



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
City of Muntinlupa



**REQUEST FOR PROPOSAL #** 2020-022

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

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

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

TIN No.: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders may propose for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **three (3) months** from receipt of approved purchase order.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be** allowed/accepted.

**REQUIREMENTS TO BE SUBMITTED**

**Requirements:**

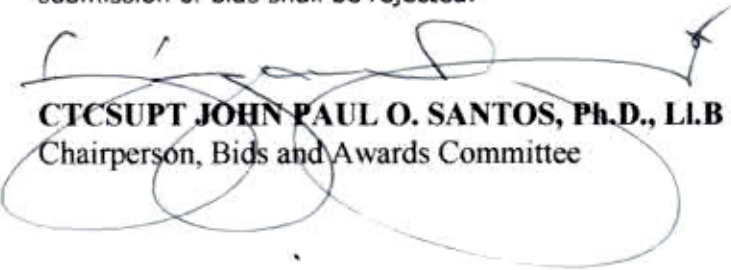
- a. PhilGEPS registration certificate/number;
- b. Mayor's/Business permit;
- c. Complete Income/Business Tax Returns; and
- d. Duly Notarized Omnibus Sworn Statement.
- e. Duly Notarized Authority of Signatory (if applicable)

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
Signature over Printed Name of  
Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than **September 16, 2020** at the BAC Office, Bureau of Corrections at 09:00 A.M. Late submission of bids shall be rejected.

  
**CTCSUPT JOHN PAUL O. SANTOS, Ph.D., LL.B**  
Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal/s for the item/s as follows:

**REQUEST FOR PROPOSAL**

**Project: Third Party Surveillance Audit (three (3) Months)**

**ABC: ₱336,000.00**

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget of the Contract (ABC)
			YES	NO			
1	Lot	Third Party Surveillance Audit (three (3) Months)					336,000.00

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPANY LETTERHEAD

***Omnibus Sworn Statement***

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

1. *[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:**

a) *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 **Third Party Surveillance Audit (three (3) Months)** of the **Bureau of Corrections**, as shown in the attached duly notarized Special Power of Attorney;

b) *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 for **Third Party Surveillance Audit (three (3) Months)** of the **Bureau of Corrections**, 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;

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the ***Third Party Surveillance Audit (three (3) Months)***.
  - e) *[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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2020 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no \_\_\_\_\_ and issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## **TERMS OF REFERENCE**

### **ENGAGEMENT OF THE SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE BUREAU OF CORRECTIONS' QUALITY MANAGEMENT SYSTEM (QMS) TO ISO 9001:2015 STANDARDS**

#### **I. PURPOSE**

The purpose of this project is to engage the services of a Certifying Body that will conduct a Surveillance Audit of the BuCor's Quality Management System (QMS) to ISO Standards before **December 31, 2020**.

#### **II. BACKGROUND**

In line with the need for government agencies to improve quality in their operations and service delivery, Executive Order No. 605: *Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program (GQMP)*, was issued on February 23, 2007 to all departments and agencies of the executive branch, including all Government-Owned and/or Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs) to enhance public sector efficiency and customer satisfaction.

The Philippine Development Plan (PDP) 2017-2012 strengthens compliance to E.O. No. 605 to enhance and sustain government performance in the delivery of quality services by upgrading the Government Quality Management Systems (QMS) to be more client- and citizen-oriented and driving agencies towards performance excellence to boost citizen trust in government. Thus, GQMP is considered a tool and among the priorities to ensure people centered, clean and efficient governance.

In 2018, the BuCor has successfully fulfilled the requirement and was issued an ISO 9001:2015 QMS Certificate per Registration No. TUV SUD PSB-PH 100 01 0029, this was eventually posted in the BuCor's Transparency Seal. With the aim to render excellent service and continuously improve performance, BuCor will pursue the maintenance of its QMS to retain its certificate.

#### **III. OBJECTIVE**

The overall objective of the **surveillance audit/visits is to comply with the requirement for the re-certification**, the auditors will find out whether BuCor's management system really works in everyday operations, all corrective and preventive actions are properly recorded

and implemented, whether the top management supports the system. A surveillance visit will also focus on issues that were identified as weak in the certification audit or previous surveillance visit – minor nonconformities, as well as areas where the auditor has made some observations.

#### **IV. SCOPE OF WORK**

The **Surveillance Audits** shall cover the BuCor's processes on provision of Admission, Safekeeping and Security, Reformation Programs, Moral and Spiritual, Education and Training, Medical Services, Sports and Recreation, Livelihood, Behavior Modification and Releases at the BuCor Operating Prisons and Penal Farm identified sites, namely: **a) NHQ-New Bilibid Prison, Muntinlupa City b) Correctional Institution for Women, Mandaluyong City c) Davao Prison & Penal Farm, Dujali Davao and d) Iwahig Prison & Penal Farm, Puerto Princesa City, Palawan`.**

<b>Activity</b>	<b>Deliverable</b>
Surveillance Audit of BuCor's QMS to ISO 9001:2015 <b>(before December 2020)</b>	<ul style="list-style-type: none"> <li>• Preparation and Submission of Audit Plan</li> <li>• Conduct of on-site assessment audit</li> <li>• Preparation and submission of audit report</li> <li>• Re-certification/issuance of ISO 9001:2015 Certificate</li> </ul>

#### **V. CLIENT'S RESPONSIBILITY**

The Bureau of Corrections, the Quality Management Representative and the ISO-QMS Core Project Team, shall evaluate the quality of work delivered by the Surveillance Auditors based on this TOR to ensure the quality and relevance of work being conducted, and based on this, shall issue a written project acceptance/approval, retention, or discontinuance.

The following comprise the general expectations from BuCor, as client:

1. Prior to any execution of activities related to this Terms of Reference, the BuCor ISO Core Team shall convene a meeting between the representatives of the Surveillance Auditors and the BuCor point persons to be assigned to handle this project. A close anchoring and monitoring of all the activities as indicated herein shall be undertaken by the BuCor ISO Core Team in coordination with the Head of the Operating Prisons and Penal Farms (OPPFs);

2. The ISO Core Team and its Secretariat shall be responsible for providing technical assistance for the project. They shall closely coordinate with the Surveillance Auditors in the conduct of the Surveillance Audit and other related activities, including monitoring of the progress of the various tasks;
3. The OPPFs Head/QMR/Heads of Division/Office and ISO Core Team (OPPFs counterpart) shall cooperate in the conduct of audit activities, ensuring that the process owners and concerned officials and staff are available on the scheduled dates of audits. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/adjustment shall be made based on mutual agreement by both parties; and
4. Provision of accommodation, meals, work space, desktop computer/laptop, and transportation service to fetch and transport back the Surveillance Auditors to his/her office and/or as may be needed in the course of the project.

## **VI. CERTIFYING BODY'S RESPONSIBILITY**

The Surveillance Auditors/Team shall provide information that indicates experience, educational/ training qualifications and capacity to undertake the work outlined herein, within the specified timelines. As part of this, the consultant is expected to provide an indication of public QMS-related engagements, as well as QMS certification audit engagements that are currently committed, ongoing or completed. This will be considered in the assessment of the Body's QMS-related qualification.

The Certifying Body undertakes to perform the Surveillance Audit with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Certifying Body:

1. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
2. Preparation of the Surveillance Audit Plan, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the Head of OPPF/QMR through the ISO Core Team Secretariat regarding any changes on the dates of audit schedules or any delay in the activities related to Surveillance Audit;

3. Adherence to surveillance audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/adjustment shall be made based on mutual agreement by both parties;
4. Provision of information on any conflicts of interest and proposed approach to the resolution thereof;
5. The duly authorized representative of the Surveillance Auditors shall submit an audit report after conducting the surveillance audits, as the case may be, on mutually agreed schedules; and
6. Conduct of surveillance audits.

## **VII. CERTIFYING BODY'S QUALIFICATION REQUIREMENTS**

The Certifying Body shall have the following minimum qualifications:

### **A. Qualification and Competencies**

1. The Certifying Body should have the following minimum qualifications:
  - a. Must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for L75: Public Administration. Furthermore, the Certifying Body shall have a locally SEC-registered office accredited to both the DTI-PAB and an international accreditation body;
  - b. At least five (5) years of experience in conducting ISO QMS audits/certification; and
  - c. Must have conducted at least five (5) similar engagements within the last five (5) years of at least two (2) are for government institutions with one (1) contract equivalent to at least 50% of the approved budget for the contract or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
  - d. Its audit team should satisfy the following:



- i Consist of at least three (3) auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;

<b>Criteria for Technical Evaluation</b>	<b>Qualifications</b>
<u>Lead Auditor</u>	<ul style="list-style-type: none"> <li>• Degree relevant to the job.</li> <li>• At least five (5) similar projects (that is, ISO QMS Certification for government institutions); and at least 5 relevant projects (that is, ISO QMS Certification for private companies).</li> </ul>
<u>Audit Team Members</u>	<ul style="list-style-type: none"> <li>• Degree in relevant to the job.</li> <li>• At least three (3) similar projects (that is, ISO QMS Certification for government institutions); and at least 3 relevant projects (that is, ISO QMS Certification for private companies).</li> </ul>

**B. Documentary Requirements/Submissions**

Interested firms are required to submit all the requirements together with the signed Request for Proposal (RFP) form on a sealed envelope:

1. **Requirements:**
  - a. PhilGEPS registration certificate/number;
  - b. Mayor's/Business permit;
  - c. Complete Income/Business Tax Returns; and
  - d. Duly Notarized Omnibus Sworn Statement.
  - e. Duly Notarized Authority of Signatory (if applicable)

**C. Evaluation and Selection Criteria**

1. Evaluation Procedure. Pursuant to RA No. 9184 and its Revised IRR, the proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE), at 80% (Technical Proposal) and 20% (Financial Proposal) allocation ratio;
2. Selection Criteria. The Certifying Body must attain a hurdle rate of 70% based on the following set of selection criteria for Technical Proposal with their corresponding weight assignment:

<b>Criteria for Technical Evaluation</b>	<b>Weight</b>
<b>A. Applicable Experience and Track Record of the Certifying Body</b> <input type="checkbox"/> 1. Years of experience in conducting ISO QMS audits/certification; and <input type="checkbox"/> 2. ISO QMS government certification projects.	40%
<b>B. Qualification of Consultants/Audit Team:</b> <input type="checkbox"/> Education <input type="checkbox"/> Experience in auditing for ISO QMS certification	40%
<b>C. Plan of Approach and Methodology:</b> <input type="checkbox"/> Substance of the Proposal <input type="checkbox"/> Completeness of the Proposal <input type="checkbox"/> Clarity of Methodologies and Approaches	20%
<b>Total</b>	100%

### **VIII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

The **services of the Surveillance Auditors** will be engaged three (3) months. The project is expected to commence upon receipt of the Notice to Proceed. The ABC is **Three Hundred Thousand Pesos (336,000.00)** inclusive of all taxes and other charges imposed under applicable laws.

### **IX. DELIVERABLES AND TERMS OF PAYMENT**

- The following services and outputs will be expected from the Surveillance Auditors to be submitted/delivered to the BuCor ISO Project Manager with the timelines specified below and based on the agreed general Work Plan:

<b>Activity</b>	<b>Output</b>	<b>Timeline*</b>
a. Preparation of Surveillance audit plan	Annual surveillance audits, plans, procedures, schedules and reports:	Within 10 days upon CB's receipt of the Notice to Proceed (NTP) *
b. Conduct Surveillance Audit	Surveillance Audit conducted	Within Month 1 upon receipt of NTP

<b>Activity</b>	<b>Output</b>	<b>Timeline*</b>
c. Preparation of audit reports	Surveillance Audit Reports	Within Month 1 upon receipt of NTP
d. Evaluation of correction/ corrective and preventive actions	Acceptance Report of Correction/Corrective and Preventive Actions ***	Within Month 2 upon receipt of NTP**

Notes: \*Changes in the project schedule shall be allowed subject to BuCor and Tuv Sud consideration.

**\*\*Subject to actual submission of correction/corrective and preventive action report.**

**\*\*\*Subject to satisfactory results of assessment audit.**

2. Payment shall be made upon completion of the final output and submission of the required deliverables:

Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Surveillance Auditors and duly accepted by the BuCor ISO Project Manager or his authorized representative.

Prepared by:

**TERESA L. GUEVARRA**  
ISO Project Manager

Approved:

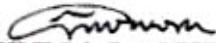
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Prepared by:



**TERESA L. GUEVARRA**

ISO Project Manager

Approved:



**CTCSUPT. JOHN PAUL SANTOS**

*ØIC, Directorate for Administration*

*BuCor Quality Management Representative*