terms of Reference is to engage the services of a Certifying Body (CB) competent and qualified to re-assess/re-certify conformity and compliance to ISO 9001:2015 standards of the QMS requirements for Supply, Production, and Distribution of Potable Water.

Specific Objectives:

1. To conduct Re-Certification Audit of BWD QMS based on ISO 9001:2015 Standard; and
2. To conduct surveillance audits within the agreed period.

III. QUALIFICATION REQUIREMENTS:

The Certifying Body must comply with the following requirements:

A. Qualification and Competence

1. The Certifying Body must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) to provide QMS certification to ISO 9001:2015 in the field of water supply; further, the CB shall have a locally SEC-registered office accredited to both the DTI-PAB and an international accreditation body;
2. The certifying body/accreditor must satisfy the following:
 - a. at least one (1) team member shall have relevant sector specific experience for water utility operations which apply to the scope of certification;
 - b. has team members with actual hands-on experience on accrediting/certifying and auditing government services particularly on the QMS Process Scope such as Program Monitoring/Evaluation and Technical Operations of a Water Supply System;
 - c. at least two (2) auditors of the initial audit team should participate in all audits of the three-year audit cycle;

- d. Must have been engaged and certified a water district's key operation on water supply and distribution processes; and
- e. Must not have provided QMS consulting services or site-specific auditor training to BWD or has no member who has been a former employee of BWD within two (2) years prior to the re-certification audit in order to avoid conflict of interest;

B. Documentary Requirements/Submission:

Interested bidders must submit the following:

1. Eligibility Requirements:

- a. Must possess the necessary government permits and documents such as, but not limited to, PhilGEPS Certificate of Registration, Mayor's or Business Permit, Tax Clearance, DTI-PAB certification/accreditation, SEC registration, and Income Tax Return, among others.
- b. The Certifying Body shall submit the following documents pursuant to Bureau of Internal Revenue Regulations No. 3-2005 dated 16 February 2005, as part of the eligibility documents:

Latest Annual Income and Business Tax Returns (VAT of Percentage Tax) duly stamped and received by the BIR and duly validated with the tax payments made thereon. Returns filed with Authorized Agent Banks or thru eFPS with corresponding reference numbers shall be deemed duly stamped and received by the BIR; BIR Tax Clearance; and all other documents indicated in the Bid Documents.

2. Technical Proposal:

- a. List of ongoing and completed certification projects; and
- b. Certificate of satisfactory service from at least one (1) of its previous Water Utilities clients on delivering quality output on time; and

- c. Complete and specific scope of work and implementation modality, including team composition and tasks, time schedule for personnel, and activity work plan.

3. Financial Proposal

IV. SCOPE OF SERVICES:

The Certifying Body is expected to:

1. Prepare and submit a Certification of Surveillance Audit Plan not later than two (2) weeks prior to recertification/reassessment audit with schedule of activities for the entire duration of the engagement;
2. Conduct ISO 9001:2015 Recertification Audit on Supply, Production, and Distribution processes of potable water to review the effectiveness of QMS implementation;
3. Issue ISO 9001:2015 certification valid for three (3) years within one (1) month from date of BWD's receipt of the written recommendation for certification;
4. Conduct 1st and 2nd Surveillance Audits for the 2nd and 3rd year, following the initial recertification audit;
5. Provide a full audit report on the processes audited consistent with the content of the approved scope of work/deliverables to BWD within five (5) to seven (7) working days after each surveillance and re- certification audit, or as agreed upon by BWD and the CB. The report may include suggestions on how to address the audit findings.

V. SELECTION CRITERIA/CONDITIONS OF ENGAGEMENT:

1. The Certifying Body must provide the Baguio Water District its Company Profile highlighting related projects, clients, scope of work and implementation methodologies. The Curriculum Vitae including their qualifications of the proposed certification team should also be submitted.

2. The Certifying Body should include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes between BWD and the certification body cannot be made, BWD shall be afforded the right to lodge appeals about the decisions of the Certifying Team/Audit Team through an independent arbitrator. Independently from this, the legal path shall be open to both parties.
3. All information reviewed and recorded by the certification body audit team must be treated with utmost confidentiality at all times.
4. The Certifying Body should adhere to the agreed scope of work/deliverables which are approved prior by BWD.
5. The Certifying Body shall submit the required legal, technical and financial eligibility documents pursuant to Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”, and its 2016 Revised Implementing Rules and Regulations, as listed in Item III.B.
6. The Certifying Body must abide by the certification/ accreditation principles, terminologies, and guidelines as specified in the ISO 9001:2015 - Guidelines for Quality Management System.

A bidder may or may not include in its offer the conduct of awareness, documentation and internal audit courses as part of the contract.

VI. ENGAGEMENT FEE/COST OF SERVICES

The services of the Certifying Body will be engaged for three (3) years and it shall commence upon receipt of the Notice to Proceed (NTP) from the Baguio Water District. The Approved Budget Cost (ABC) for the contract of services is Four Hundred Fifty Thousand Pesos (Php450,000.00) inclusive of all applicable government taxes and other charges imposed under applicable laws. The cost of engagement of the certifying body shall be based on the agreed contract between the two (2) parties.

The Approved Budget Cost (ABC) shall also cover the following:

- ✓ Remuneration/professional fees;
- ✓ incidental expenses (communication, coordination meetings, etc.)

VII. DELIVERABLES AND TERMS OF PAYMENT

Payment shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables for the identified business process:

Deliverables	Timeline
1. Audit Plan	At least three (3) weeks prior to each audit schedule.
2. Reassessment/ Recertification audit; Audit Report	Initial Report to be presented at the Closing Meeting of the Re-certification Audit and the Final/ Official Audit Report to be submitted to the client's official email address within seven (7) working days from end of re-certification audit, or as agreed upon by BWD and the CB.
3. Issuance of (Re-certification) ISO 9001:2015 Certificate with three (3) year validity	Within one (1) month after the conduct of the Re-certification Audit; or upon submission by BWD to, and approval by, the CB of corrections and corrective actions on non-conformity findings, if any, arising from the Re-certification audit.
4. 1 st Annual Surveillance Audit (to occur within one (1) year from the Re-certification; Audit Report	Initial Audit Report to be presented at the Closing Meeting of the 1 st Annual Surveillance Audit while the Final Audit Report will be submitted within seven (7) working days from end of surveillance audit; or as agreed upon by BWD and the CB.
5. 2 nd Surveillance Audit (one (1) year after the conduct of the 1 st Surveillance Audit); Audit Report	Initial Audit Report to be presented at the Closing Meeting of the 2 ND Annual Surveillance Audit while the Final Audit Report will be submitted within seven (7) working days from end of surveillance audit; or as agreed upon by BWD and the CB.

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

Deliverable/Activity	Payment
1. After re-certification Audit and Issuance of ISO 9001:2015 Certificate valid for three (3) years for the Scope: <i>“Supply, Production, and Distribution of Potable Water”</i>	50% of the total contract cost
2. Upon completion of the 1 st Year Surveillance Audit and submission of Audit Report	25% of the total contract cost
3. Upon completion of the 2 nd Year Surveillance Audit and submission of Audit Report	25% of the total contract cost

Each payment shall be supported by a Certification of Satisfactory Service based on the work/services rendered comprising the actual outputs as certified by the ISO Committee and duly endorsed and approved by the QMR or his authorized representative.

Note: If the man-days will exceed, no additional cost shall be charged to BWD, as long as the activities are within the scope and deliverables set forth between BWD and the Certifying Body.

VIII. SOURCE OF FUNDS

BWD Corporate Operating Budget

IX. CONFIDENTIALITY AND IMPARTIALITY CLAUSE

The CB shall not, at any time, communicate to any person or entity any confidential information acquired during the course of the audit services, nor shall the CB make public the findings/observations / commendations formulated in the course of, or as a result of, the services.

The CB shall likewise uphold the importance of impartiality in the certification process and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the entire process.

X. SPECIAL PROVISIONS

1. Bidder must submit proposed activities and timeline.
2. Selected company shall render deliverables (QMS Workplan) within the agreed timeline.
3. Audit fees to be quoted should exclude travel and accommodation costs which shall be for the account of the client.
4. During the contract implementation, the Certifying Body shall pay taxes in full and on time and that failure to do so will entitle BWD to suspend payment on the services delivered by the Certifying Body.
5. CB must treat with utmost confidentiality all information and materials gathered and used relating to this engagement or BWD's business processes or operations.
6. Accommodation and transportation expenses of the audit team shall be borne by the BWD.
7. BWD shall reserve the right to reschedule any planned audits due to unforeseen circumstances such as force majeure, conflict with priority and relevant agency operations and activities, and management discretion, provided that any changes are communicated with the Certifying Body at least ten (10) working days prior to the scheduled audit.

X. CONTACT PERSON

ATTY. MA. LUISA C. TENEDERO

Bids and Awards Committee Chairperson, Baguio Water District
(074) 442-3456

Approved:



ENGR. SALVADOR M. ROYECA
General Manager



Certificate of Registration

This is to certify that

Baguio Water District

Utility Road, Barangay Marcoville, Baguio City 2600, Philippines

operates a management system which has been assessed as conforming to

ISO 9001:2015

for the scope of activities

Supply, production, and distribution of potable water.

Certificate No: **CIP/5305/20/03/1123**

Issue Date: **19 June 2020**

Valid Until: **18 June 2023**

subject to adherence to the agreed ongoing audit programme,
successful endorsement of certification following each audit and
compliance with CI Regulations.

The current status of certificates can be verified at
www.certificationinternational.ph/certificate-verification

Renato V. Navarrete
Chairman and President

