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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 7538825
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title Proposed Bus Garage (Labor and Materials) - Talisay Campus, Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental
Area of Delivery Negros Occidental

Solicitation Number:	CHMSC 21-024-0311-I	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	6
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Civil Works	Document Request List	0
Category:	Construction Projects	Date Published	12/03/2021
Approved Budget for the Contract:	PHP 1,211,656.52	Last Updated / Time	11/03/2021 17:53 PM
Delivery Period:	60 Day/s	Closing Date / Time	05/04/2021 12:30 PM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7128404 63-34-7128404 chmsc_bacsec@yahoo.com		

Description

CARLOS HILADO MEMORIAL STATE COLLEGE
 BIDS AND AWARDS COMMITTEE
 Talisay City, Negros Occidental
 Telefax Nos. (034)712-8404

INVITATION TO BID
 FOR PROPOSED BUS GARAGE (LABOR AND MATERIALS) – TALISAY CAMPUS,
 BRGY. ZONE 1, MABINI ST., TALISAY CITY, NEGROS OCCIDENTAL
 CHMSC 21-024-0311-I

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2021 approved by the governing Board, intends to apply the sum of ONE MILLION TWO HUNDRED ELEVEN THOUSAND SIX HUNDRED FIFTY-SIX PESOS & 52/100 (Php 1,211,656.52) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for PROPOSED BUS GARAGE (LABOR AND MATERIALS) – TALISAY CAMPUS, BRGY. ZONE 1, MABINI ST., TALISAY CITY, NEGROS OCCIDENTAL. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College now invites bids for the above Procurement Project. Completion of the Works is required within Sixty (60) calendar days upon receipt of Notice to Proceed. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using the non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.

5. A complete set of Bidding Documents may be acquired by interested bidders on March 12 – April 5, 2021 (12:00 P.M.) from given address and website/s 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 Five Thousand Pesos (Php 5,000.00) Only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

6. The CHMSC will hold a Pre-Bid conference on 1:00 P.M., March 19, 2021 at Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and or through video conferencing or webcasting via Zoom Meeting with ID No. 797 389 7583, Meeting Password 031921, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before 12:30 P.M., April 5, 2021. Late bids shall not be accepted.

Bids may be submitted through electronic mail to bac.sec@chmsc.edu.ph provided that the bidding documents are compressed into two (2) separate archived folders (zip or rar format) and which each folder shall be labelled as "First Envelope_Name of Company_Project Reference Number" and "Second Envelope_Name of Company_Project Reference Number" and each is uniquely password-protected;

Bidders must submit the printed copies (Original, Copy 1 and Copy 2) of their bidding documents within 3 calendar days from bid opening.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 16.

9. Bid opening shall be on 1:00 P.M., April 5, 2021 at the Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and/or through Zoom Meeting ID No. 797 389 7583, Meeting Password 040521. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Carlos Hilado Memorial State College 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MISS LIGAYA E. FUENTES
Head, BAC Secretariat
Carlos Hilado Memorial State College
Bidding Room, 2/F Supply and Property Management Bldg.
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Email Add.: bac.sec@chmsc.edu.ph
Telefax No. (034) 712-8404
Website: chmsc.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsc.edu.ph

For online bid submission: bac.sec@chmsc.edu.ph

EDWIN H. BUGNA, Ph.D.TM.
BAC Chairperson

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Proposed Bus Garage (Labor and Materials)	1	Lot	1,211,656.52

Pre-bid Conference

Date	Time	Venue
19/03/2021	1:00:00 PM	Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental Zoom Meeting with ID No. 797 389 7583, Meeting Password 031921

Date Created

11/03/2021

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1. The Bidder shall be responsible for obtaining all necessary permits and clearances from the appropriate authorities for the construction of the project.

2. The Bidder shall be responsible for the safety of the construction site and the workers. The Bidder shall submit a safety plan to the Office of the Bids and Awards Officer for review and approval.

3. The Bidder shall be responsible for the quality of the construction work. The Bidder shall submit a quality assurance plan to the Office of the Bids and Awards Officer for review and approval.

4. The Bidder shall be responsible for the timely completion of the project. The Bidder shall submit a project schedule to the Office of the Bids and Awards Officer for review and approval.

5. The Bidder shall be responsible for the payment of all taxes and duties on the construction materials and services used in the project.

6. The Bidder shall be responsible for the payment of all wages and benefits of the workers employed in the project.

7. The Bidder shall be responsible for the payment of all other expenses incurred in the construction of the project.

8. The Bidder shall be responsible for the maintenance of the construction site and the surrounding area. The Bidder shall submit a site maintenance plan to the Office of the Bids and Awards Officer for review and approval.

9. The Bidder shall be responsible for the protection of the environment and the natural resources in the project area. The Bidder shall submit an environmental protection plan to the Office of the Bids and Awards Officer for review and approval.

10. The Bidder shall be responsible for the payment of all other obligations and liabilities incurred in the construction of the project.

11. The Bidder shall be responsible for the payment of all other expenses incurred in the construction of the project.

12. The Bidder shall be responsible for the payment of all other obligations and liabilities incurred in the construction of the project.

13. The Bidder shall be responsible for the payment of all other obligations and liabilities incurred in the construction of the project.

14. The Bidder shall be responsible for the payment of all other obligations and liabilities incurred in the construction of the project.

15. The Bidder shall be responsible for the payment of all other obligations and liabilities incurred in the construction of the project.

OFFICE OF THE BIDS AND AWARDS OFFICER
CARLOS HILADO MEMORIAL STATE COLLEGE
Davao City

Approved by: _____
Date: _____

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. **Scope of Bid**

The Procuring Entity, **CARLOS HILADO MEMORIAL STATE COLLEGE** invites Bids for the **PROPOSED BUS GARAGE (LABOR AND MATERIALS) – TALISAY CAMPUS, BRGY. ZONE 1, MABINI ST., TALISAY CITY, NEGROS OCCIDENTAL**, with Project Identification Number **CHMSC 21-024-0311-I**.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

2. **Funding Information**

2.1. The GOP through the source of funding as indicated below for 2021 in the amount of **ONE MILLION TWO HUNDRED ELEVEN THOUSAND SIX HUNDRED FIFTY-SIX PESOS & 52/100 (PHP 1,211,656.52) ONLY**.

2.2. The source of funding is:

- a. NGA, the National Expenditure Program.

3. **Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. **Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

- 7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary

requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB Clause 5** to the implementing or end-user unit.

- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental** or through **Zoom Meeting ID No. 797 389 7583 Meeting Password 031921** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which 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. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their

complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. *Payment of the contract price shall be made in:*

- a. Philippine Pesos.

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until **August 3, 2021 (120 calendar days upon the date of bid opening)**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

18. Opening and Preliminary Examination of Bids

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **B**

Section III. Bid Data Sheet

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																			
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <ol style="list-style-type: none"> 1. <i>Steel Structures</i> 																		
7.1	<i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.]</i> "Subcontracting is not allowed."																		
10.3	PCAB Registration/PCAB License Small B (up to 30M).																		
10.4	The minimum work experience requirements for Construction key personnel are the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Key Personnel</th> <th style="width: 40%;">General Experience</th> <th style="width: 30%;">Relevant Experience (years)</th> </tr> </thead> <tbody> <tr> <td colspan="3">Daily required site personnel</td> </tr> <tr> <td>1. Project Engineer</td> <td>Registered Civil Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>2. Foreman</td> <td>High School Graduate</td> <td style="text-align: center;">5</td> </tr> <tr> <td>3. Construction Safety and Health Personnel</td> <td>With HSE/COSH Training</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience (years)	Daily required site personnel			1. Project Engineer	Registered Civil Engineer	5	2. Foreman	High School Graduate	5	3. Construction Safety and Health Personnel	With HSE/COSH Training	5			
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3. Construction Safety and Health Personnel	With HSE/COSH Training	5																	
10.5	The minimum major equipment requirements are the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;"><u>Equipment</u></th> <th style="width: 20%;"><u>Capacity</u></th> <th style="width: 30%;"><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td>Hand Tools and Power Tools</td> <td></td> <td style="text-align: center;">5</td> </tr> <tr> <td>Service Vehicle</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Welding Machine</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td>One bagger mixer</td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td>Cut off machine</td> <td></td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Hand Tools and Power Tools		5	Service Vehicle		1	Welding Machine		2	One bagger mixer		1	Cut off machine		1
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12	The Approved Budget for the Contract (ABC) is ONE MILLION TWO HUNDRED ELEVEN THOUSAND SIX HUNDRED FIFTY-SIX PESOS & 52/100 (Php 1,211,656.52) ONLY. Any bid with a financial component exceeding this amount shall not be accepted.																		
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <ol style="list-style-type: none"> 1. The amount of not less than Php 24,233.13 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; 2. The amount of not less than Php 60,582.83 (5% of ABC) if bid security is in Surety Bond 																		

19.2	Partial bids are not allowed
20	<i>No further instructions</i>
21	Additional contract documents relevant to the Project: <ol style="list-style-type: none">1) Construction Schedule/GANTT Chart (MS Project Format) & S-curve2) Manpower Schedule3) Construction Methods4) Equipment Utilization Schedule5) Construction Safety and Health Program (approved by the DOLE)6) PERT/CPM7) Statement of Cash Flow & Payment Schedule8) Soft Copy of all submitted documents in PDF File (submit in CD)9) Organizational Chart

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the SCC, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.
- 11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the SCC, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the SCC.

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the SCC from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

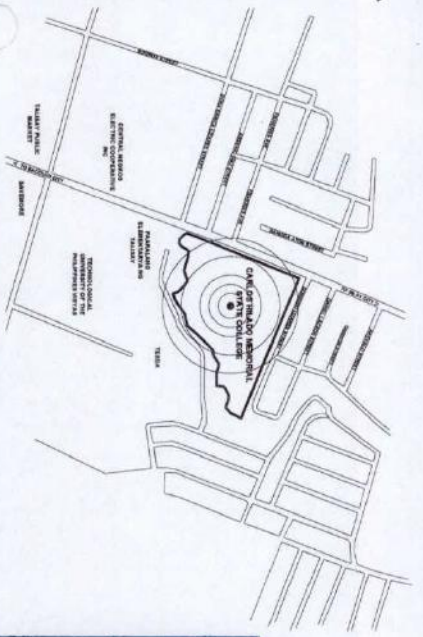
- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

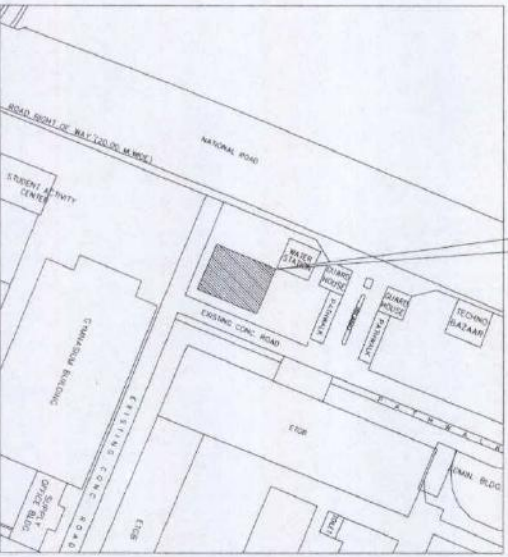
GCC Clause	
2	<p>The Intended Completion Date is</p> <p>60 calendar days upon receipt of the Notice to Proceed</p> <p><i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i></p>
4.1	The CHMSC shall give possession of all parts of the Site to the Contractor upon receipt of Notice to Proceed by the latter.
6	<p>The site investigation reports are:</p> <p><i>No further instructions</i></p>
7.2	<p><i>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</i></p>
10	a. No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within 15 days of delivery of the Notice of Award.
11.2	<p>The period of Program of Work updates is every fifteen (15) days.</p> <p>The amount to be withheld for late submission of an updated Program of Work is FIFTEEN THOUSAND PESOS (Php15,000.00) only. Other relevant rules and regulations as well as communication protocol shall be discussed during the pre-bid conference and shall form part of the contract. Copy of which given to the contractor on the date for the conduct of the pre-construction conference.</p>
13	<p>The amount of the advance payment is</p> <p>8% - upon the submission to and acceptance by the procuring entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the procuring entity.</p> <p>7% - After submission to procuring entity the documents as proof of mobilization.</p> <p>The full mobilization fund shall be recouped from the regular billing of the contractor up to and until 50% of the contract amount are paid to the contractor.</p>
14	Equipment delivered on the site but not completely put in place shall be

	Storage of equipment shall be contractor's responsibility. Equipment shall be covered by the defects liability period of one year from the date of final handing over.
15.1	<p>The date by which operating and maintenance manuals are required during the commissioning of each of the equipment to be installed by the contractor.</p> <p>The date by which "as built" drawings are required will be before the processing of the occupancy permit or fifteen (15) calendar days from the final handing over whichever comes earlier.</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is TWENTY-FIVE THOUSAND PESOS (Php25,000.00) ONLY for each requirement.

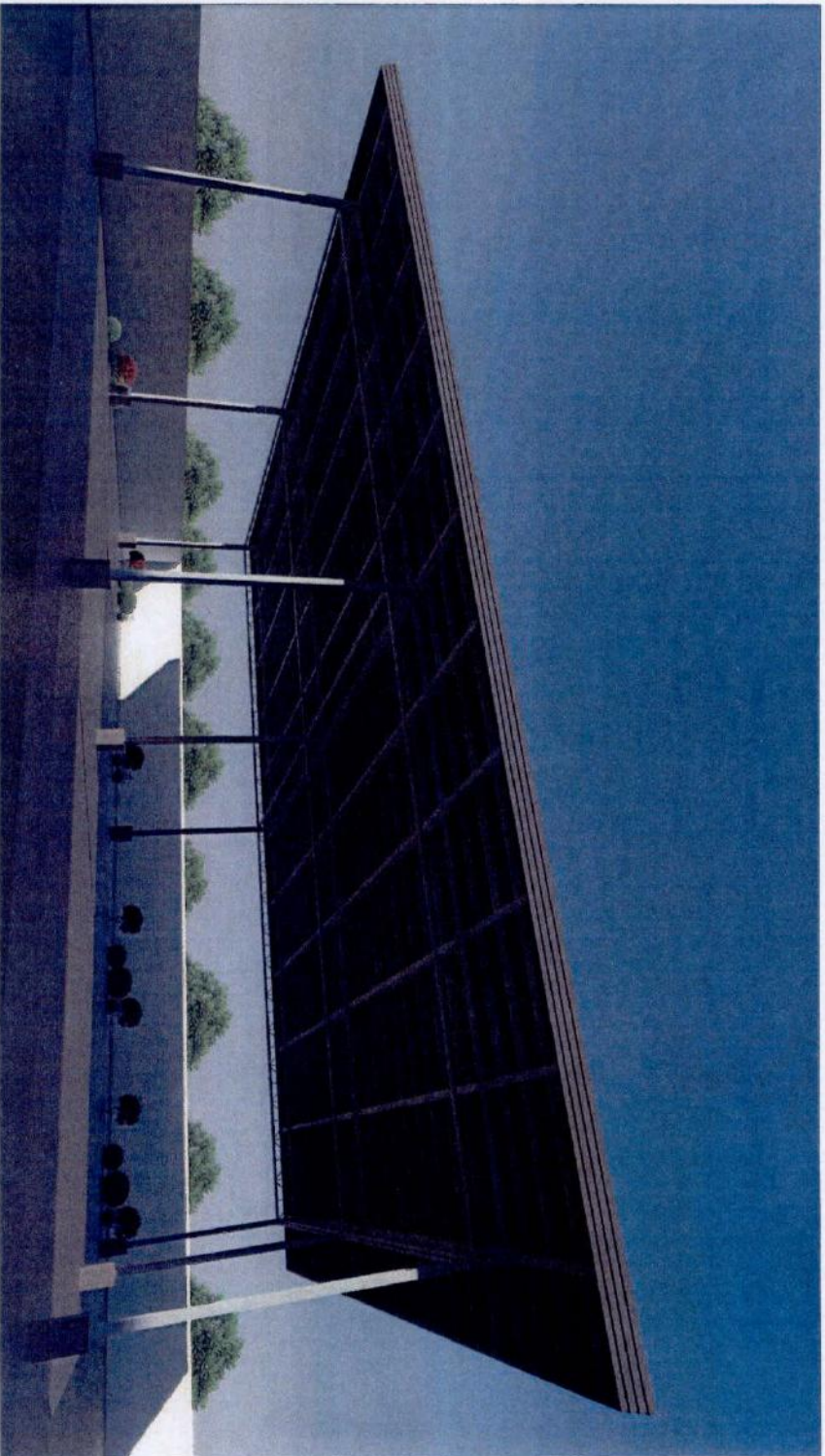


VICINITY MAP
SCALE NDTs

THE SITE



SITE DEVELOPMENT MAP
SCALE NDTs



PERSPECTIVE DRAWING
SCALE NDTs



REPUBLIC OF THE PHILIPPINES
 CARLOS MENDOZA MEMORIAL STATE COLLEGE
 OFFICE OF TECHNICAL EDUCATION & MANAGEMENT SERVICES
 PROJECT TITLE: PROPOSED BUS GARAGE
 PROJECT LOCATION: TALISAY CAMPUS

Prepared by:	Checked by:	Approved by:	SHEET NO.
<i>[Signature]</i> ABRIEL L. LATORIAS COLLEGE DRAFTSMAN	<i>[Signature]</i> ENGR. JUN JUNI M. MARQUEZ PPDM DIRECTOR	<i>[Signature]</i> MRS. ROSALINDA S. DIVILLA, LTB VP ADMINISTRATION & FINANCE	A1

3.00 X 11.60 BUS SIZE

9.00

18.00

9.00

11.00

5.50

5.50

ROOF LINE

COLLEGE BUS

COLLEGE BUS

COLLEGE BUS

COLLEGE BUS

ROOF LINE

ROOF LINE

5.50

11.00

5.50

ROOF LINE

FLOOR PLAN

SCALE 1:100M

Prepared by:

Checked by:

Approved by:

SHEET NO.

REPUBLIC OF THE PHILIPPINES
CARLOS HILADO MEMORIAL STATE COLLEGE
OFFICE OF PHYSICAL DEVELOPMENT & MANAGEMENT OFFICE

PROJECT TITLE:

PROPOSED BUS GARAGE

PROJECT LOCATION: TALISAY CAMPUS

Annelle Laturbas

ANNELLE LATURBAS
COLLEGE DRAFTSMAN

Edgar Junjun Marquez

EDGAR JUN JUN MARQUEZ
PPDM DIRECTOR

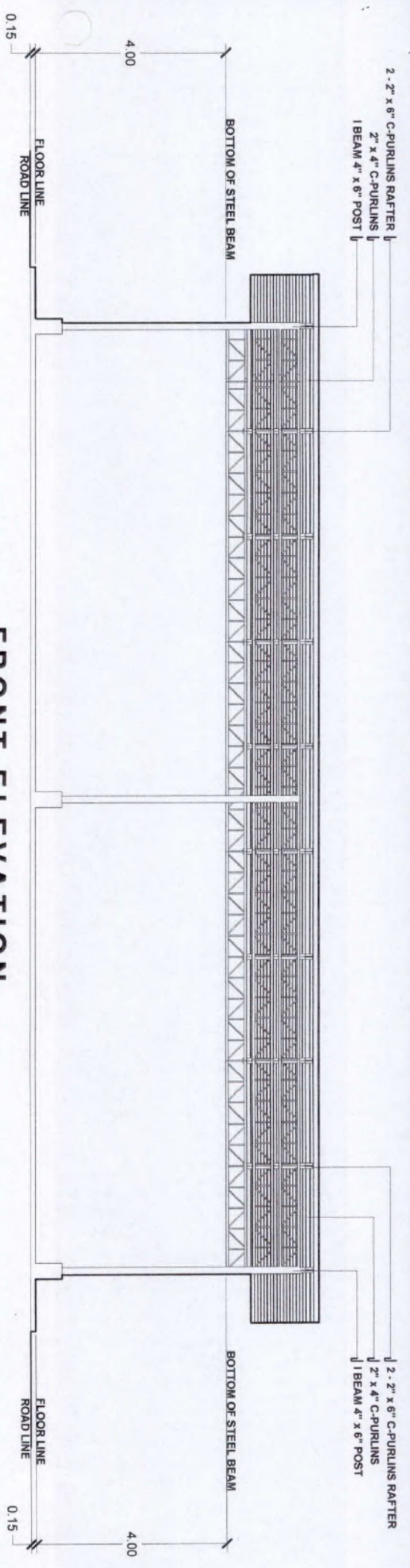
Mrs. Rosalinda S. Tupilla, LTB

MRS. ROSALINDA S. TUPILLA, LTB
VP ADMINISTRATION & FINANCE

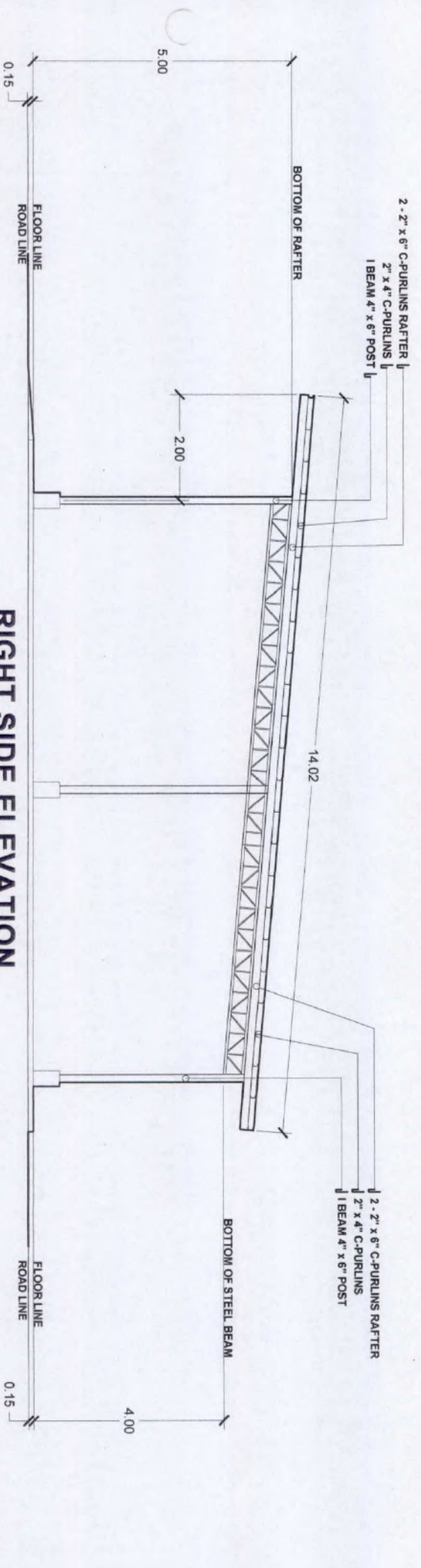
Horberto P. Mungo Lashman, Ph.D.

HORBERTO P. MUNGO LASHMAN, Ph.D.
SUC PRESIDENT III





FRONT ELEVATION
SCALE 1:100M



RIGHT SIDE ELEVATION
SCALE 1:100M



REPUBLIC OF THE PHILIPPINES
 CARDIO MEMORIAL STATE COLLEGE
 Office of Physical Development & Management Office
 PROJECT TITLE: PROPOSED BUS GARAGE
 PROJECT LOCATION: TALISAY CAMPUS

Prepared by:
 ARNEL R. LATORBAGA
 COLLEGE DRAFTSMAN

Checked by:
 ONG JIN JUN J. MARQUEZ
 PPDM DIRECTOR

Approved by:
 MRS. ROSALINDA S. VIKIOLA, LEP
 VP ADMINISTRATION & FINANCE

Approved by:
 NORBERTO P. MANGILIMAN, Ph.D.
 SUC PRESIDENT III

SHEET NO. **A 3**



REPUBLIC OF THE PHILIPPINES
CARLOS HILADO MEMORIAL STATE COLLEGE
Office of Physical Development & Maintenance Office

PROJECT TITLE:
PROPOSED BUS GARAGE

PROJECT LOCATION: TALISAY CAMPUS

Prepared by:

ARNEL R. LATUBANG

COLLEGE DRAFTSMAN

Checked by:

ENGR. ADRIAN JUNI J. MARQUEZ

PPDM DIRECTOR

Approved by:

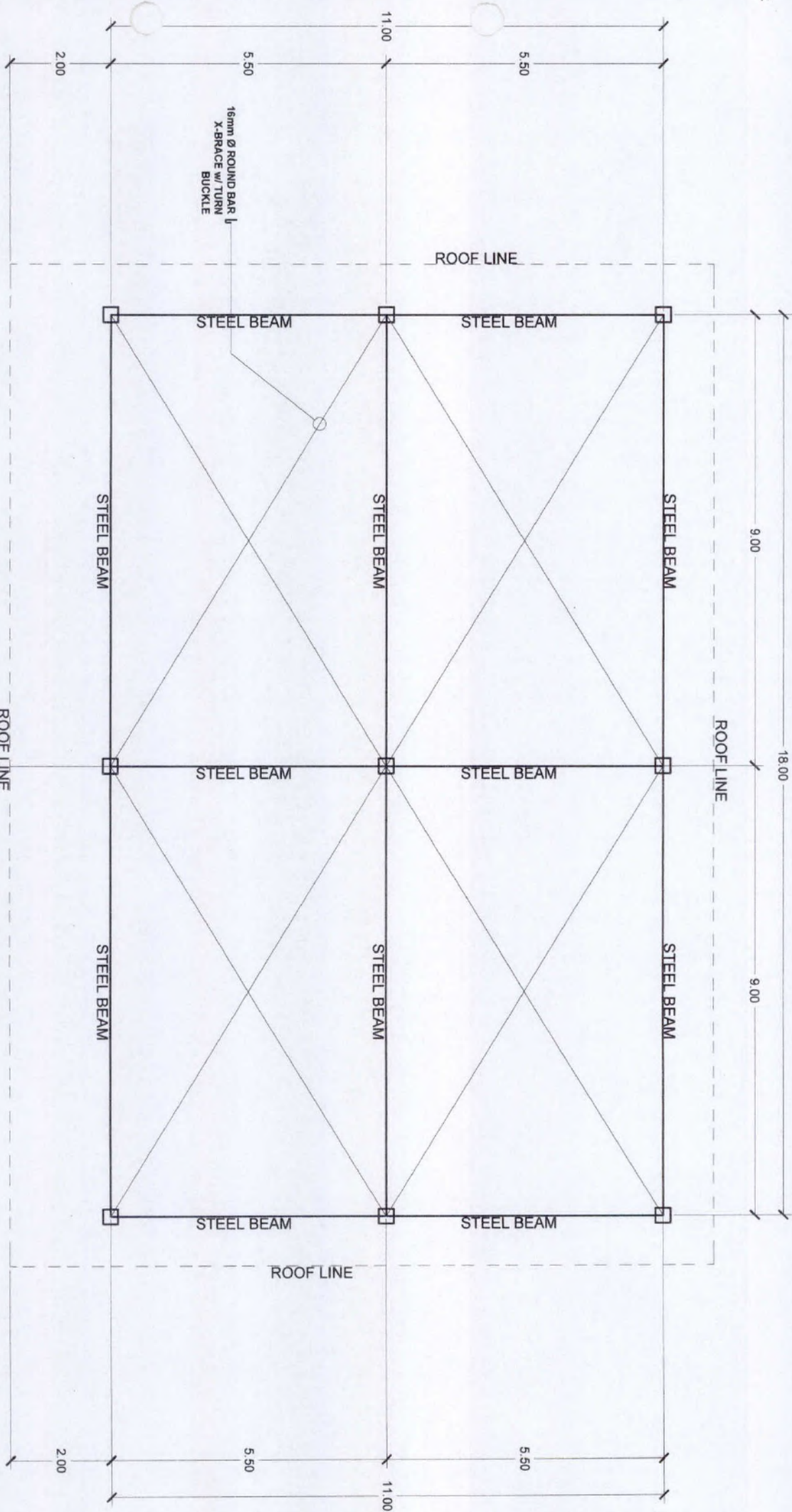
NORBERTO P. MANGUILLABUAN, Ph.D.

SUCR PRESIDENT III

ROOF STEEL BEAM FRAMING PLAN

SCALE

1:100M



S
1

SHEET NO.



REPUBLIC OF THE PHILIPPINES
 CARLOS HILADO MEMORIAL STATE COLLEGE
 OFFICE OF PHYSICAL DEVELOPMENT & MANAGEMENT OFFICE
 PROJECT TITLE:
PROPOSED BUS GARAGE
 PROJECT LOCATION: TALISAY CAMPUS

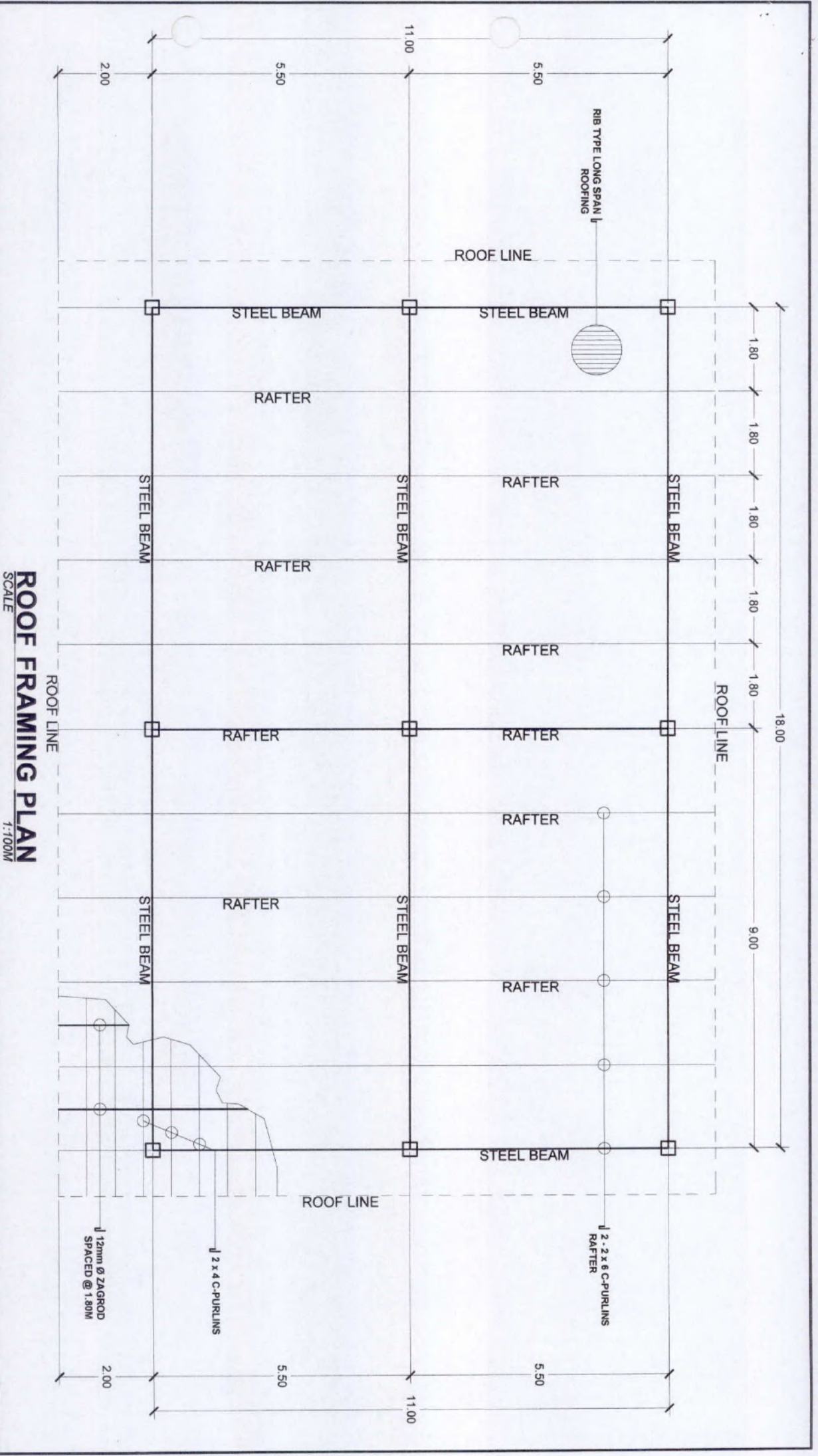
Prepared by:
 ANNE R. LATORAGA
 COLLEGE DRAUGHTSMAN

Checked by:
 ENGR. JUN JIM J. MARQUEZ
 PPDM DIRECTOR

VP ADMINISTRATION & FINANCE
 MRS. ROSALINDA S. TUZILLA, LLB

Approved by:
 NORBERTO P. MANGALABYAN, PH.D.
 SUC RESIDENT III

SHEET NO.
2





REPUBLIC OF THE PHILIPPINES
 CARLOS HILADO MEMORIAL STATE COLLEGE
 OFFICE OF TECHNICAL EDUCATION • MANAGEMENT SERVICES
 PROJECT TITLE:
PROPOSED BUS GARAGE
 PROJECT LOCATION: TALISAY CAMPUS

Prepared by:
 ARNOLD R. LATURANA
 COLLEGE DRAFTSMAN

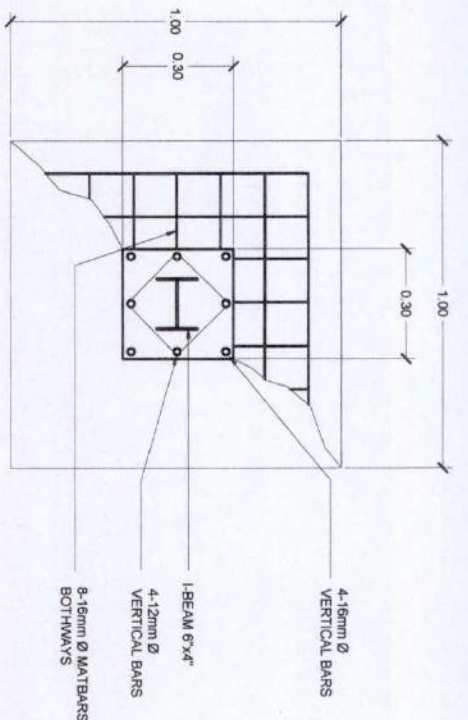
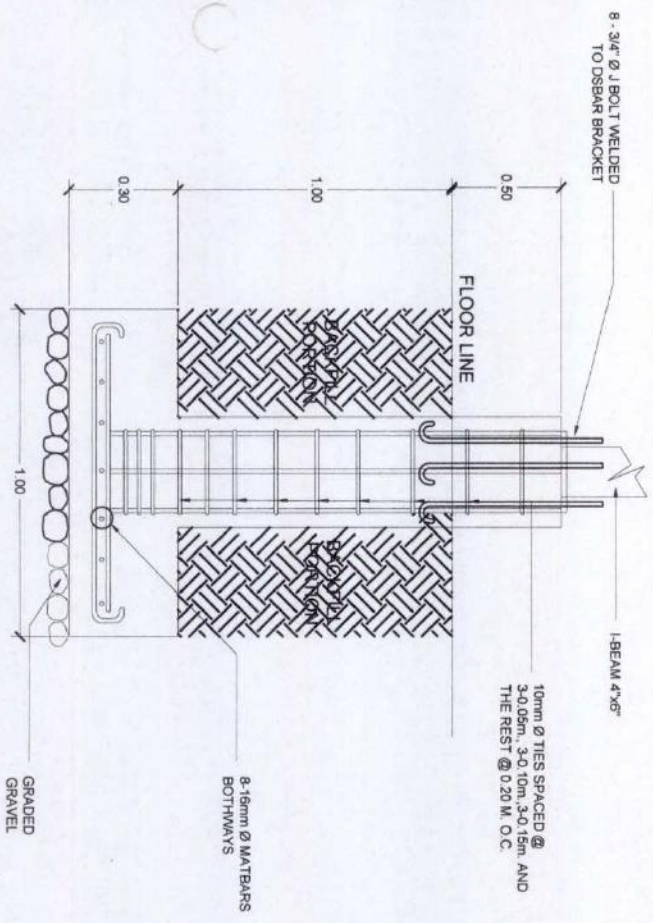
Checked by:
 ENGR. JUNG A. J. MARQUEZ
 PPDIM DIRECTOR

MRS. ROSARIO S. TUWILA, LLB
 VP ADMINISTRATOR & FINANCE

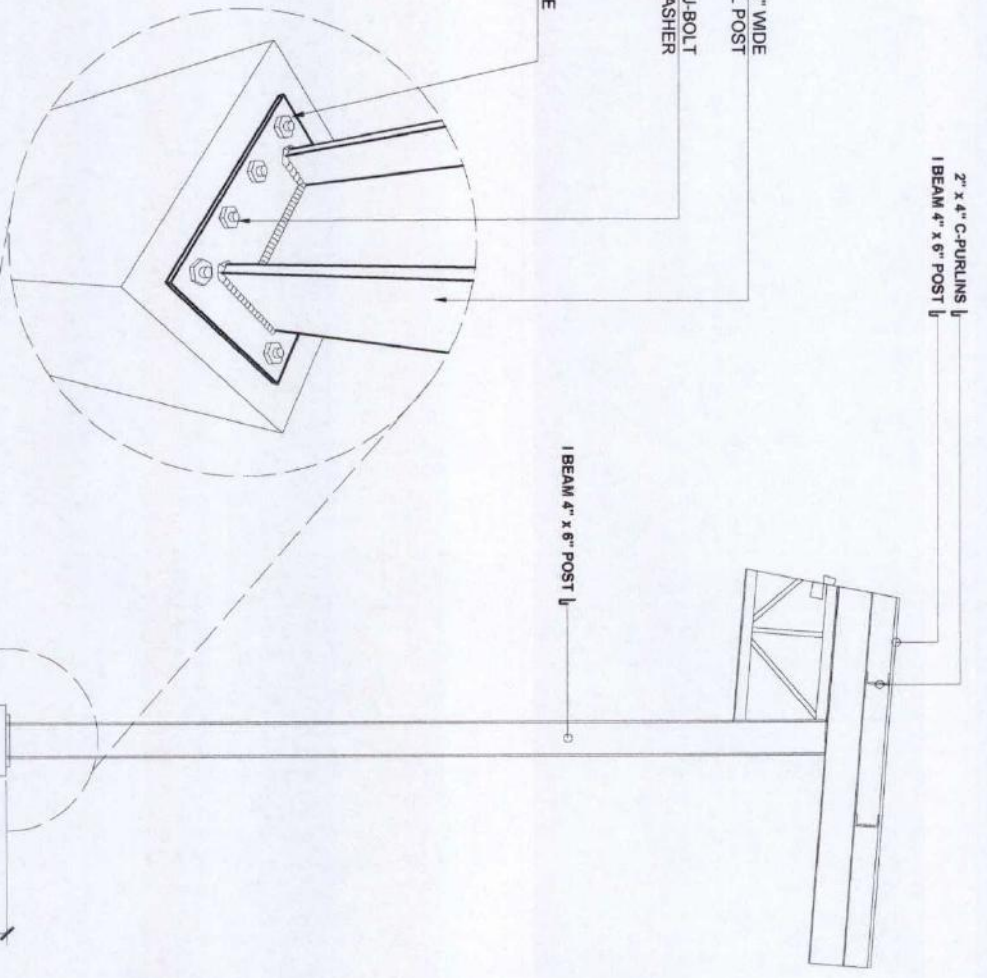
Approved by:
 NORBERTO P. MANGALABUAN, Ph.D.
 SUC PRESIDENT III

SHEET NO.
S 3

COLUMN PEDESTAL DETAILS
 SCALE: 1/20M



CONCRETE PEDESTAL with STEEL PLATE DETAIL
 SCALE: N.D.T.S



2" x 4" C-PURLINS
 I BEAM 4" x 6" POST

I BEAM 4" x 6" POST

#25 x 6" x 4" WIDE
 FLANGE STEEL POST
 3/4" Ø THREADED J-BOLT
 W/ NUT & WASHER

1/2" THICK STEEL PLATE

8- 3/4" Ø J BOLT WELDED
 TO DSBAR BRACKET

I-BEAM 4"x6"

10mm Ø TIES SPACED @
 3-0.05m, 3-0.10m, 3-0.15m, AND
 THE REST @ 0.20 M. O.C.

8-16mm Ø MATBARS
 BOTHWAYS

GRADED
 GRAVEL

4-16mm Ø
 VERTICAL BARS

I-BEAM 6"x4"
 4-12mm Ø
 VERTICAL BARS

8-16mm Ø MATBARS
 BOTHWAYS

FLOOR LINE

100MM
 BOREHOLE

100MM
 BOREHOLE

0.50

1.00

0.30

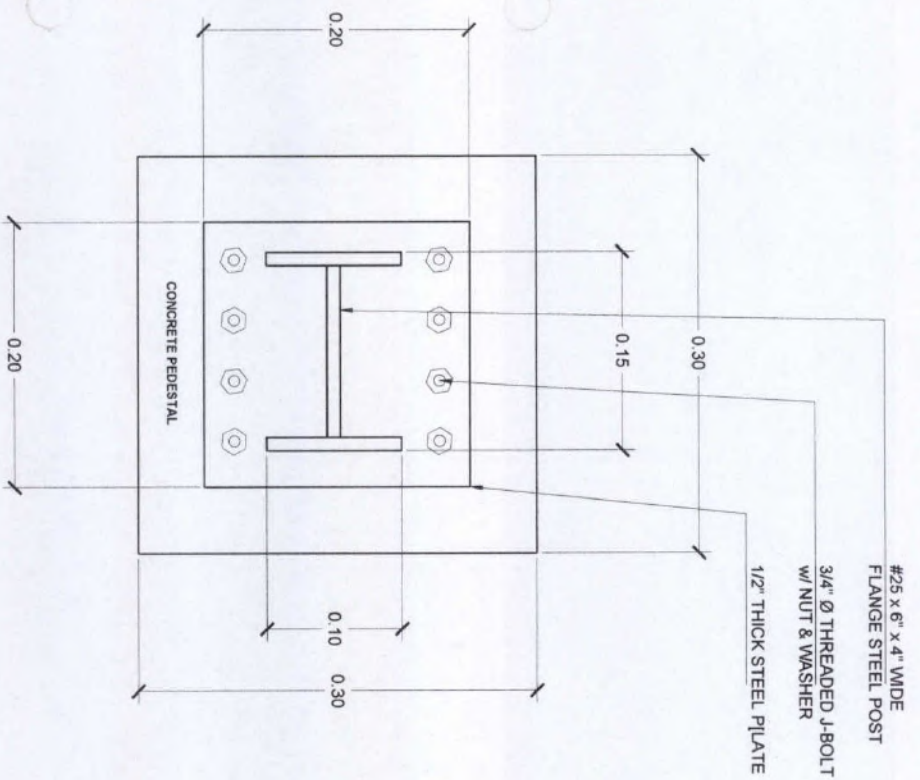
1.00

0.30

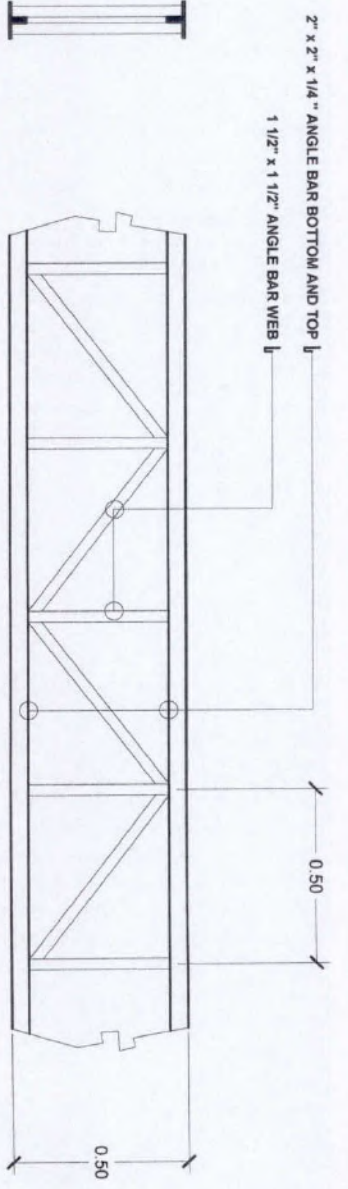
1.00

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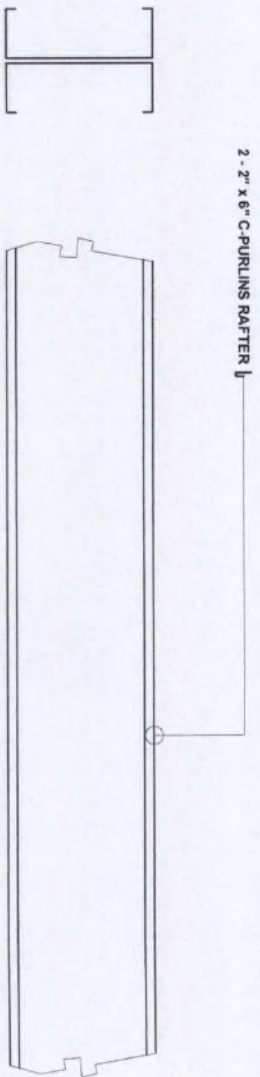
0.50



**CONCRETE PEDESTAL with
STEEL PLATE DETAIL**
SCALE: N D T S



STEEL BEAM DETAIL
SCALE: N D T S



RAFTER DETAIL
SCALE: N D T S

PLAN

PLAN

SECTION

SECTION



REPUBLIC OF THE PHILIPPINES
CARLOS HILADO MEMORIAL STATE COLLEGE
OFFICE OF TECHNICAL EDUCATION & MANAGEMENT SERVICES
PROJECT TITLE:
PROPOSED BUS GARAGE
PROJECT LOCATION: TALISAY CAMPUS

Prepared by:
AHM
ARNEL R. LATORNAS
COLLEGE DRAFTSMAN

Checked by:
J. J. J.
ENGR. JUN J. MARQUEZ
PPDM DIRECTOR

L. S.
MRS. ROSALINDA S. TUJILLA, LL.B.
VP ADMINISTRATION & FINANCE

Approved by:
H. J.
ROBERTO F. MANSUETAN, Ph.D.
SVP PRESIDENT III

SHEET NO.





CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE
 Talisay City, Negros Occidental
 Telefax No.: (034) 712-8404

PROJECT OF REFERENCE: **CHMSC 21-024-0311-I**
 PROJECT NAME: **PROPOSED BUS GARAGE (LABOR AND MATERIALS)**
 LOCATION OF THE PROJECT: **CHMSC-TALISAY CAMPUS, NEGROS OCCIDENTAL**
 SCOPE OF WORK:

- I. General Requirements
 - A. Clearing & Hauling
 - B. Excavation works
- II. Masonry Works
 - A. Re-Bar Works
 - B. Concreting of Bus Garage Floor Slab
 - C. Construction of Concrete Pedestal & Footing
- III. Steel Works
 - A. Fabrication of Steel Column, Rafter, Steel Beam
- IV. Roofing Works
 - A. Installation of Rib Type Roofing
 - B. Installation of Roofing Accessories
- V. Painting Works
 - A. Surface Preparation & Top Coating of Steel Column, Rafter, Steel Beam

Project Duration : 60 Calendar Days

BILL OF QUANTITIES - BOQ

Item no.	Description of Works	Qty	Unit	Material Cost		Labor Cost		Total Amount
				Unit Cost	Material Sub-total Cost	Unit Cost	Labor Sub-Total Cost	Contract
1.0	GENERAL REQUIREMENTS							
1.1.1	Clearing & Hauling		lot					
1.1.2	Mobilization & Demobilization		lot					
1.1.3	Safety Occupation Hazard		lot					
1.1.4	Excavation Works		lot					
	Sub-total, 1.1 (GENERAL REQUIREMENTS)							-
2.0	ARCHITECTURAL WORKS							
	FORM SCAFFOLDINGS							
2.1.1	Ordinary Plywood		sht					
2.1.2	Rough Lumber		lght					
2.1.3	C.W. Nail 4"		kls					
2.1.4	C.W. Nail 2 1/2"		kls					
2.1.5	C.W. Nail 1 1/2"		kls					
	Sub-total, 2.1 (FORM & SCAFFOLDING WORKS)				-		-	-
	STEEL WORKS							
2.2.1	I BEAM 6" x 4"		lght					
2.2.2	Angle Bar 1/4" x 2"		lght					
2.2.3	Angle Bar 3/16" x 1"		lght					

3.0	FOR ALL OTHER ITEMS that are not included on the listed Bill of Quantities in your Bid but are not reflected on PLANS and Specifications but are deemed necessary for the Completion of the Works and the Delivery of the Project and in Full Compliance with all the Requirements of Occupancy Permit.		lot					
	Sub-total, 3.0 (ARCHITECTURAL WORKS)							-
					TOTAL DIRECT COST			-
B. CONSUMABLES								
C. SUPERVISION AND ADMINISTRATION								
D. TOTAL INDIRECT COST (B + C)								
E. TOTAL COST (A + D)								
F. VAT (12% of Item E)								
GRAND TOTAL OF PROJECT COST								



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Expression of Interest

Reference Number 7524279
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS
Area of Delivery Negros Occidental

Solicitation Number:	CHMSC 21-001-0308-C	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	09/03/2021
Approved Budget for the Contract:	PHP 1,500,000.00	Last Updated / Time	08/03/2021 18:42 PM
Delivery Period:		Closing Date / Time	31/03/2021 09:30 AM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7128404 63-34-7128404 chmsc_bacsec@yahoo.com		

Description

Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Talisay Campus, Negros Occidental

REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS
CHMSC 21-001-0308-C

1. The Carlos Hilado Memorial State College (CHMSC), through the Corporate Budget for the contract approved by the Board of Trustees intends to apply the sum of One Million Five Hundred Thousand Pesos (Php1,500,000.00) Only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Audit Services for ISO 9001:2015 Recertification of CHMSC's QMS. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The CHMSC now calls for the submission of eligibility documents for Procurement of Audit Services for ISO 9001:2015 Recertification of CHMSC's QMS. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before March 17, 2021 at 9:30 A.M. at 2/F Bidding Room, Supply & Property Management Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental or through email at bac.sec@chmsc.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 CHMSC and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 am to 5:00pm.

4. A complete set of Bidding Documents may be acquired by interested Bidders on March 9 - 31, 2021 at 9:00 A.M. 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 Five Thousand Pesos (Php 5,000.00) only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of CHMSC, 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 No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

The following shall be considered in the selection/hiring of certification body:

Evaluation Criteria Weight

1. Applicable experience and track record of the Certifying Body 25%
 2. Qualifications of auditors who will be assigned to the project 25%
 3. Approach and methodology 10%
- Total 60%

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, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The CHMSC shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights to be allocated for the Technical and Financial Proposals are as follows:

Evaluation Criteria Weight

- Technical Proposal 60%
Financial Proposal 40%
Total 100%

8. The contract shall be completed as specified in the Terms of Reference.

9. CHMSC 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:

MS. LIGAYA E. FUENTES
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St. Talisay City
Negros Occidental, 6115
Tel. No.: (034) 712-8404
Email Add: bac.sec@chmsc.edu.ph

EDWIN H. BUGNA, PH.D.

BAC Chairperson

Pre-bid Conference

Date	Time	Venue
19/03/2021	10:00:00 AM	2/F Bidding Room, Supply & Property Management Bldg., Brgy. Zone 1, Mabini St., City, Negros Occidental Zoom Meeting with ID No. 797 389 7583, Meeting Password 031921

Created by Rowena De la Vida Prado

Date Created 06/03/2021

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Carlos Hilado Memorial State

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)



Bids and Awards Committee

✉ bac.sec@chmsc.edu.ph ☎ (63-34) 712-0003 local 142

REQUEST FOR EXPRESSION OF INTEREST FOR PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS CHMSC 21-001-0308-C

1. The **Carlos Hilado Memorial State College (CHMSC)**, through the **Corporate Budget for the contract approved by the Board of Trustees** intends to apply the sum of **One Million Five Hundred Thousand Pesos (Php1,500,000.00) Only** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Audit Services for ISO 9001:2015 Recertification of CHMSC's QMS**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The CHMSC now calls for the submission of eligibility documents for **Procurement of Audit Services for ISO 9001:2015 Recertification of CHMSC's QMS**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 17, 2021 at 9:30 A.M.** at 2/F Bidding Room, Supply & Property Management Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental or through email at bac.sec@chmsc.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 **CHMSC** and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 am to 5:00pm.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **March 9 – 31, 2021 at 9:00 A.M.** 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 **Five Thousand Pesos (Php 5,000.00)** only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of CHMSC, 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 No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of **three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

The following shall be considered in the selection/hiring of certification body:

Evaluation Criteria	Weight
1. Applicable experience and track record of the Certifying Body	25%
2. Qualifications of auditors who will be assigned to the project	25%
3. Approach and methodology	10%
Total	60%

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





Carlos Hilado Memorial State

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

*To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)*

Bids and Awards Committee

✉ bac.sec@chmsc.edu.ph ☎ (63-34) 712-0003 local 142

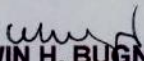
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- The CHMSC shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights to be allocated for the Technical and Financial Proposals are as follows:

Evaluation Criteria	Weight
Technical Proposal	60%
Financial Proposal	40%
Total	100%

- The contract shall be completed as specified in the Terms of Reference.
- CHMSC 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.
- For further information, please refer to:

MS. LIGAYA E. FUENTES
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St. Talisay City
Negros Occidental, 6115
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BAC Chairperson



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TERMS OF REFERENCE
FOR THE REASSESSMENT AND SURVEILLANCE AUDITS
(RECERTIFICATION) OF CHMSC's QMS
(ISO 9001:2015) BY THE CERTIFYING BODY

I. BACKGROUND AND RATIONALE

Adhering to the need of government agencies quality services, Executive Order No. 605, dated February 23, 2007, Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management program, Amending for the Purpose Administrative Order No. 161, was issued to effect improvements in public sector performance recognizing the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes. EO 605 directs all departments and agencies of the Executive branch, including all Government-Owned and/or Controlled Corporations (GOCCs) and Government Corporations (GOCCs) and Government Financial Institutions to adopt ISO 9001:2000 Government Quality Management Systems Standards (GQMSS) as part of the implementation of a Government-wide Quality Management Program (GQMP).

Pursuant to EO 605, the Governance Commission for GOCCs in its GCG Memorandum Circular No/ 2013-02 (Re-Issued), Performance Evaluation System (PES) for the GOCC Sector, identified compliance with the Government Quality Management Systems Standards (GQMSS) as one (1) of the good governance conditions required from all GOCCs.

II. OBJECTIVES:

Carlos Hilado Memorial State College intends to procure and engage the services of a Certifying Body to conduct the recertification audit and periodic surveillance audits thereafter of CHMSC's Quality Management System to the ISO 9001:2015 Standard on or before April 2021.

III. EXPECTED OUTPUTS OF CERTIFYING BODY (CB)

The CB services shall have the following outputs:

- a. Reassessment
- b. Surveillance Audits
- c. Continuous Certification of CHMSC'S QMS

IV. EVALUATION CRITERIA/GENERAL TERMS AND CONDITIONS:

CHMSC shall evaluate bids using the Quality – Cost based evaluation (QCBE) pursuant to 2016 Revised IRR of RA9184.

The following shall be considered in the selection/hiring of certification body:

Evaluation Criteria	Weight
Technical Proposal	60%
Financial Proposal	40%
Total	100%

A. The Technical Proposal shall have the following sub – criteria:

Evaluation Criteria	Weight
1. Applicable experience and track record of the Certifying Body	25%
2. Qualifications of auditors who will be assigned to the project	25%
3. Approach and methodology	10%
Total	60%

1. Applicable Experience and Track Record of the Certifying Body (25%)

Number of Years of Auditing Experience (ISO 9001:2015)	Equivalent Points (10%)
At least five (5) years	2
Six (6) to Ten (10) years	4
Eleven (11) to Fifteen (15) years	6
Sixteen (16) to Twenty (20) years	8
More than Twenty (20) years	10

Number of Completed Similar Projects in the Government Sector or State Universities and Colleges (ISO 9001:2015)	Equivalent Points (10%)
Two (2) to Three (3) similar projects	2
Four (4) to Five (5) similar projects	4
Six (6) to Seven (7) similar projects	6
Eight (8) to Nine (9) similar projects	8
Ten (10) and above similar projects	10

Number of Completed Similar Projects the Private Sector (ISO 9001:2015)	Equivalent Points (5%)
Two (2) to Three (3) similar projects	1
Four (4) to Five (5) similar projects	2
Six (6) to Seven (7) similar projects	3
Eight (8) to Nine (9) similar projects	4
Ten (10) and above similar projects	5

2. *Qualifications of auditors who will be assigned to the project. The applicable score shall be the average score of two (2) nominated personnel. (25% each)*
Each of the two (2) shall be assessed using the following sub-criteria:

Number of Years of Auditing Experience (ISO 9001:2015)	Equivalent Points (10%)
At least Five (5) years	2
Six (6) years to Eight (8) years	4
Nine (9) to Eleven (11) years	6
Twelve (12) to Fourteen (14) years	8
Fifteen (15) years and above	10

Number of Similar Projects Handled in the Government Sector and State Universities and Colleges (ISO 9001:2015)	Equivalent Points (10%)
Three (3) to Four (4) similar projects	2
Five (5) to Six (6) similar projects	4
Seven (7) to Eight (8) similar projects	6
Nine (9) to Ten (10) similar projects	8
More than 10 similar projects	10

Number of Similar Projects Handled in the Private Sector (ISO 9001:2015)	Equivalent Points (5%)
Three (3) to Four (4) similar projects	1
Five (5) to Six (6) similar projects	2
Seven (7) to Eight (8) similar projects	3
Nine (9) to Ten (10) similar projects	4
More than 10 similar projects	5

**Note: The applicable score shall be the average score of the two (2) nominated personnel*

3. Approach and Methodology (10%)

Criteria	Rating
Clarity of proposed methods and approaches to be used; their feasibility, soundness and practicability to site conditions	5%
Comprehensiveness <ul style="list-style-type: none"> ✓ Completeness of activities as outlined in the TOR ✓ Logical sequence of the activities ✓ Appropriate timing of the activities ✓ Flexible enough, so that it can be modified easily, if necessary 	5%
Total	10%

B. Financial Proposal

1. The Approved Budget for the Contract (ABC) shall be the upper limit or the ceiling for acceptable Financial Proposal. Financial Proposal received in excess of the ABC shall be automatically rejected.

2. The Financial Proposal shall be computed as follows:

$$\left(1 - \frac{\text{Bid Amount}}{ABC}\right) \times 100 \times 40\%$$

C. Overall Rating

1. The overall rating of the proponent shall be the sum of the ratings earned for the **Technical Proposal and Financial Proposal**.
2. The contract shall be awarded to the **Highest Rated Bid**.

V. RESPONSIBILITIES OF THE CERTIFYING BODY

The CB must comply with the following:

- a. Provide its company profile highlighting related government and private certification projects, scope of work and implementation methodology; curriculum vitae of the proposed certification team and a copy of **accreditation document by the Philippine Accreditation Office**, as proof of conformity to ISO 19011:2018 "Guidelines for Auditing management Systems" and ISO 17021:2011 "Conformity assessment - Requirements for bodies providing audit and certification of management systems" for auditing competency, independence and absence of conflict of interest;
- b. The CB shall include in the proposal, the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the CB cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties.
- c. All information reviewed and recorded by the certification body audit team would be treated in the strictest confidence at all times
- d. The CB shall adhere to the agreed scope of work/ deliverables which were prior approved by the CHMSC's selection committee.
- e. The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to the agency at the end of reassessment and each surveillance and certification audits unless otherwise agreed by the agency
- f. The CB team shall abide with the auditing principles terminologies and guidelines as specified in the ISO 19011:2018 – Guidelines for quality management systems auditing.

VI. IMPLEMENTATION SCHEDULE

All activities will be implemented for a period of three (3) years.

The CB shall provide the following services to CHMSC within the timetable indicated below:

ACTIVITIES	OUTPUT	TIME FRAME
1. Reassessment	✓ Reassessment Audit Report ✓ Reconfirmation of Certificate	April 2021

VII. SCOPE OF THE SERVICE:

The Certification Audit shall cover the processes of the Institution specified per campus.

CAMPUS	Total Regular Faculty	Total Job Orders	Total GASS Personnel	Total Part Timers	Programs	Process Units/Owners
<p>TALISAY <i>(Main)</i></p>	<p>181</p>	<p>111</p>	<p>51</p>	<p>29</p>	<ul style="list-style-type: none"> • BA Social Science • BA English Language • BS Psychology • Bachelor of Secondary Education (<i>English, Filipino, Math & Science</i>) • Bachelor of Elementary Education • Bachelor of Early Childhood Education • Bachelor of Special Needs Education • Bachelor of Physical Education • Bachelor of Technology Livelihood Education • BS Industrial Technology (<i>Automotive, Architectural Drafting, Electronics Tech., Electrical Tech., Mechanical Tech., RAC, Fashion Apparel & Food Trades</i>) • BS Information Systems • BS Hospitality Management 	<ul style="list-style-type: none"> • President • VP for Academic Affairs • VP for Research and Extension • VP for Administration and Finance • Chief Administrative Officer-Admin • Chief Administrative Officer-Finance • College Secretary • Director, Planning, Monitoring and Evaluation • Management Audit Analyst • Director, Quality Assurance and Accreditation • Director, Curriculum and Instructional Materials Development • Director, Graduate Studies and Continuing Education • Director, Business Affairs Office • Director, Information and Communications Technology

					<ul style="list-style-type: none"> • Master of Arts in Education (MAED) • Master of Public Administration (MPA) • Master in Technology Management (MTM) • Doctor of Philosophy in Technology Management (PhD TM) • Doctor of Education (EdD) • Doctor of Public Administration (DPA) 	<ul style="list-style-type: none"> • Director, PPDM • Director, Center for External Affairs • Director, Gender and Development • Chair, Bids and Awards Committee • Secretariat, Bids and Awards Committee • Property and Supply Management Officer • Human Resource Management Officer • Director, Human Resource Development Office • Director, Research and Development Services • Director, Intellectual Property Management • Director, Extension and Community Services • Director, National Service Training Program • Director, Disaster Risk Reduction Management • Director, Office of the Student Affairs
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						<ul style="list-style-type: none">• Director, Guidance Services• Director, Scholarships• Director, Alumni Affairs• Dean, College of Arts and Sciences• Dean, College of Education• Dean, College Industrial Technology• Dean, College of Engineering• Dental Clinic• Medical Clinic• Registrar and Admission Officer• Librarian• Cashier• Records Management Officer
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<p>FORTUNE TOWNE <i>(External 1)</i></p>	<p>50</p>	<p>17</p>	<p>11</p>	<p>19</p>	<ul style="list-style-type: none"> • BS Business Administration • BS Office Administration • BS Entrepreneurship • BS Accountancy • BS Accounting Technology • BS Management Accounting • BS Information Systems • Master in Business Administration (MBA) • Master in Public Administration (MPA) 	<ul style="list-style-type: none"> • Executive Director • Dean, College of Business Management and Accountancy • Registrar and Admission Officer • Cashier • Librarian • Medical • Document Controller • Coordinator, PPDM • Coordinator, OSA • Guidance Counselor • Coordinator, Sports & Cultural • Coordinator, PME • Coordinator, RDS • Coordinator, ECS • Coordinator, CEA • Coordinator, CIMD • Coordinator, Alumni & NSTP • Coordinator, ICT • Coordinator, GAD • Coordinator, DRRMO
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<p>ALIJIS <i>(External 2)</i></p>	<p>61</p>	<p>14</p>	<p>8</p>	<p>12</p>	<ul style="list-style-type: none"> • BS Information Systems • BS Information Technology • BS Industrial Technology • BS of Computer Engineering • BS of Electronics Engineering • Bachelor of Technical Teacher Education 	<ul style="list-style-type: none"> • Executive Director • Dean, College of Computer Studies • Registrar and Admission Officer • Librarian • Cashier • Medical • Document Controller • Coordinator, OSA • Guidance Counselor • Coordinator, RDS • Coordinator, ECS • Coordinator, CEA • Coordinator, PME • Coordinator, GAD • Coordinator, PPDM • Coordinator, ICT • Coordinator, NSTP • Coordinator, Alumni
<p>BINALBAGAN <i>(External 3)</i></p>	<p>76</p>	<p>26</p>	<p>20</p>	<p>19</p>	<ul style="list-style-type: none"> • BS Fisheries • BS Criminology • Bachelor of Elementary Education • Bachelor of Secondary Education • BS Business Administration • BS Information Technology 	<ul style="list-style-type: none"> • Executive Director • Dean, College of Fisheries • Dean, College of Criminal Justice • Registrar and Admission Officer • Librarian • Cashier • Medical

					<ul style="list-style-type: none"> • Bachelor of Technology Livelihood Education 	<ul style="list-style-type: none"> • Document Controller • Coordinator, OSA • Guidance Associate • Coordinator, RDS • Coordinator, ECS • Coordinator, PPDM • Coordinator, PME • Coordinator, GAD • Coordinator, CEA • Coordinator, ICT • Coordinator, Sports • Coordinator, Cultural • Coordinator, NSTP • Coordinator, Property and Supply Management • Coordinator, Alumni • LDRRMO
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VIII. BUDGETARY REQUIREMENTS

The estimated cost of this undertaking is One Million Five Hundred Thousand Pesos only (P1,500, 000) covering reassessment, surveillance audits, follow – up audit (in case there will be) and certification fees, inclusive of all applicable taxes and fees. Financial proposal in excess of the ABC shall be automatically rejected.

Expenses for transportation, accommodation and meals of the CB shall be provided by CHMSC.

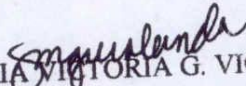
IX. TERMS OF PAYMENT

Payments shall be based on progressive billings to be issued upon completion of each audit activity, subject to submission of reports of the CB in accordance with the following schedules

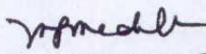
Schedules	Expected Outputs Per Payment	Progress Payment as Per Output
Reassessment	Reassessment Audit Report	33%
1 st Surveillance Audit	1 st Surveillance Audit Report Re-certification/issuance of ISO 9001:2015 Certificate	13%
2 nd Surveillance Audit	2 nd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%
3 rd Surveillance Audit	3 rd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%
4 th Surveillance Audit	4 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%
5 th Surveillance Audit	5 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%
Follow up audit (in case)	Follow up audit report Confirmation of ISO 9001:2015 Certificate*	2%
Total		100%

*subject to satisfactory results of assessment audit

Prepared by:


 MARIA VICTORIA G. VIOLANDA
 QAA Director

Reviewed by:


 MS. MA. KRISTINA G. MEDALLA
 TWG, Consultancy Services

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

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

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS
1.3	must be registered with the SEC and/or any agency authorized by the laws of the Philippines;
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>the last two (2) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>State acceptable proof of satisfactory completion of completed contracts.</i>
4.2	Each prospective bidder shall submit one (1) original and three (3) copies of eligibility documents

9.2

The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility requirements as specified in the "Checklist of Eligibility Requirements for Consulting Services", and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit financial bids. Should only one (1) or less than the required number apply for short listing, pass the eligibility check, the BAC shall consider the same.

The criteria and rating system for short listing are:

Evaluation Criteria	Weight
1. Applicable experience and track record of the Certifying Body	25%
2. Qualifications of auditors who will be assigned to the project	25%
3. Approach and methodology	10%
Total	60%