



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7566580
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title Procurement of Various Cleaning and Disinfection Supplies for Instructional use of BSIT Foods Trade Technology - Talisay Campus
Area of Delivery Negros Occidental

Solicitation Number:	RFQ 21-076	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Janitorial Supplies	Date Published	23/03/2021
Approved Budget for the Contract:	PHP 90,396.80	Last Updated / Time	22/03/2021 19:12 PM
Delivery Period:	21 Day/s	Closing Date / Time	30/03/2021 09:00 AM
Client Agency:			
Contact Person:	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7124804 63-34-7128404 bac.sec@chmsc.edu.ph		

Description

Standard Form Number: SF-GOOD-60
Revised on May 24, 2004

Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
Talisay City, Negros Occidental
Telefax (034) 712-8404 / 712-0420 local 142
bac.sec@chmsc.edu.ph

REQUEST FOR QUOTATION

Date: March 19, 2021
Quotation No. 21-076

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the envelope attached herewith.

EDWIN H. BUGNA, Ph.D.
BAC Chairman

NOTE :

- ALL ENTRIES MUST BE TYPEWRITTEN
- DELIVERY PERIOD WITHIN _____ CALENDAR DAYS

- 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
- 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
- 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF QUOTATION.
- 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO. ITEM / DESCRIPTION

(Pls. indicate brand offered) QTY. UNIT UNIT PRICE TOTAL PRICE

ONE (1) LOT

- 1 DETERGENT LIQUID, 1 gallon capacity 16 gallon
- 2 DETERGENT BAR, slab 40 slab
- 3 HAND SANITIZER, gel 16 gallon
- 4 LIQUID HAND SOAP, with moisturizer, unscented, 1 gallon 16 gallon
- 5 ALCOHOL, ETHYL, 70% solution, 4 liters capacity 16 gallon
- 6 MOP SQUEEZER, H17", L22", W10", 7 liters capacity 4 unit

ABC= 90,396.80

CLEANING AND DISINFECTION SUPPLIES FOR BSIT FOODS TRADE TECHNOLOGY INSTRUCTIONAL USE- TALISAY CAMPUS/ I. PABIANIA/ J. TARROSA/ J. JUESNA

PR# 21-073-0302 03-02-21

MDS 038-101-21-03 03-01-21

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Various Cleaning Supplies	1	Lot	90,396.80

Created by Rowena De la Vida Prado

Date Created 22/03/2021

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Rowena Prado CHMSC

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Bid Supplement

Reference Number: 7524279
Title: PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS
Category: Consulting Services

	Bid Supplement No.	Title	Type	Published
1	7524279-01	Addendum No. 1	Addendum	24/03/2021

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Rowena Prado CHMSC

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Bid Supplement Abstract

Reference Number **7524279**
Title PROCUREMENT OF AUDIT SERVICES FOR ISO 9001:2015 RECERTIFICATION OF CHMSC'S QMS
Category Consulting Services

Type Addendum
Bid Supplement No. 7524279-01
Title Addendum No. 1
Area of Delivery/Location Negros Occidental
Delivery Period/Contract Duration
Contact Person Rowena De la Vida Prado
Description Please see attached documents.

Note: Click the document name to view the attachment.

Document Name	Document Type	Content	Format
Terms of Reference	Electronic	Supporting Documents	A4
Addendum No. 1	Electronic	Bid Bulletin	A4

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Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE

Bids and Awards Committee
 Talisay City, Negros Occidental
 Telefax: (034) 712-8404

Email Add: chmsc_bacsec@yahoo.com

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

7524279/CHMSC 21-001-0308-C

March 23, 2021

This Addendum No. 1 is issued for clarification of Bidders with regard to the specifications of bidding documents for the **Procurement of Audit Services for ISO 9001:2015 Recertification of CHMSC's QMS per Reference Number 7524279/CHMSC 21-001-0308-C**. This shall form an integral part of the Documents.

PARTICULARS (AS PUBLISHED)			RECTIFICATION (SHOULD BE)	
TERMS OF REFERENCE			TERMS OF REFERENCE	
IX. TERMS OF PAYMENT			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			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	Schedules	Expected Outputs Per Payment
Reassessment	Reassessment Audit Report	33%	Reassessment	Reassessment Audit Report
1 st Surveillance Audit	1 st Surveillance Audit Report Re-certification/issuance of ISO 9001:2015 Certificate	13%	1 st Surveillance Audit	1 st Surveillance Audit Report Re-certification/issuance of ISO 9001:2015 Certificate
2 nd Surveillance Audit	2 nd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%	2 nd Surveillance Audit	2 nd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
3 rd Surveillance Audit	3 rd 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*
			4 th Surveillance Audit	4 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
			5 th Surveillance Audit	5 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
			Follow up audit ** (in case)	Follow up audit report Confirmation of ISO 9001:2015 Certificate*

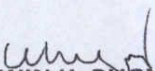
*subject to satisfactory results of assessment audit

4 th Surveillance Audit	4 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*	13%	**Payment for follow-up audit activity is subject to the condition that there is an audit finding that requires such activity. Hence, the payment for this activity must be made; otherwise, no action will be taken.
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

For guidance and information of all concerned.

For the BAC:


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

Received by the Bidder: _____

_____ Date

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 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 Certification	April 2021
2. 1 st Surveillance Audit	✓ 1 st Surveillance Audit Report ✓ Re-certification/issuance of ISO 9001:2015 Certificate	November 2021
3. 2 nd Surveillance Audit	✓ 2 nd Surveillance Audit Report ✓ Confirmation of ISO 9001:2015 Certificate*	May 2022
4. 3 rd Surveillance Audit	✓ 3 rd Surveillance Audit Report ✓ Confirmation of ISO 9001:2015 Certificate*	November 2022
5. 4 th Surveillance Audit	✓ 4 th Surveillance Audit Report ✓ Confirmation of ISO 9001:2015 Certificate*	May 2023
6. 5 th Surveillance Audit	✓ 5 th Surveillance Audit Report ✓ Confirmation of ISO 9001:2015 Certificate*	November 2023

Note: Flexibility in the audit schedule shall be allowed subject to CHMSC approval.

*subject to satisfactory results of assessment audit

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
Reassessment	Reassessment Audit Report
1 st Surveillance Audit	1 st Surveillance Audit Report Re-certification/issuance of ISO 9001:2015 Certificate
2 nd Surveillance Audit	2 nd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
3 rd Surveillance Audit	3 rd Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
4 th Surveillance Audit	4 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
5 th Surveillance Audit	5 th Surveillance Audit Report Confirmation of ISO 9001:2015 Certificate*
Follow up audit ** (in case)	Follow up audit report Confirmation of ISO 9001:2015 Certificate*

*subject to satisfactory results of assessment audit

**Payment for follow – up audit activity is subject to the condition that there is an audit finding that requires such activity. Hence, the payment for this activity must be made; otherwise, no action will be taken.

Prepared by:


 MARIA VICTORIA G. VIOLANDA
 QAA Director

Reviewed by:


 MS. MA. KRISTNA G. MEDALLA
 TWG