

**CALL FOR THE SUBMISSION OF PROPOSAL FOR THE PROCUREMENT OF SERVICES OF  
ISO CERTIFYING BODY FOR PHILRICE CES AND BRANCH STATIONS UNDER  
NEGOTIATED PROCUREMENT SECTION 53.1 OF THE RIRR OF RA 9184  
TWO FAILED BIDDINGS**

Due to the second failure of bidding for this project, we are entering into Negotiated Procurement Section 53.1 of the RIRR of RA 9184, as such we would like to invite you to submit your best proposal for the **PROCUREMENT OF SERVICES OF ISO CERTIFYING BODY FOR PHILRICE CES AND BRANCH STATIONS** on or before 10 August 2023; 11:00AM at the Procurement Management Division (PMD) to be followed by the opening of bids at 2:00PM;

The Approved Budget for the Contract (ABC) is **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (PhP 1,500,000.00)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Along with your proposal, please submit the following documentary requirements and accomplish the Statement of Compliance, non-submission of the required documents and the Statement of Compliance shall mean disqualification to obtain an award or be considered in the evaluation.

**DOCUMENTARY REQUIREMENTS:**

**I. TECHNICAL COMPONENT ENVELOPE**

*Class "A" Documents*

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years;
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (h) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (i) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (j) [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.
- ☐ (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Interested bidders or Service Providers shall comply with the following:

TECHNICAL SPECIFICATIONS:

I. PROJECT TITLE: Procurement of Services of ISO Certifying Body

II. PROJECT DESCRIPTION

The DA-Philippine Rice Research Institute (DA-PhilRice) is committed to deliver high-quality services to its entire clientele. To ensure that this goal is achieved and sustained, a culture of quality and integrity through three ISO certifications (ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018) should be maintained. The Institute and its branch stations have been certified to ISO 9001:2015 for its processes since 2006.

As such, the engagement of a Certifying Body (CB) is needed to provide independent confirmation that DA-PhilRice’s systems meet ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 requirements, and if found compliant, issue the corresponding certifications, and conduct the required surveillance audits.

Specifically, the third-party CB is expected to:

1. Conduct pre-assessment audit (*optional*);
2. Prepare certification audit plan and implement it accordingly;
3. Prepare and submit an audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 standards or on documented procedures, and suggestions on how to address these at the end of the on-site audit; and
4. Conduct 1st and 2nd surveillance audits on the 2nd and 3rd year, respectively.

III. COVERAGE OF AUDIT

The project will cover three Certifications for DA-PhilRice:

1. **ISO 9001:2015 Certification or Recertification of Quality Management System (QMS)** covers the Central Experiment Station and Branch Stations, with the following addresses and number of employees:

Branch Stations / Address	Number of Employees			
	Permanent	Contractual	Service Contractor	Total
DA-PhilRice CES / Maligaya, Science City of Muñoz, Nueva Ecija	156	12	693	861
DA-PhilRice Batac /MMSU Campus, Marcos Ave, Batac City,Ilocos Norte	15	4	84	103
DA-PhilRice Isabela / Malasin,	17	4	91	112



San Mateo, Isabela				
DA-PhilRice Los Baños, UPLB Campus, Los Baños, Laguna	11	4	127	142
DA-PhilRice Bicol / Batang, Ligao City, Albay	11	4	99	114
DA-PhilRice Agusan / Basilisa, RTRomualdez, Agusan Del Norte	14	4	112	130
DA-PhilRice Negros / Cansilayan, Murcia, Negros Occidental	16	4	127	147
DA-PhilRice Midsayap / Bual Norte, Midsayap, North Cotabato	15	4	116	135

2. The **ISO 14001:2015 Environmental Management System (EMS)** and **ISO 45001:2018 Occupational Health and Safety Management System (OHSMS)** will cover CES.

The audits shall be conducted not later than August 30 of every inclusive year.

Activities	Deliverables
Stage 1 and 2 Initial Audit and Reporting (Year 1)	Certification for ISO 9001:2015, ISO 14001: 2015, and ISO 45001: 2018, as applicable
Annual Surveillance Audit and Reporting (Year 2)	Conduct of Surveillance Audit
Annual Surveillance Audit and Reporting (Year 3)	

IV. ESTIMATED BUDGET

The services of the CB will be engaged for a period of three (3) years from the date of issuance of Notice to Proceed.

For and in consideration of the services of the CB, the approved budget for the contract is **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (PhP 1,500,000.00)**, inclusive of all applicable taxes, to cover the following activities:

Certification Package Inclusions:

- Three (3) Certificates for CES and one (1) each per Branch Station
- Complimentary all-Weather Banners (all certified sites)
- One (1) Landscape 6x3 ft
- One (1) Portrait 5x2 ft

V. OTHER INFORMATION

The evaluation process shall not only consider the price proposal but the track record and the qualifications of the proposed Audit Team.



**Philippine Rice Research Institute**  
Central Experiment Station  
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Please submit your sealed proposal in three (3 copies) to the BAC Secretariat Office, Procurement Management Division located at PhilRice Central Experiment Station, Science City of Munoz, Nueva Ecija on or before 10 August 2023, 11:00AM

For any queries, you may call the BAC Secretariat Office at telephone number (+63) 928 306 7680 or email at bacsecretariat2@philrice.gov.ph.

  
**LUIS ALEJANDRE I. TAMANI**  
Chairperson, BAC for Goods and Services

**Better PhilRice. Better Rice-Farming Communities.**

Email: prri.mail@mail.philrice.gov.ph Text Center: (+63) 917-111-7423

Websites: www.philrice.gov.ph, www.pinoyrice.com

Liaison Office: 3rd Floor, ATI building, Elliptical Road, Diliman, Quezon City

Mobile No.: (+63)928-915-9628



## 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.

Item no.	Description	Unit	Qty	Total ABC	Division	Delivery Period
1	Procurement of Services of ISO Certifying Body for the three (3) Standards:  1. Quality Management System ISO 9001:2015 2. Environmental Management System ( ISO 14001:2015) 3. Occupational Health and Safety Management System (ISO 45001:2018)	1	lot	1,500,000.00	IMSSO	3 years  Audit plan must be submitted within 10 days after receipt of Notice to Proceed (NTP)

I hereby certify to comply and deliver all of the above requirements in accordance with the above stated schedule.

Name of Company

Signature over Printed Name of the authorized representative

Date



STATEMENT OF COMPLIANCE

Item	Specification	Statement of Compliance
		<p><b>Statement of Compliance</b></p> <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p><b>Procurement of Services of ISO Certifying Body for the following three (3) Standards:</b></p> <ol style="list-style-type: none"> <li>Quality Management System (ISO 9001:2015) for PhilRice CES and seven (7) Branch Stations</li> <li>Environmental Management System ( ISO 14001:2015) for PhilRice CES</li> <li>Occupational Health and Safety Management System (ISO 45001:2018) for PhilRice CES</li> </ol> <p>The three (3) Certifications shall include the following:</p> <ul style="list-style-type: none"> <li>Three (3) Certificates for CES and one (1) each per Branch Station</li> <li>Complimentary all-Weather Banners (all certified sites)</li> <li>One (1) Landscape 6x3 ft</li> <li>One (1) Portrait 5x2 ft</li> </ul>	
IV.	<p><b>TECHNICAL REQUIREMENT</b></p> <ol style="list-style-type: none"> <li>The CB shall provide its <b>company profile</b> highlighting related projects, list of private and government clients, scope of work, and implementation methodology. <b>Curriculum vitae of the proposed audit team shall also be submitted.</b></li> <li>The CB shall provide its company’s proof of valid accreditation from the Department of Trade and Industry – Philippine Accreditation Office or</li> </ol>	

	<p>International Accreditation Forum (IAF) and covered scope, i.e., Public Administration, etc. (ISIC Rev.4 code 8411) for globally recognized and accredited certification body.</p> <p>3. To avoid conflict of interest, CBs that have provided QMS consulting services or site-specific auditor training within the last two (2) years to a particular group/unit within the procuring entity shall not be contracted as a CB for the procuring entity.</p> <p>NOTE:  <i>Consulting refers to the provision of training on QMS documentation development, or assistance with implementation of QMS to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum are not considered as consulting.</i></p> <p>4. The CB shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the CB cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path shall be open to both parties.</p> <p>5. The CB shall adhere to the agreed scope of work/deliverables.</p> <p>6. The CB audit team shall provide full report on the operations audited consistent with the content of the approved scope of work/deliverables to the agency at the end of each initial, surveillance, and re-certification audits unless otherwise agreed by the procuring agency/client.</p> <p>7. The CB should be accredited for the relevant scope(s) of the DA-PhilRice. Its audit teams, including surveillance, shall satisfy the following:</p> <p>a. Consist of qualified auditors for Quality Management, Environmental Management, and Occupational Health and Safety to conduct audits in the name of certification body.</p> <p>Note: The audit team may use external experts on the specified QMS, EMS and OHSMS process scopes as necessary.</p> <p>b. The lead auditor should have actual hands-on experience on the required certifications of at least three (3) years in all ISO QMS, EMS, &amp; OHSMS audits for public sector processes.</p>	
--	---	--



	<p>c. The team members should have actual hands-on experience of at least three (3) years in any of the required certifications in any of the standards based on their specialization.</p> <p>d. Have team members with at least three (3) years auditing experience of the government, particularly research and development institutions.</p> <p>e. No member of the audit team should have provided consultancy for the procuring agency within two (2) years prior to the audit.</p> <p>f. At least one auditor of the audit team should participate in succeeding audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be assigned.</p> <p>g. Replacement of any team member shall require prior written conformity from DA-PhilRice.</p> <p>8. The CB audit team shall abide with the auditing principles, terminologies, and guidelines as specified in the ISO 19011:2018 – Guidelines for quality and/or environmental management systems auditing.</p> <p>9. The bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.</p> <p>10. The bidder must be operating as such for at least five (5) years reckoned from the date of submission of the bid documents or quotation.</p> <p>11. Audits will be conducted on-site (if situation permits).</p> <p><b>*NOTE:</b> <b>Non-submission of the required documents /attachments will mean disqualification to obtain award or be considered in the evaluation process.</b></p>	
V.	<p><b>SCOPE OF WORK</b></p> <p>The scope of audit shall cover the following DA-PhilRice processes:</p> <ul style="list-style-type: none"><li>• Rice Research &amp; Development</li><li>• Business Development (seed production, marketing, distribution, and other products)</li></ul>	





	<ul style="list-style-type: none"> <li>Rice Competitiveness Enhancement Fund – Program Management Office</li> <li>General Administrative Systems and Services</li> <li>Executive Management</li> </ul>	
VI.	<p><b>EXPECTED OUTPUTS</b></p> <p>1. The Certifying Body is expected to provide the following services:</p> <p><b>Certification Audit</b></p> <p>Stage 1</p> <ul style="list-style-type: none"> <li>Prepare and submit certification audit plan</li> </ul> <p>Stage 2</p> <ul style="list-style-type: none"> <li>Conduct on-site certification audit;</li> <li>Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to the three (3) standards or on documented procedures and suggestions on how to address these at the end of the on-site audit</li> <li>Issuance of three (3) certificates (ISO 9001:2015, 14001:2015, and 45001:2018) for PhilRice CES and ISO 9001:2015 certificate for seven (7) DA-PhilRice Stations valid for three (3) years.</li> </ul> <p><b>Surveillance Audits for the 2<sup>nd</sup> and 3<sup>rd</sup> years</b></p> <ul style="list-style-type: none"> <li>Prepare and submit audit plan</li> <li>Conduct on-site surveillance audit</li> <li>Prepare and submit surveillance audit report</li> </ul> <p>The CB shall likewise accommodate requests of Government Quality Management Committee-Department of Budget and Management (GQMC-DBM) Secretariat and/or other oversight/validating agencies for information or documents relative to ISO certification.</p>	
VII.	<p><b>MODE OF PAYMENT</b></p> <p>Payment on the project shall be in accordance with the following accomplishment:</p> <p><b>Year 1 (50% of the contract price):</b></p> <p><b>Full payment upon receipt of the certificates</b></p> <p><b>Year 2 (25% of the contract price)</b></p> <p><b>Full payment upon submission of the audit report</b></p>	

	<p><b><i>Year 3 (25% of the contract price)</i></b></p> <p><b><i>Full payment upon submission of the audit report .</i></b></p> <p>Note:  <b>A separate contract/PO will be issued for each year of coverage.</b></p>	
VIII.	<p><b>LIQUIDATED DAMAGES</b></p> <p>If the contractor fails to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.</p>	
IX.	<p><b>CONFIDENTIALITY OF DATA AND INFORMATION</b></p> <p>All the materials, data, and information used and generated through this engagement shall be under the sole ownership of DA-PhilRice. The Certifying Body and any of its personnel shall at all times maintain the confidentiality of such materials, data, and information, and shall not use nor disseminate the same for any purpose, until considered declassified and issued with a written consent of DA-PhilRice. The Certifying Body shall be required to sign Confidentiality/Non-Disclosure Agreement upon Notice of Award (NOA).</p>	
X.	<p><b>APPLICATION OF RA 9184 AND 2016 RIRR</b></p> <p>The provisions of RA 9184 and its 2016 Revised Implementing Rules and Regulations are deemed incorporated by reference.</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of company

Signature over Printed Name  
of the authorized representative

Date

## BID PROPOSAL

Date: \_\_\_\_\_

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

Having examined the requirements stated in the Call for Proposal we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Call for Proposal for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with this Bid Proposal. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties which are itemized herein or in the price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Call for Bid Proposal;
- b. to provide a performance security in the form, amounts, and within the times prescribed;
- c. to abide by the Bid Validity Period specified and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the call for proposal.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

PRICE SCHEDULE

Particulars	Price Proposal
<b>Certification Audit (Year 1)</b> Stage 1 <ul style="list-style-type: none"><li>Prepare and submit certification audit plan</li></ul> Stage 2 <ul style="list-style-type: none"><li>Conduct on-site certification audit;</li><li>Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to the three (3) standards or on documented procedures and suggestions on how to address these at the end of the on-site audit</li><li>Issuance of three (3) certificates (ISO 9001:2015, 14001:2015, and 45001:2018) for PhilRice CES and ISO 9001:2015 certificate for seven (7) DA-PhilRice Stations valid for three (3) years.</li></ul>	
<b>Surveillance Audit (Year 2)</b> <ul style="list-style-type: none"><li>Prepare and submit audit plan</li><li>Conduct on-site surveillance audit</li><li>Prepare and submit surveillance audit report</li></ul>	
<b>Surveillance Audit (Year 3)</b> <ul style="list-style-type: none"><li>Prepare and submit audit plan</li><li>Conduct on-site surveillance audit</li><li>Prepare and submit surveillance audit report</li></ul>	
TOTAL BID PRICE	

I hereby certify to comply and deliver all of the above requirements in accordance with the above stated schedule.

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_