



NATIONALFOOD AUTHORITY
Central Luzon Regional Office
Cabanatuan City

REQUEST FOR QUOTATION

SMALL VALUE PROCUREMENT FOR THE HIRING OF THE
SERVICES OF A CERTIFICATION BODY FOR THE ISO 9001:2015
CERTIFICATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE
NATIONAL FOOD AUTHORITY CENTRAL LUZON REGIONAL OFFICE (NFA CLRO)
AND NATIONAL FOOD AUTHORITY NUEVA ECIJA PROVINCIAL OFFICE (NFA NEPO)
Project Reference No. 2019-RBAC-REGIII-003-A

February 19, 2019

Sir/Ma'am:

The National Food Authority-Central Luzon Regional Office (NFA-CLRO) hereinafter called "Procuring Entity" has received financing (hereinafter called "funds") from the Corporate Operating Budget (COB) for FY 2019 (hereinafter called the "Funding Source") toward the cost for the **Hiring of the Services of a Certification Body for the ISO 9001:2015 Certification of the Quality Management System (QMS) of NFA CLRO and NFA NEPO, (Contract No. 2019-RBAC-REGIII-003-A)**. The Procuring Entity intends to apply a portion of the funds in the amount of **Two Hundred Ninety Thousand Four Hundred Pesos (P290,400.00)** to eligible payments under the contract for the above mentioned services as per attached Terms of Reference (TOR).

The Procuring Entity now requests for quotations to provide the following Scope of Work for **the Services of a Certification Body for the ISO 9001:2015 Certification of the Quality Management System (QMS) of NFA CLRO and NFA NEPO:**

SCOPE OF WORK

SERVICES OF CERTIFICATION BODY TO CONDUCT ISO 9001:2015 CERTIFICATION OF THE QMS OF NATIONAL FOOD AUTHORITY CENTRAL LUZON REGIONAL OFFICE (NFA CLRO) AND NATIONAL FOOD AUTHORITY NUEVA ECIJA PROVINCIAL OFFICE (NFA NEPO)

Office: **1. NFA CENTRAL LUZON REGIONAL OFFICE (NFA-CLRO)**

Scope: **Planning Supervision and Monitoring of Operational, Administrative, Financial Activities and all Processes of NFA Region 3 Provincial Offices and Preparation of Regional Office Reports.**

Office: **2. NFA NUEVA ECIJA PROVINCIAL OFFICE (NFA-NEPO)**

(Both offices are located in Maharlika Highway, Cabanatuan City, Nueva Ecija.)

Scope: **Procurement, Distribution, Milling/ Processing, Dispersal, Drying, Other In-warehouse Activities, Licensing and Registration**

Warehouses of NFA-NEPO:

LOCATION	NUMBER
1. Cabanatuan City	5
2. Gapan	2
3. Aliaga	1
4. Guimba	3
5. Muñoz	2
6. Bongabon	1
7. Talavera	1 Farm Level Grains Center IV (FLGC IV)

A. SCOPE OF SERVICES

1. The CB undertakes and commits that it will promptly and fully perform and deliver to NFACLRO and NFANEPO certification audit for ISO 9001:2015 Standard in accordance with the following requirements and specifications:
 - a. Year 1 – Certification Audit:
 - (1) Stage 1 Audit (On-site Desk/ Documentation Audit)
 - (2) Stage 2 Audit (Implementation Audit)
 - (3) Additional Services
 - Two (2) complimentary tarpaulin banners and stickers to be given upon release of Certification (for Certification Audit and Repeat Audit only)
 - Electronic copy of ISO certification logo to be issued upon release of certificate
 - Briefing on new standards, including hard and soft copies.
 - b. Year 2 – Surveillance Audit
 - c. Year 3 – Surveillance Audit

B. PERFORMANCE PERIOD AND TERMS

The CB shall perform and deliver the following services for a period of three(3) years:

ACTIVITY	WHEN	DELIVERABLES
a. Stage 1- Audit	After issuance of Notice to Proceed and an agreed date but not later than April 30, 2019.	Preparation stage: <ul style="list-style-type: none">• Conduct Certification Audit
b. Stage 2 Audit	After the successful completion of the Stage 1 Audit at agreed dates but not later than May 31, 2019.	<ul style="list-style-type: none">• Submit Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)
c. Issuance of ISO 9001:2015 Certificate valid for 3 years	Within two (2) calendar months after the successful completion of the Stage 2 Audit and/ or acceptance of proposed corrective action for nonconformity, if any	<ul style="list-style-type: none">• ISO Certificate including Additional Services under Section I, Item a
d. Year 2 Surveillance Audit	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	<ul style="list-style-type: none">• Conduct Surveillance Audit• Submit Surveillance Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)
e. Year 3 Surveillance Audit	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	

Please submit your sealed quotation as per attached format, and the following eligibility and technical documents through your duly authorized representative on or before 1:30 PM of February 26, 2019, at the NFA Central Luzon Regional Office located at Maharlika Highway, Cabanatuan City, Nueva Ecija c/o the BAC Secretariat:

1. 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.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a postqualification requirement in accordance with Section 34.2 of this IRR.


2. Certificate of PhilGEPS Registration or PhilGEPS Registration Number if the procuring entity is a Philippine foreign office or post, provided that participating bidders should register with the PhilGEPS prior to opening of sealed quotations.
3. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).
4. Omnibus Sworn Statement
5. Valid Accreditation Certificate issued by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI)
6. Copy of other accreditation schemes of the CB, if any (other than the PAB accreditation)
7. Profile or a brief description of the CB and outline of ongoing and completed government and private contracts, including contracts awarded but not yet started, of a similar and related nature, within five (5) years from the date of submission of quotation. For each project, the outline should indicate the project, contract amount and the CB's involvement. Information should be provided only for those projects for which the CB was legally contracted. The CB must have certified at least two (2) government agencies for Quality Management System. The CB should be prepared to substantiate the claimed experience if so requested by the Procuring Entity;
8. List of CB Auditing Team (CBAT) members including their Curriculum Vitae (CV) indicating therein their name, age, nationality, educational background, trainings, and employment record, and professional experience of each nominated expert including ongoing projects. No member of the CBAT should have provided consultancy for the NFA CLRO and NFA NEPO within the two (2)-year period prior to the audit. Auditors shall have a minimum of three (3) years auditing experience on ISO 9001:2015 Standard with active registration in international personnel registration bodies like IRCA (International Register of Certificated Auditors), PECB (Professional Evaluation and Certification Board), etc.
9. A concise, complete, and logical description of how the CB's team shall carry out the services to meet the terms and conditions of the contract, as follows:
 - a. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverable such as reports required under the TOR.
 - b. A Time Schedule for CBAT indicating clearly the estimated duration in terms of person-days and the proposed timing of each input for each nominated expert. The Time Schedule shall include the date and time of Surveillance Audit for the 2nd and 3rd year.
 - c. Comments and suggestions of the CB, if any, to improve performance in carrying out the project.

10. Special Power of Attorney (SPA) for single proprietorship or Board Resolution/Secretary's Certificate for Corporation/ Cooperative authorizing its Representative to transact business with NFA relative to procurement activities;

Kindly read the attached **Terms of Reference** for the details and other conditions of the Small Value Procurement including the Sealing and Marking of your Quotation.

Offers submitted after the deadline shall not be accepted by the BAC.

Yours sincerely,



ROLANDO S. RUFO

Assistant Regional Manager II/
NFA R-3 BAC Chairperson

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QUOTATION FORM

To : **MR. ROLANDO S. RUFO**
Assistant Regional Manager II/
RBAC Chairperson

Sir :

We, the undersigned, offer to provide the **SERVICES OF A CERTIFICATION BODY FOR THE ISO 9001:2015 CERTIFICATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE NATIONAL FOOD AUTHORITY CENTRAL LUZON REGIONAL OFFICE (NFA CLRO) AND NATIONAL FOOD AUTHORITY NUEVA ECIJA PROVINCIAL OFFICE (NFA NEPO)**, in accordance with your Terms of Reference and our Technical and Financial Proposals.

Our Financial Proposal is for the sum of _____.
[amount in words and figures].

This amount is inclusive of taxes such as but not limited to VAT, other taxes and levies. It also includes our transportation, living accommodations and other such and related expenses for the entire period of audit and certification services.

Our Financial Proposal shall be binding upon us up to expiration of the bid validity period.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid Offer irrespective of whether we enter into a contract with the Procuring Entity as a result of this Quotation.

We confirm that we have read, understood and accepted the contents of the Request for Quotation (RFQ), Terms of Reference (TOR), the provisions relating to the eligibility of bidders/offerors and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Printed Name, Title and Signature of Offeror

Name of Firm

Address of Firm

Telephone No. / Cellphone No. / E-mail address

Date



February 19, 2019

FOR : **Dir. PIOLITO C. SANTOS**
Regional Manager II, NFA CLRO

FROM : **The NFA Region 3 Bids and Awards Committee**

SUBJECT : **TERMS OF REFERENCE (TOR) FOR THE SMALL VALUE PROCUREMENT OF CERTIFICATION BODY SERVICES FOR THE ISO 9001:2015 CERTIFICATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE NATIONAL FOOD AUTHORITY CENTRAL LUZON REGIONAL OFFICE (NFA CLRO) AND NATIONAL FOOD AUTHORITY NUEVA ECIJA PROVINCIAL OFFICE (NFA NEPO)**

Project Reference No. : 2019-RBAC-REGIII-003-A

The NFA Region 3 Bids and Awards Committee (RBAC) hereby recommends the following Terms of Reference (TOR) to be adopted in the conduct of Small Value Procurement of Certification Body Services for the ISO 9001:2015 Certification of the Quality Management System (QMS) of the National Food Authority Central Luzon Regional Office (NFA CLRO) And National Food Authority Nueva Ecija Provincial Office (NFA NEPO):

I. RATIONALE/OBJECTIVE

The services of a Certification Body (CB) are essential in determining if the NFA Central Luzon Regional Office (NFA CLRO) and Nueva Ecija Provincial Office (NFA NEPO) Quality Management System (QMS) and their processes, are in accordance with ISO 9001:2015 Standards. The procurement of the CB services, which is for the conduct of certification audit of the business units' (NFA CLRO and NFA NEPO) QMS, shall be undertaken to:

1. Uphold transparency and accountability;
2. Attain equity, effectiveness, sufficiency and economy;
3. Maintain NFA policy in contracting CB services for the ISO 9001:2015 certification of the organization's QMS;
4. Award the contract to a CB whose bid is most advantageous to the government; and
5. Attain ISO 9001:2015 Certification for NFA CLRO and NFA NEPO's processes and services.

II. SUBJECT MATTER

The item for procurement is the provision of professional services for the ISO 9001:2015 Certification Audit of the QMS of NFA CLRO and NFA NEPO. Both organizations are located in Maharlika Highway, Cabanatuan City, Nueva Ecija.

The contract pertaining to the services that will be provided by the Certification Body shall be completed for a maximum period of three (3) years, effective on the date specified in the Notice to Proceed.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Two Hundred Ninety Thousand Four Hundred Pesos (P290,400.00) inclusive of 12% VAT and other government taxes.

IV. MODE OF PROCUREMENT

Per approved RBAC Resolution No. 03-012819, the contract for the provision of services of Certification Body in the conduct of ISO 9001:2015 Certification Audit of NFA CLRO and NFA NEPO’s QMS shall be purchased by the NFA Region 3 Bids and Awards Committee (BAC) thru **Negotiated Procurement under Section 53.9 of the Revised IRR of RA 9184-Small Value Procurement**. The conduct of another Small Value Procurement for the Hiring of Certification Body Services due to failure of Bidding was approved per RBAC Resolution No. 03-021419 dated February 14, 2019.

V. QUALIFICATIONS OF CERTIFICATION BODIES

The BAC shall prepare and send the **Request for Quotation (RFQ)** and **Terms of Reference (TOR)** to at least three (3) Certification Bodies, whether local or foreign subject to the conditions for eligibility provided in the Revised IRR of RA 9184, with the following qualifications:

- a. Duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI);
- b. Must have at least five (5) years ISO 9001:2008/2015 auditing experience;
- c. Must have certified at least two (2) government agencies for quality management system,
- d. The CB Audit Teams (CBAT), including surveillance, should satisfy the following:
 - (i) Consist of auditors with actual hands-on experience on QMS who are qualified to conduct audit in the name of the CB;
 - (ii) No member of the CBAT should have provided consultancy for the NFACLRO and NFA NEPO within the two (2)-year period prior to the audit; and
 - (iii) Auditors shall have a minimum of three (3) years ISO 9001:2015 auditing experience.

This, notwithstanding, those who responded through any of the required postings shall be allowed to participate provided that the above minimum qualifications are met. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

VI. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE AND TIME
Posting and sending of Request for Quotation (RFQ) and Terms of Reference (TOR)	February 19, 2019
Deadline for the Submission of Eligibility Requirements and Sealed Quotation	February 26, 2019; 1:30 PM
Eligibility Check	
Opening and Evaluation of Financial Proposals	

VII. BIDDING FEES AND ISSUANCE OF REQUEST FOR QUOTATION AND TERMS OF REFERENCE

Pursuant to GPPB Resolution No. 04-2012 dated February 24, 2012, approving the Guidelines on the Sale of Bidding Documents, interested offerors may purchase the complete set of Bidding Documents composed of the **Request for Quotation (RFQ)** and **Terms of Reference (TOR)** from the RBAC Secretariat at NFA Central Luzon Regional Office (CLRO), Cabanatuan City upon payment of the **bidding fee in the amount of FIVE HUNDRED PESOS (P500.00)**.

The RFQ and TOR may also be downloaded free of charge from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)** and the **NFA website (www.nfa.gov.ph)**, provided that offerors shall pay the bidding fee not later than the submission of their bids.

VIII. SUBMISSION AND RECEIPT OF QUOTATION/S

Offerors shall submit their sealed quotations along with the required eligibility and technical documents in two separate envelopes through their duly authorized representative on or before **1:30 PM of February 26, 2019**, as follows:

ENVELOPE A – ELIGIBILITY AND TECHNICAL DOCUMENTS

1. 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.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of this IRR.

2. Certificate of PhilGEPS Registration or PhilGEPS Registration Number if the procuring entity is a Philippine foreign office or post, provided that participating bidders should register with the PhilGEPS prior to opening of sealed quotations.
3. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).
4. Omnibus Sworn Statement
5. Valid Accreditation Certificate issued by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI)
6. Copy of other accreditation schemes of the CB, if any (other than the PAB accreditation)
7. Profile or a brief description of the CB and outline of ongoing and completed government and private contracts, including contracts awarded but not yet started, of a similar and related nature, within five (5) years from the date of submission of quotation. For each project, the outline should indicate the project, contract amount and the CB's involvement. Information should be provided only for those projects for which the CB was legally contracted. The CB must have certified at least two (2) government agencies for Quality Management System. The CB should be prepared to substantiate the claimed experience if so requested by the Procuring Entity;
8. List of CB Auditing Team (CBAT) members including their Curriculum Vitae (CV) indicating therein their name, age, nationality, educational background, trainings, and employment record, and professional experience of each nominated expert including ongoing projects. No member of the CBAT should have provided consultancy for the NFA CLRO and NFA NEPO within the two (2)-year period prior to the audit. Auditors shall have a minimum of three (3) years auditing experience on ISO 9001:2015 Standard with active registration in international personnel registration bodies like IRCA (International Register of Certificated Auditors), PECB (Professional Evaluation and Certification Board), etc.
9. A concise, complete, and logical description of how the CB's team shall carry out the services to meet the terms and conditions of the contract, as follows:
 - a. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverable such as reports required under the TOR.
 - b. A Time Schedule for CBAT indicating clearly the estimated duration in terms of person-days and the proposed timing of each input for each nominated expert. The Time Schedule shall include the date and time of Surveillance Audit for the 2nd and 3rd year.
 - c. Comments and suggestions of the CB, if any, to improve performance in carrying out the project.
10. Special Power of Attorney (SPA) for single proprietorship or Board Resolution/Secretary's Certificate for Corporation/ Cooperative authorizing its Representative to transact business with NFA relative to procurement activities;

ENVELOPE B – FINANCIAL DOCUMENTS

The second envelope shall contain the **DULY ACCOMPLISHED QUOTATION FORM WITH SUPPORTING COMPUTATION IF ANY.**

IX. SEALING AND MARKING OF QUOTATIONS

1. Offerors shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial documents in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
2. Offerors shall reproduce two (2) copies of the first and second envelopes which shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL COMPONENT” and “COPY NO. ____ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO.____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
3. The original and the two copies of the Bid shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
4. All envelopes shall:
 - a. contain the name of the contract to be bid in capital letters;
 - b. bear the name and address of the Bidder in capital letters;
 - c. be addressed to the Procuring Entity’s BAC
 - d. bear the specific identification of this Small Value Procurement; and
 - e. bear a warning “DO NOT OPEN BEFORE FEBRUARY 26, 2019; 1:30 PM”

X. EVALUATION AND VALIDITY OF QUOTATIONS

1. Prospective offerors must first pass the eligibility check on the First Envelope to be conducted by the RBAC using the non-discretionary **Pass/Fail criteria** in accordance with RA 9184 and its IRR, before the Second Envelope shall be opened. If a Certification Body submits the required document, it shall be rated “Passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “Failed”. Otherwise, the BAC shall rate first bid envelope as “Passed”. The Second Envelope of those who fail the eligibility check shall be returned unopened.
2. Offerors who were declared “Passed” based on the submission of their required eligibility and technical documents shall be eligible for the opening of their Second Envelope containing their financial documents (Quotation Form).
3. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected outright.
4. Quotations must be up to two (2) decimal places only and shall be inclusive of taxes such as but not limited to VAT, other taxes and levies.
5. Quotations must include the transportation, living accommodations and other such and related expenses of the auditors for the entire period of audit and certification services.
6. The Quotation Form must be properly filled-up and duly accomplished by the offeror.
7. Quotations shall be ranked in ascending order with the lowest offer being declared as the Lowest Calculated Bid (LCB).
8. Identical quotations shall be resolved through toss coin or drawing of lots, as the case maybe.
9. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

10. Quotations will be valid for thirty (30) calendar days from date of opening.

XI. POST-QUALIFICATION

The Lowest Calculated Bid shall undergo post-qualification in order to determine whether the offeror concerned complies with and is responsive to all the requirements and conditions as specified in the Terms of Reference.

The post-qualification shall verify, validate, and ascertain all statements made and documents submitted by the offeror with the Lowest Calculated Bid, using non-discretionary criteria, and shall be conducted in accordance with Section 34 of the Revised IRR of RA 9184.

The Certification Body, including the Audit Team members, must satisfy all the required ISO 9001:2015 auditing experience and qualifications as indicated in Item No. V of this TOR for it to be declared as responsive.

The BAC shall recommend to the Head of the Procuring Entity the award of contract to the Bidder with the Lowest Calculated Responsive Bid after the post-qualification process has been completed.

XII. PERFORMANCE SECURITY

- 1. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract.
- 2. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank	Five percent (5%)
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.	Thirty percent (30%)
Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

- 3. The performance security shall remain valid until the issuance of Certificate of Final Acceptance by the NFA CLRO and NFA NEPO.

XIII. AWARD AND IMPLEMENTATION OF THE CONTRACT

Contract award and implementation including the Notice to Proceed shall be in accordance with the applicable provisions of the Revised IRR of RA 9184. The contract shall be fixed price and any extension of contract time shall not involve any additional cost.

XIV. TECHNICAL SPECIFICATIONS

SCOPE OF WORK

SERVICES OF CERTIFICATION BODY TO CONDUCT ISO 9001:2015 CERTIFICATION OF THE QMS OF NATIONAL FOOD AUTHORITY CENTRAL LUZON REGIONAL OFFICE (NFA CLRO) AND NATIONAL FOOD AUTHORITY NUEVA ECIJA PROVINCIAL OFFICE (NFA NEPO)

Office: 1. NFA CENTRAL LUZON REGIONAL OFFICE (NFA-CLRO)

Scope: Planning, Supervision and Monitoring of Operational, Administrative, Financial Activities and all Processes of NFA Region 3 Provincial Offices And Preparation of Regional Office Reports.

Office: 2. NFA NUEVA ECIJA PROVINCIAL OFFICE (NFA-NEPO)

(Both offices are located in Maharlika Highway, Cabanatuan City, Nueva Ecija.)

Scope: Procurement, Distribution, Milling/Processing, Dispersal, Drying, Other In-warehouse Activities, Registration and Licensing

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6. Bongabon	1
7. Talavera	1 Farm Level Grains Center IV (FLGC IV)

A. SCOPE OF SERVICES

1. The CB undertakes and commits that it will promptly and fully perform and deliver to NFA CLRO and NFA NEPO certification audit for ISO 9001:2015 Standard in accordance with the following requirements and specifications:
 - a. Year 1 – Certification Audit:
 - (1) Stage 1 Audit (On-site Desk/ Documentation Audit)
 - (2) Stage 2 Audit (Implementation Audit)
 - (3) Additional Services
 - Two (2) complimentary tarpaulin banners and stickers to be given upon release of Certification (for Certification Audit and Repeat Audit only)
 - Electronic copy of ISO certification logo to be issued upon release of certificate
 - Briefing on new standards, including hard and soft copies.
 - b. Year 2 – Surveillance Audit
 - c. Year 3 – Surveillance Audit

B.

C. PERFORMANCE PERIOD AND TERMS

The CB shall perform and deliver the following services for a period of three(3) years:

ACTIVITY	WHEN	DELIVERABLES
a. Stage 1- Audit	After issuance of Notice to Proceed and an agreed date but not later than March 31, 2019.	Preparation stage: <ul style="list-style-type: none"> Conduct Certification Audit Submit Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)
b. Stage 2 Audit	After the successful completion of the Stage 1 Audit at agreed dates but not later than April 30, 2019.	
c. Issuance of ISO 9001:2015 Certificate valid for 3 years	Within two (2) calendar months after the successful completion of the Stage 2 Audit and/ or acceptance of proposed corrective action for nonconformity, if any	<ul style="list-style-type: none"> ISO Certificate including Additional Services under Section I, Item a
d. Year 2 Surveillance Audit	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	<ul style="list-style-type: none"> Conduct Surveillance Audit Submit Surveillance Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)
e. Year 3 Surveillance Audit	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	

XV. PAYMENT PROCEDURES

- All payments shall be made at NFA-Central Luzon Regional Office subject to the usual accounting and auditing rules and regulations and in accordance with RA 9184. The NFA undertakes to pay the contractor the amount of the contract, inclusive of 12% VAT, and guarantees to pay on time for the actual services rendered upon submission of the applicable required supporting documents, to wit:
 - Original copy of Charge Invoice and Billing Statement;
 - Notice of Award (photo copy);
 - Notice to Proceed (photo copy);
 - Contract (photo copy);
 - ISO Certification (photo copy); and
 - Surveillance Audit Report for 2nd and 3rd year billing (photo copy)
- The Procuring Entity shall make the following payments:

PROGRESS BILLING	% OF CONTRACT AMOUNT
Year 1 <ol style="list-style-type: none"> Stage 1 audit Stage 2 audit Issuance of ISO 9001:2015 Certificate valid for 3 years 	15 35 10
Year 2 <ul style="list-style-type: none"> 1st Surveillance Audit 	20

Year 3 <ul style="list-style-type: none"> 2nd Surveillance Audit, On-site Audit 	20
TOTAL	100%

- a. *Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptance of the Regional Manager (NFA CLRO) and Provincial Manager (NFA NEPO).*
- b. *The transportation and living accommodations of the auditors for the entire period of audit and certification will not be provided by the Procuring Entity, such expenses and other related expenses should be inclusive in the Price Quotations.*

XVI. OBLIGATIONS OF NFA

1. The NFA must have completed at least one (1) cycle of internal audit and management review before the Certification, Surveillance Audits and Re-Certification.
2. The NFA shall inform the CB in writing of important changes that may occur after issuance of Certificate.
3. The NFA shall inform the CB of availed consultancy services, if any.

XVII. OBLIGATIONS OF THE CERTIFICATION BODY

1. The CB shall provide NFA with advance copy of the Audit Plan and Team’s composition, members of whom satisfying the qualification defined in the Technical Component of the Bid.
2. The CB shall provide Audit Report after the completion of audit which shall contain the results of the audit includingdetailed audit findings and necessary recommendation.
3. Upon successful completion of the Certification Audit, the CB shall recommend NFACLRO and NFANEPOfor certification and issuance of Certificatewhich must be valid for three (3) years.
4. The CB shall conduct surveillance audit once every year for the next two years based on the Certification Audit date to monitor the continuing implementation of the system.
5. The CB shall not be allowed to replace any pre-qualified team member except for justifiable reason as deemed appropriate and necessary by the business units’ (NFA CLRO and NFA NEPO) Quality Management Representatives (QMRs).
6. The CB may provide comments and suggestions if any, to improve performance in carrying out the projects. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the project. In this regard, unless CB clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs submitted.
7. The CB shall include in their audit activities a procedure for client appeals. In the event that resolution for disputes between the Procuring Entity and the CB cannot be attained, the former shall have the right to lodge appeals on the decisions of the Audit Team to an independent arbitrator, exclusive of other legal remedies which may be available to both parties.
8. The CB shall coordinate with the Procuring Entity-QMR on all matters relating to contract implementation.

9. The CB and any member of the CBAT assigned to the Procuring Entity certification audit shall maintain strict confidentiality of the final audit results, and shall disclose the same only upon clearance of the Procuring Entity QMR.
10. The CB shall turn over to the Procuring Entity all documents pertaining to the implementation of this project, such as, but not limited to, pending documentary request within its custody, within fifteen (15) days upon submission of report for each stage of the audit, until the end of contract.

XVIII. SPECIAL PROVISIONS

1. Any obligation or payables of the contractor due to NFA shall be automatically deducted from his/her collectibles from NFA.
2. In case of litigation arising from this contract or failure of the contractor (CB) to undertake the required services, the contractor agrees to pay liquidated damages in the amount of not less than Fifty Thousand Pesos (Php50,000.00), cost of suit and actual damages.
3. A re-audit is necessary if any of the Certification/Surveillance Audit results in finding a major non-conformity.
4. NFA CLRO and NFA NEPO may oblige the CB to replace/reconstitute the composition of its audit team.

XIX. VENUE OF COURT ACTION

In case of litigation arising from the Contract, the CB shall pay NFA all forms of damages. The case shall be filed exclusively with the proper court in Quezon City.

XX. RESERVATION CLAUSE

The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:

1. If there is prima facie evidence of collusion between appropriate public officers or employees of the procuring entity, or between the BAC and any of the bidders, or if collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
2. If the BAC is found to have failed in following the prescribed bidding procedures; or
3. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP, as follows:
 - a. If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the Head of the Procuring Entity;
 - b. If the project is no longer necessary as determined by the Head of the Procuring Entity; and
 - c. If the source of funds for the project has been withheld or reduced through no fault of the procuring entity.

RECOMMENDING APPROVAL:

THE REGIONAL BIDS AND AWARDS COMMITTEE




GENOVEVA V. VILLAR
Provincial Manager, Nueva Ecija/
RBAC Member



ME-ANN C. CENON
Provincial Manager, Tarlac/
RBAC Member



JONATHAN D. YAZON
Provincial Manager, Zambales/
RBAC Member



RAFAEL V. MARASIGAN
Provincial Manager, Pampanga/
RBAC Vice-Chairperson



ROLANDO S. RUFO
Asst. Regional Manager/
RBAC Chairperson

APPROVED:



PIOLITO C. SANTOS
Regional Manager II/
Head of Procuring Entity