



Republic of the Philippines
**Northwestern Mindanao State College
of Science and Technology**

PHILIPPINE BIDDING DOCUMENTS

Part I

**20PBTNMSC14 – S
PROCUREMENT OF CONSULTING SERVICES
FOR THE IMPLEMENTATION/
DOCUMENTATION OF THE COLLEGE’S
QUALITY MANAGEMENT SYSTEM (QMS)
ALIGNED WITH AND CERTIFIABLE TO ISO
9001:2015 STANDARD**

Approved Budget for
the Contract : Php. 750,000.00

Contract Location : NMSCST, Labuyo
Tangub City

October 22 – October 30, 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and

PROCUREMENT OF CONSULTING SERVICES FOR THE IMPLEMENTATION/ DOCUMENTATION OF THE COLLEGE'S QUALITY MANAGEMENT SYSTEM (QMS) ALIGNED WITH AND CERTIFIABLE TO ISO 9001:2015 STANDARD

Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the "name of the Procuring Entity" and "address for proposal submission," should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should

strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.

- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Projector Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

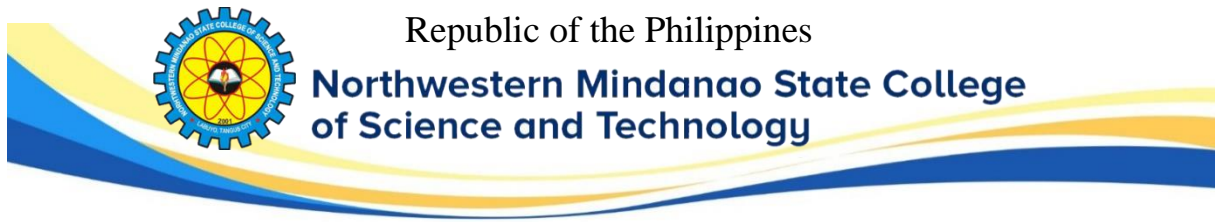
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PART I

Section I. Request for Expression of Interest



REQUEST FOR EXPRESSION OF INTEREST
**PROCUREMENT OF CONSULTING SERVICES FOR THE
IMPLEMENTATION/ DOCUMENTATION OF THE COLLEGE'S QUALITY
MANAGEMENT SYSTEM (QMS) ALIGNED WITH AND CERTIFIABLE
TO ISO 9001:2015 STANDARD**

1. The Northwestern Mindanao State College of Science and Technology (NMSCST), through the STF FY 2020 intends to apply the sum of Seven hundred fifty thousand Pesos only (Php. 750,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for 20PBTNMSC14-S: Procurement of Consultancy Services for the Implementation/ Documentation of the College's Quality Management System (QMS) Aligned with and Certifiable to ISO 9001:2015 Standard. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NMSCST now calls for the submission of eligibility documents for Procurement of Consultancy Services for the Implementation/ Documentation of the College's Quality Management System (QMS) Aligned with and Certifiable to ISO 9001:2015 Standard. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before 30th of October 2020, 9:00 AM at NMSCST BAC Office or thru email (bacsecoffice@nmsc.edu.ph). Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during 8:00 – 5:00 PM, Monday to Friday.
4. A complete set of Bidding Documents may be acquired by interested Bidders on October 31 – November 18, 2020 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Seven Hundred Fifty Pesos (Php. 750.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (www.nmsc.edu.ph), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its 2016 Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

Criteria	Points
Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures	50%
Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking	30%
Current workload relative to capacity	20%
Total	100%

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights allocated are 60% Technical Proposal and 40% for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instruction to Bidders.
8. The contract shall be completed as indicated in the Term of References (TOR) as attached.
9. The NMSCST reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

RICHLY A. TAGBACAULA
Head, BAC Secretariat
Office of the BAC Secretariat
NMSCST, Labuyo
Tangub City 7214
09667707473|bacsecoffice@nmsc.edu.ph

Dr. MARILOU M. ABATAYO
BAC Chairperson

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
 - (f) bear the specific identification of this Project indicated in the EDS; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped

by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	1 lot Procurement of Consulting Services for the Implementation /Documentation of the College’s Quality Management System (QMS) Aligned with and Certifiable to ISO 9001:2015 Standard
1.3	No further instructions.
2.1	<p>The Consultant shall submit the following Eligibility and Technical Documents arranged, numbered and tabbed as enumerated below:</p> <p><u>Class “A” Documents:</u></p> <p><u>Eligibility Documents:</u></p> <p>1)Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.</p> <p>2)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 (2016 Revised IRR of RA9184) together with corresponding copy of receipt(s)of payments of the said permit.</p> <p>Acceptability of the recently expired Mayor’s Permit or Business Permit and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter. Provided that, the current and valid Mayor’s Permit, as renewed, will be submitted by the Bidder with the LCRB/HRRB as a condition to the award of contract (GPPB CIRCULAR 01-2015, dated 30 January 2015).</p> <p>For Individual Consultants not registered under a Sole Proprietorship, a BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor’s/Business Permit.3)Tax clearance per Executive Order No. 398, Series of 2005 issued by BIR main office Accounts Receivable Monitoring Division (ARMD), as finally reviewed and approved by the BIR pursuant to RR 01-2016 of BIR;</p> <p>NOTE: In case of a foreign JV Partner either Delinquency Verification Certification to Non-Resident Foreign Corporations</p> <p>15(NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB), the Tax Clearance form required under BIR RR 3-2005, the CED of the BIR issues NRFC / NRANETB attesting to the fact that the taxpayer has no outstanding Final Assessment Notice and/or delinquent</p>

account or may be substituted by the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned.

4)The Consultant's / Consulting Firm's audited financial statements, showing among others, the Consultant's Total and Current Assets and Liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.

NOTE:

- 1)Bidders may still submit the Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR; or
- 2) If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of Class "A" Eligibility Documents; or
- 3) A combination thereof in case any of the earlier uploaded Class "A" Eligibility Documents has been expired. In the event the bidder opted to submit only the Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 DATED 31 July 2017)

Technical Documents:

5)Statement of the prospective bidders of ALL its ongoing and completed 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 within two (2)years prior to the deadline for the submission and receipt of bids(Use Form Nos. 1 and 2).

6)Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professionals, including respective curriculum vitae (Use Form Nos. 3 and 4).

Class "B" Document:

7)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 RA9184).

NOTE: Based on Clause 24.1 (b) of the IRR of RA 9184, in case of a JVA, each joint venture partner shall submit the following arranged, numbered and tabbed as enumerated below:

1) SEC/DTI or appropriate equivalents documents, if any, issued by the country of the foreign bidder concerned;

2) 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 together with corresponding copy of receipt(s) of payments of the said permit;

Acceptability of the submission of the bidder's recently expired Mayor's Permit or Business Permit and the Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter; Provided that, the current and valid Mayor's Permit as renewed, will be submitted by the bidder with the LCRB as a condition to the award of contract (GPPB CIRCULAR 01-2015, dated 30 January 2015).

3) Tax clearance per Executive Order No. 398, Series of 2005 issued by BIR main office Accounts Receivable Monitoring Division (ARMD), as finally reviewed and approved by the BIR pursuant to RR 01-2016 of BIR or Delinquency Verification Certification to Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB), (GPPB NPM 045-2013, dated 07 June 2013).

4) The Consultant's / Consulting Firm's audited financial statements, showing among others, the Consultant's Total and Current Assets and Liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.

NOTE: The submission of technical and financial 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.

NOTE:

a) Bidders may still submit the Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR; or

b) If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of Class "A" Eligibility Documents; or

c) A combination thereof in case any of the earlier uploaded Class "A" Eligibility Documents has been expired.

In the event the bidder opted to submit only the Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain

	a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 dated 31 July 2017).
2.1(a)(ii)	The statement of ALL ongoing and completed government and private contracts shall include all such contracts within three (3) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	State acceptable proof of satisfactory completion of completed contracts. <ul style="list-style-type: none"> • Certificate of Satisfactory completion issued by the client
4.2	Each prospective bidder shall submit one (1) original and <i>two</i> (2) copies of the first and second components of its bid: 1 st copy – marked as “ORIGINAL”; 2 nd copy-marked as “COPY 1”; 3 rd copy-marked as “COPY 2”. If submitted thru email, submit the original scan copy (PDF format) with duly signed stamped from the original and following the order of documents provided in the last page.
4.3	All envelopes shall: <ol style="list-style-type: none"> Contain the name of the contract to be bid in capital letters; Bear the name and address of the Bidder in capital letters; Be addressed to the BAC in accordance with ITB Clause; Bear the specific identification of this bidding process indicated in the ITB Clause; and Bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with ITB Clause.
(e)	(Please refer to TOR attached)
(f)	(Please refer to TOR attached)
5	The address for submission of eligibility documents is: Bids and Awards Committee NMSCST, Labuyo Tangub City 7214 Email: bacsecoffice@nmsc.edu.ph The deadline for submission of eligibility documents is <i>on October 30, 2020 at 9:00 AM</i>
8	The place of opening of eligibility documents is: NMSCST Legarda Hall, Labuyo, Tangub City And/or via online – google meet

	Meeting ID: TBA The date and time of opening of eligibility documents is <i>on October 30, 2020 at 01:00 PM</i>				
9.1	Similar Contracts shall refer to: Certification of Organizations to ISO 9001 Quality Management System (QMS)				
9.2	<p>The short list shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids, shall be based on the following criteria and rating:</p> <table border="1"> <tr> <td> <p>Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures:</p> <p>1. Firm's Years of Experience (10%)</p> <ul style="list-style-type: none"> • <i>More than 15 years (100%)</i> • <i>10-14 years (85%)</i> • <i>5-9 years (75%)</i> • <i>1-4 years (50%)</i> • <i>0 (0%)</i> <p>2. Audited QMS of Philippine Government Institutions except Public Educational Institutions (15%)</p> <ul style="list-style-type: none"> • <i>More than 10 institutions (100%)</i> • <i>7-9 institutions (85%)</i> • <i>4-6 institutions (75%)</i> • <i>1-3 institutions (50%)</i> • <i>0 institutions (0%)</i> <p>3. Audited educational institutions or with education related services process (15%)</p> <ul style="list-style-type: none"> • <i>More than 10 institutions (100%)</i> • <i>7-9 institutions (85%)</i> • <i>4-6 institutions (75%)</i> • <i>1-3 institutions (50%)</i> • <i>0 institutions (0%)</i> <p>4. Submitted Certificate of Satisfactory Completion (CSRs) (10%)</p> <ul style="list-style-type: none"> • <i>More than 10 CRS (100%)</i> • <i>7-9 CSR (85%)</i> • <i>4-6 CSR (75%)</i> • <i>1-3 CSR (50%)</i> • <i>0 institutions (0%)</i> </td> <td style="text-align: center; vertical-align: top;">50%</td> </tr> <tr> <td> <p>Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking</p> <p>1. At least 5 years' experience in ISO QMS Audit (15%)</p> <ul style="list-style-type: none"> • <i>5 years (100%)</i> • <i>4 years (85%)</i> • <i>3 years (75%)</i> • <i>2 years (65%)</i> • <i>1 years (50%)</i> • <i>0 (0%)</i> <p>2. Audited educational institution (15%)</p> <ul style="list-style-type: none"> • <i>More than 5 institutions (100%)</i> • <i>4 institutions (85%)</i> • <i>3 institutions (75%)</i> </td> <td style="text-align: center; vertical-align: top;">30%</td> </tr> </table>	<p>Applicable experience of the consultant (meaning the consulting firm) and associates in case of joint ventures:</p> <p>1. Firm's Years of Experience (10%)</p> <ul style="list-style-type: none"> • <i>More than 15 years (100%)</i> • <i>10-14 years (85%)</i> • <i>5-9 years (75%)</i> • <i>1-4 years (50%)</i> • <i>0 (0%)</i> <p>2. Audited QMS of Philippine Government Institutions except Public Educational Institutions (15%)</p> <ul style="list-style-type: none"> • <i>More than 10 institutions (100%)</i> • <i>7-9 institutions (85%)</i> • <i>4-6 institutions (75%)</i> • <i>1-3 institutions (50%)</i> • <i>0 institutions (0%)</i> <p>3. Audited educational institutions or with education related services process (15%)</p> <ul style="list-style-type: none"> • <i>More than 10 institutions (100%)</i> • <i>7-9 institutions (85%)</i> • <i>4-6 institutions (75%)</i> • <i>1-3 institutions (50%)</i> • <i>0 institutions (0%)</i> <p>4. Submitted Certificate of Satisfactory Completion (CSRs) (10%)</p> <ul style="list-style-type: none"> • <i>More than 10 CRS (100%)</i> • <i>7-9 CSR (85%)</i> • <i>4-6 CSR (75%)</i> • <i>1-3 CSR (50%)</i> • <i>0 institutions (0%)</i> 	50%	<p>Qualification of principal and key staff of the consultant who may be assigned to the job vis-à-vis extent and complexity of the undertaking</p> <p>1. At least 5 years' experience in ISO QMS Audit (15%)</p> <ul style="list-style-type: none"> • <i>5 years (100%)</i> • <i>4 years (85%)</i> • <i>3 years (75%)</i> • <i>2 years (65%)</i> • <i>1 years (50%)</i> • <i>0 (0%)</i> <p>2. Audited educational institution (15%)</p> <ul style="list-style-type: none"> • <i>More than 5 institutions (100%)</i> • <i>4 institutions (85%)</i> • <i>3 institutions (75%)</i> 	30%
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	<ul style="list-style-type: none"> • 2 institutions (65%) • 1 institution (50%) • 0 institution (0%) 	
	1. Current workload relative to capacity (20%) <ul style="list-style-type: none"> • Less than 2 projects (100%) • 2 projects (90%) • 3-4 projects (80%) • More than 5 projects (50%) 	20%
	Total	100%
	Application for eligibility will be evaluated on a pass/fail basis. Consultants shall be ranked.	

Term of Reference

I. Background

E0 605 directs all departments and agencies of the Executive branch, including all Government-Owned and/or Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs) to adopt ISO 9001:2000 Government Quality Management Systems Standards (GQMSS) as part of the implementation of a Government-wide Quality Management Program (GQMP). The State Universities and Colleges (SUCs) are likewise enjoined to establish ISO Quality Management Systems (ISO-QMS) and be certified accordingly.

Northwestern Mindanao State College of Science and Technology seeks to procure consultancy service in order to establish a Quality Management System (QMS) that will improve the organization's operations pursuant to ISO 9001:2015.

II. Objective

1. To establish Internal Quality Audit Process consistent with the requirements of the ISO 9001:2015 QMS;
2. To prepare Top Management, key personnel, faculty and staffs for the certification and maintenance of Quality Management System compliant to ISO 9001:2015 through effective pre-certification assessment; and
3. To achieve ISO 9001:2015 certification.

III. Scope of Services

The scope of services of the engagement shall include the following:

1. Provide technical guidance to the Top management, Deans/Directors, Head of Office, Process Owners & Internal Quality Auditors on the Documentation of ISO 9001:2015 QMS;
2. Conduct of customized training on ISO 9001:2015 Internal Quality Audit to build the capability of the Internal Quality Auditors to plan, conduct and report internal audits, including the conduct of simulated audit exercises and report writing;
3. Conduct of comprehensive pre-certification assessment of NMSCST's Quality Management System to determine critical issues and enable NMSCST to institute actions and interventions prior to the actual certification audit; and
4. Extension of technical guidance to Top Management, heads of offices, process owners on matters related to management review and improvement requirements of ISO 9001:2015 and guide the College in preparing for the certification audit;
5. During certification audit, provision of expert advice and conduct of consulting and coaching sessions to ensure issuance of ISO 9001:2015 certification.

IV. Reporting and Evaluation

The consultant shall undertake the contract under the following performance indicators:

1. Provision of technical guidance along Documentation for ISO 9001:2015 within three (3) months upon receipt of Notice to Proceed (NTP);

2. All NMSCST Internal Auditors have been trained within three (3) months upon receipt of Notice to Proceed; with an average satisfactory rate among participants with a minimum of 3 from a scale of 1 – 5;
3. Conduct of comprehensive pre-certification assessment of NMSCST's Quality Management System within four (4) months upon receipt of Notice to Proceed (NTP);
4. Extension of technical guidance to Top management, heads of offices, process owners on matters related to management view and improvement requirements of ISO 9001:2015 with five (5) months upon receipt of Notice to Proceed (NTP);
5. Provision of expert advice/technical assistance during the certification Audit to ensure issuance of Iso 9001:2015 Certification.

V. Reportorial Requirements

1. Documentation Guidelines for ISO 9001:2015 Quality Management System;
2. Training report on the conduct of Capability Building of the Internal Quality Auditors to plan, conduct and report internal audits along ISO 9001:2015 standards.
3. Comprehensive pre-certification assessment of NMSCST's Quality Management System to determine critical issues and enable the College to institute actions and interventions prior to the actual certification audit;
4. Technical guidance to Top Management, heads of offices, process owners on matters related to top management review and improvement requirements if ISO 9001;2015 and guide the College in preparing for the certification audit;
5. Provision of expert advice and conduct of consulting and coaching sessions during the certification audit to ensure issuance of ISO 9001:2015 Certifications.