

**NOTICE FOR NEGOTIATED PROCUREMENT  
(Small Value Procurement-Individual Consultant)**

**HIRING OF INDIVIDUAL CONSULTANT FOR THE ISO 9001: 2015  
ACCREDITATION OF THE GENERAL ADMINISTRATION AND  
SUPPORT SERVICES GROUP  
DSWD NNP No. 19-GOP-SVC-004  
(PR No. 2019020632)**

1. The Republic of the Philippines, through the **General Administration and Support Services Group - Miscellaneous and Other Operating Expenses (GASS-MOOE) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Six Hundred Thousand Pesos (PhP 600,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **"Hiring of Individual Consultant for the ISO:2015 Accreditation of the General Administration and Support Services Group"** (DSWD NNP No. 19-GOP-SVC-004)
2. The project aims to engage a consultant who will work closely with Quality Management Team (QMT) of the General Administration and Support Services Group (GASSG). In the process of the certification, GASSG will be required to follow a program of trainings and workshops about the requirements of the ISO 9001:2015 standard and to apply the gained concepts and techniques in establishing the management system of the organization and eventually, in its implementation. If necessary, the Consultant shall coordinate directly with the QMT in the application of these concepts and techniques to ensure that the requirements of the standard are met. The adequacy and soundness of the Quality Management System's (QMS) documentation and its implementation shall also be reviewed and validated by the Consultant.
3. **Scope of Work:**

The scope of work of the Consultant are as follows:

1. Phase I - Capacity Building of Key Personnel/Working Team
  - a. Gap Analysis
  - b. Appreciation Course on ISO 9001:2015 Standard
  - c. Management System Documentation Course
  - d. Development of Quality Policy and Setting Up of Quality Objectives and Targets
  - e. Organizational Context Workshop(s)
  - f. Risk Management Workshop(s)
2. Phase II - Management System Documentation
  - a. Assistance in the preparation and review of documents
3. Phase III - System Implementation
  - a. Assistance in the system implementation

4. Phase IV - System Review

- a. Process-based Internal QMS Audit Course
- b. Planning and Preparing for the Internal Audit
- c. Assistance during the Internal Audit and Review of the Internal Audit Results

5. Phase V - Preliminary and External Assessment

- a. Conduct of Preliminary Assessment
- b. Assistance during Main Assessment of the Certification Body

4. Primary Responsibilities of Consultant are as follows:

- a. Responsible in the over-all organization coordination, supervision and implementation of activities and services described in the consulting proposal;
- b. Directly responsible in the actual conduct and/or provision of services, including trainings/ workshops and audits as contained in the consulting proposal; and
- c. Responsible for the finalization of the project schedule with the Management Committee and the Quality Management Section.

5. The Consultant is expected to come up with the following deliverables in accordance to its scheduled timelines and payment schedules:

Phase	Deliverables	Deadline for Submission	Deadline for Approval	Tranches of Payment	% Of Contract Price
Phase 1	Gap Analysis Report	Within three (3) weeks from issuance of NTP	Within three (3) working days upon submission of documents	1 <sup>st</sup>	25%
	Course Proposals				
	Documentation Plan				
Phase 2	Procedure Manuals	Three Weeks from approval of Phase 1 documents	Five working days upon submission	2 <sup>nd</sup>	30%
	Quality Manual				
	Work Instructions				
	Forms				
Phase 3	System Implementation Documentation and Feedback - Initial Check	Two weeks upon approval of documents submitted under Phase 2	No approval required	3 <sup>rd</sup>	10%
	System Implementation Documentation and Feedback - Second Check	Two weeks upon the conduct of 1 <sup>st</sup> System Implementation Documentation and Feedback			



Phase 4	Internal Audit Plan	One month upon start of implementation	Two (2) Working Days upon submission	4 <sup>th</sup>	10%
	Audit Checklist				
Phase 5	Pre-Assessment Audit Report	Two days upon conduct of respective audit	Two (2) Working Days upon submission	5 <sup>th</sup>	25%
	Initial Audit Report of Certifying Body		Two (2) working days upon submission		
	Final Audit Report of Certifying Body		Two (2) working days upon submission		
	Certificate of Conformity to ISO 9001:2015 Standard	Two to four weeks	No approval required.		

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

Criteria	Point System	Points
<b>Education</b>		
Graduate of BS Management Engineering	25%	<b>25%</b>
Graduate of BS Public Administration	20%	
Graduate of BS Business Administration	15%	
<b>Experience</b>		
Completed/rendered ISO Consultancy Services within five (5) years with three (3) or more private entities and four (4) or more government agencies.	45%	<b>45%</b>
Completed/rendered ISO Consultancy Services within five (5) years with two (2) private entities and three (3) government agencies	30%	<b>30%</b>
<b>TOTAL</b>		<b>100</b>

The passing rate/score is **Eighty-Five Percent (85%)**.

7. The DSWD now invites interested individual applicants to submit the following:
- a. Comprehensive Curriculum Vitae and Diploma or Transcript of Records (TOR);
  - b. Consultant portfolio or other similar documents showing his/her work experiences and services rendered in private and public entities;

- c. List of companies (private/public) successfully certified to ISO 9001:2015, and of which 100% of the listed organizations are successfully ISO certified;
  - d. Price Quotation Form (Annex A);
  - e. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
  - f. Certificate of BIR Registration;
  - g. Notarized Omnibus Sworn Statement (Annex B), to be submitted by the awarded consultant; and
  - h. Sample copies of written/ edited work.
8. The required documents shall be submitted at the address below or through email at [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **05:00 p.m. of 08 March 2019**. The total amount of contract is **Six Hundred Thousand Pesos (PhP 600,000.00)** and will be engaged for seven (7) months from receipt of Notice to Proceed (NTP).
9. The Consultant shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements. Nonetheless, the DSWD will hold payments of Consultants in case they are unable to issue an (OR). If the DSWD is the sole source of income of the Consultant, he/she may avail of the substituted filing and will not be required to issue an OR, in which case a Notice of Availment of Substituted Filing of Percentage Tax Return shall be submitted by the Consultant.<sup>1</sup>

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o Bids and Awards Committee Secretariat  
Procurement Management Service  
DSWD Central Office  
IBP Road, Constitution Hills. Quezon City  
Facsimile No.: (02) 951 7116  
Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124

**FELICISIMO CALACAT BUDIOGAN**  
Undersecretary and Chairperson  
Bids and Awards Committee

By:



**ATTY. AIMEE S. TORREFRANCA-NERI**  
Undersecretary and Chairperson  
Bids and Awards Committee

<sup>1</sup> In accordance to the Memorandum issued by the Office of the Undersecretary, General Administration and Support Services Group, Department of Social Welfare and Development dated 07 February 2017

Financial Proposal

NNP No.: 19-GOP-SVC-004

Particulars	Quantity	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Individual Consultant for the ISO 9001: 2015 Accreditation of the General Administration and Support Services Group	1	

Name of Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

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



OMNIBUS SWORN STATEMENT

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

AFFIDAVIT

I, \_\_\_\_\_ (name of affiant), of legal age,  
\_\_\_\_\_ (civil status), \_\_\_\_\_ (nationality) and residing at  
\_\_\_\_\_ (address), after having been duly sworn in accordance  
with law, do hereby depose and state that:

1. As individual consultant, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid/proposals, and to sign and execute the ensuing contract/ purchase order for \_\_\_\_\_ (name of project) of the Department of Social Welfare and Development (DSWD);
2. That I am not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
3. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. That I am authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
5. That I am not related to the Head of the Procuring Entity (HOPE), members of the Bids and Awards Committee (BAC), the Technical Working Group (TWG), and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
6. That I shall comply with existing labor laws and standards;
7. That I am aware of and has undertaken the following responsibilities:
  - a. Carefully examine all of the Notice of Negotiated Procurement;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract/Purchase Order;
  - c. Made an estimate of the facilities available and needed for the project, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_ (name of project).
8. That I did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Authorized Representative/Signatory)

**SUBSCRIBED AND SWORN** to before me this \_\_ day of \_\_\_\_\_, 2018 at \_\_\_\_\_, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her \_\_\_\_\_ [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_ and his/her ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_ day of \_\_\_\_\_, 2018.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_

IBP No. \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



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## Terms of Reference (TOR) for Procurement of Consultancy Services for ISO 9001:2015 Accreditation of the General Administration and Support Services Group

**Approved Budget for the Contract:** Php 600,000.00

**Mode of Procurement:** Negotiated Procurement: Small Value Procurement

**Method of Evaluation:** Quality-Based Evaluation

**Duration:** Issuance of NTP up to Seven (7) Months from Issuance

### 1. Approach

The Consultant shall work closely with the Quality Management Team of the General Administration and Support Services Group (GASSG). The GASSG will be required to follow a program of trainings and workshops about the requirements of the ISO 9001:2015 standard and to apply the gained concepts and techniques in establishing the management system of the organization and eventually, in its implementation. If necessary, the Consultant shall coordinate directly with the Quality Management Team in the application of these concepts and techniques to ensure that the requirements of the standard are being met. The adequacy and soundness of the Quality Management System's documentation and its implementation shall be reviewed and validated by the Consultant.

### 2. Scope of Service

#### Phase I – Capacity-Building of Key Personnel/ Working Team

- a. **Gap Analysis** - Consultant shall conduct gap analysis to review existing documentation and practices against the requirements of the ISO 9001:2015 Standard. This is for the Consultant to gain an appreciation and understanding of the processes of GASSG and to identify areas of concern at the start of the project. At least two days after the conduct of gap analysis, a report shall be submitted by the Consultant.
- b. **Appreciation Course on ISO 9001:2015 Standard** – Consultant shall conduct a one-day briefing and training on ISO 9001:2015 Standard to provide the personnel of the GASSG a better understanding on the development, implementation and certification requirements of the standard.
- c. **Management System Documentation Course** - Consultant shall conduct a two-day workshop for the key personnel of the GASSG. This is to:
  - Provide the staff a better understanding of the documentation requirements of the standard; and
  - Develop/ Upgrade their skills on documenting the Quality Management System, taking into consideration the requirements of both the standard and the organization's mission and vision.
- d. **Development of Quality Policy and setting up of Quality Objectives and Targets** – Consultant shall:
  - Provide guidelines in the development of an appropriate quality policy, plans and objectives of the organization.
  - Evaluate the appropriateness and adequacy of the defined policy in relation to the commitment of the organization, its business operation, and the requirements of the ISO 9001:2015 standard.
  - Assist in identifying priority areas for setting quality objectives and targets.
- e. **Organizational Context Workshop(s)** - Conduct workshop(s) to assist the GASSG in the determination of tools to be used to for Organizational Context and Stakeholder Analysis.
- f. **Risk Management Workshop(s)** - Conduct workshop(s) to guide the GASSG in the preparation and development of a Risk Management Framework to be applied to the entire organization.

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## Phase II – Management System Documentation

- a. **Assistance in the Preparation and Review of Documents** – Consultant shall:
- Review the organization's current system against the requirements of ISO 9001:2015 standard;
  - Develop documentation plan to address adequately the requirements of the standard;
  - Provide the organization with template procedures of required ISO Procedures;
  - Facilitate the mapping of the business process of the company including determination of the linkages, inputs and outputs of the different processes, which shall become the basis of Quality Management System;
  - Interview process owners and develop QMS Documentation for review and approval of the DSWD Management. This includes preparation of: - Quality Manual / Policy Manual - Systems Procedures - Work Instructions - Associated Forms; and
  - Review prepared documents against the requirements of the standard and operations of the company and where necessary, provide suggestions on how these can be further improved.
  - Review records pertaining to Risk Management, Organizational Context and Stakeholder Analysis

## Phase III – System Implementation

- a. **Assistance in System Implementation** - Consultant shall:
- Conduct orientations for key personnel of the Quality Management Section (e.g. Document Controller, Quality Management Representative, etc.). The consultant shall decide who are the individuals needed to attend such orientations;
  - Check status of initial system implementation of each area, and provide guidance towards proper implementation.

## Phase IV – System Review

- a. **Process-based Internal QMS Audit Course** – The Consultant shall conduct a two-day training on Internal Quality Management System Audit for the Internal Auditors. The Consultant shall train selected personnel how to plan, prepare, and conduct an internal audit, including reporting of audit results.
- b. **Planning and Preparing for the Internal Audit** – The Consultant shall assist in developing an Annual Internal QMS Audit Plan, audit checklist and other support documents for the successful conduct of an internal audit.
- c. **Assistance during Internal Audit and Review of Internal Audit Results** – The Consultant shall:
- Be present during the conduct of the Internal Audit to guide the GASSG Internal Auditors;
  - Review Quality Management Section's audit results and assist in correcting non-conformities found during the audit; and
  - Review the adequacy and completeness of corrective actions taken.

## Phase V – Preliminary and External Assessment

- a. **Conduct of Preliminary Assessment** - Consultant shall conduct a mock audit of the quality management system of GASSG simulating the audit by the certification body. This is to:
- Provide the GASSG an overview of how their system will be audited;
  - Identify system non-conformities and areas for further improvement; and
  - Where applicable, gauge the readiness of the GASSG to ISO 9001:2015 formal certification (3rd party audit).
  - Consultant to provide assistance and guidance in the identification and implementation of corrective and preventive actions for system nonconformities.

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- b. **Assistance during Initial Assessment of the Certification Body** - Consultant shall be present during the initial assessment of the Certification Body to provide immediate assistance in correcting non-conformities found during the audit and provide moral support to the GASSG.
- c. **Assistance during Main Assessment of the Certification Body** - Consultant shall be present at site during the actual assessment of the Certification Body to provide immediate assistance in correcting nonconformities found as the audit progresses and provide moral support to the GASSG.

3. **Matrix of Deliverables and Payment Schedules**

PHASE	DELIVERABLE	DEADLINE FOR SUBMISSION	DEADLINE FOR APPROVAL	PAYMENT	PAYMENT PERCENTAGE
Phase 1	Gap Analysis Report	Within three (3) weeks from issuance of NTP	Within three (3) working days upon submission of documents.	1 <sup>st</sup> Payment Tranche	25%
	Course Proposals				
	Documentation Plan				
Phase 2	Procedure Manuals	Three Weeks from approval of Phase 1 documents.	Five working days upon submission	2 <sup>nd</sup> Payment Tranche	30%
	Quality Manual				
	Work Instructions				
	Forms				
Phase 3	System Implementation Documentation and Feedback – Initial Check	Two weeks upon approval of documents submitted under Phase 2	No approval required.	3 <sup>rd</sup> Payment Tranche	10%
	System Implementation Documentation and Feedback – Second Check	Two weeks upon the conduct of 1 <sup>st</sup> System Implementation Documentation and Feedback	No approval required.		
Phase 4	Internal Audit Plan	One month upon start of implementation	Two (2) Working Days upon submission	4 <sup>th</sup> Payment Tranche	10%
	Audit Checklist				
Phase 5	Pre-Assessment Audit Report	Two days upon conduct of respective audit	Two (2) Working Days upon submission	5 <sup>th</sup> Payment Tranche	25%
	Initial Audit Report of Certifying Body		Two (2) working days upon submission		
	Final Audit Report of Certifying Body		Two (2) working days upon submission		
	Certificate of Conformity to ISO 9001:2015 Standard	Two to four weeks	No approval required.		

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 Administrator, Audit Unit



See Annex A for Project Timeline Gantt Chart.

An Accomplishment Report, which shall serve as the billing statement, shall be submitted along with the project deliverables at the end of each phase as indicated in the Matrix of Deliverables of this Terms of Reference.

The contract cost shall cover professional fees including the workshop professional costs. Administrative costs such as, but not limited to food and venue are not included.

#### 4. Qualifications of Consultant

The passing rate is set to 85% out of 100%.

a. Education (25%):

- The Consultant must be a graduate of BS Management Engineering, Business Administration or Public Administration.

**Note:** Submission of Curriculum Vitae, Diploma or Transcript of Records.

b. Experience (45%):

- Must have completed/rendered ISO Consultancy services within five (5) years with at least two (2) private entities and at least three (3) government agencies.

**Note:** Portfolio or other similar document must be submitted showing these services provided to private and public entities.

c. Success Rate (30%)

- All organizations previously handled by the Consultant shall have been successfully certified to ISO 9001:2015 standards.

**Note:** Submit list of companies successfully certified to ISO 9001:2015. 100% of the listed organizations are successfully ISO certified.

For tabular presentation of evaluation score, please see table below:

QUALIFICATION	RATING
<b>Education</b>	<b>25%</b>
Graduate of BS Management Engineering	25%
Graduate of BS Public Administration	20%
Graduate of BS Business Administration	15%
<b>Experience</b>	<b>45%</b>
Completed/rendered ISO Consultancy Services within five (5) years with three (3) or more private entities and four (4) or more government agencies.	45%
Completed/rendered ISO Consultancy Services within five (5)	35%



years with two (2) private entities and three (3) government agencies.	
<b>100% Success Rate</b>	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

5. **Primary Responsibilities of Consultant** - The responsibilities of the Lead Consultant are described below:

- Responsible in the over-all organization coordination, supervision and implementation of activities and services described in the consulting proposal;
- Directly responsible in the actual conduct and/or provision of services, including trainings/ workshops and audits as contained in the consulting proposal; and
- Responsible for the finalization of the project schedule with the Management Committee and the Quality Management Section.

6. **Contractual rights and duties of the Consultant:**

- a. It is explicitly agreed and understood that project progress is highly dependent on the organization implementing the system based on the knowledge that has been transferred by the Consultant.
  - i. A project schedule will be agreed upon between the GASSG and Consultant before the start of the engagement.
  - ii. The Consultant shall not be held liable for any delay in project implementation that is not directly attributable to his failure to perform his duties as outlined in the project schedule.
  - iii. The Consultant shall exercise professional care and diligence in the execution of their job.
  - iv. Consultant's training, consulting, and marketing materials are exclusively for the GASSG use and the latter explicitly agrees that no unauthorized disclosure or reproduction of same will be made at any time during or after the engagement without prior, written permission from the former.
- b. Each party shall not, any time during or after the engagement, divulge or allow to be divulged to any party any confidential information relating to or in connection with this engagement or the business or affairs of the other party. This obligation does not apply to any confidential information:
  - i. To the extent that at the time of disclosure to either party, such information is in the public domain;
  - ii. To the extent that such information subsequently comes into the public domain other than by reason of breach of this obligation;
  - iii. To the extent that disclosure is required by law or in the course of any legal proceedings; or

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FARAH A. MANLUI II  
OFFICIAL SEAL

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- iv. To the extent that prior to disclosure, such information was lawfully in either party's possession as evidenced by the written records of either party or its representatives.
- c. The failure of either party to perform its obligation under this engagement shall not subject such party to any liability if such failure is caused or is occasioned by an act of God, public enemy, fire, explosion, flood, drought, war, riot, sabotage, embargo, strikes, or other labor unrest, interruption due to delay in transportation, compliance with any other regulation or request of the government of competent jurisdiction or department, agency or committee thereof, or by any other event or circumstance of like or different character to the foregoing beyond the reasonable control of the party so failing to perform.
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RADAH S. MANULLU  
2023/08/24