

**Notice for Negotiated Procurement
(Small Value Procurement-Consultancy Firm)**

**HIRING OF CONSULTANCY FIRM IN PREPARATION OF THE FIRST (1st)
GENERAL ADMINISTRATION SUPPORT SERVICES GROUP (GASSG)
SURVEILLANCE AUDIT FOR CY 2020**

DSWD NNP No. 20-DFAT-SVCF-005
(PR No. 01-20001-PR-2020-07-00042)

1. The Republic of the Philippines, through the **Office of the Assistant Secretary for Administration – Department of Foreign Affairs and Trade (OASA-DFAT) Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Two Hundred Three Thousand Five Hundred Forty-Eight Pesos and Sixteen Centavos (PhP 203,548.16)** being the Approved Budget for the Contract (ABC) as payment for the **“Hiring of Consultancy Firm in Preparation of the First (1st) General Administration Support Services Group (GASSG) Surveillance Audit for CY 2020”** (DSWD NNP No. 19-GOP-SVC-003)

2. The project aims to engage a consulting firm who will assist in the conduct and accreditation process of GASSG for its 1st Surveillance Audit for CY 2020.

3. **Scope of Work:**

DSWD General Administration and Support Services Cluster in its preparation for the conduct of the Surveillance Audit for CY 2020 to ensure its continuing compliance to the established GASSG Quality Management System and ISO 9001:2015 Standards, shall engage the services of a consultancy firm.

The consultant is expected to provide assistance on the following activities:

1. Online training / workshop:

- 17-20 days online training / workshop
- Minimum of 15 to Maximum of 250 pax per training
- Expected output is activity report per training

2. Online and offline consultation and coaching:

- The consultant shall report to the Office of the Assistant Secretary for Administration
- Shall be done through email, phone call, video call or conference call
- During office hours (Monday to Friday 8am to 5pm).

3. Review of GASSG ISO Manuals and Documents:

- Office's Internal Policies and Guidelines
- External Policies and Guidelines
- Quality Manual
- Operations Manual
- Procedure Manual
- Work Instructions
- Communication-related Document

- Risk Treatment Plan
- SWOT Analysis
- List of Internal and External Stakeholders.

4. Consultation and Coaching in the conduct of Full Internal Audit and Management Review:

- Assist the IQA team in the conduct of GASSG Full Internal Audit and Management Review
- Shall be done through video call / video conference
- On-site assessment and audit may be done if possible

5. Mock Remote Surveillance Audit.

Specifically, the consultancy firm is also expected to provide the following services, to wit:

- Provide Technical Assistance (TA) in the preparation, and passing ISO 9001:2015 Surveillance Audit through a series of online training, workshops and coaching, among others
- Shall issue certificate of participation to participants in all trainings conducted
- Prepare a training matrix / training schedule for approval of the Department
- Share documents, checklists, and other reference materials pertaining to ISO 9001:2015 Surveillance Audit
- Prepare presentation for the online training, workshops and coaching
- Shall have the means or premium service of online subscription to video conference in conducting trainings and workshops
- Provide guidance and technical assistance to the ISO Key players such as the Internal Quality Auditors, Document Controllers, and the Quality Management Team, among others, pertaining to the preparation and conduct of ISO 9001:2015 Surveillance Audit (with special emphasis on the Internal Quality Auditors)
- Review, and provide inputs for the improvement of the operation manuals, procedure manuals, quality manuals and other related documents of GASSG OBSUs pertaining to ISO 9001:2015
- Conduct on-site visit, assessment and audit
- Facilitate the Internal Audit, Management Review and Mock Remote Audit
- Recommends other strategies and actions pertaining to the ISO 001:2015 Surveillance Audit
- Provide online/offline coaching and consultation to ISO Key players such as the Internal Quality Auditors, Document Controllers, and the Quality Management Team, among others, (with special emphasis on the Internal Quality Auditors)
- Assist the GASSG, specifically the IQA Team on the action plan and action to be taken after the 1st surveillance audit to be done by Certifying Body (SOCOTEC) until the certification has been issued to DSWD GASSG.

Approach/Methodology in the conduct of required activities should take into consideration the declaration of State of Public Health Emergency throughout the Philippines due to the Corona Virus Disease Pandemic pursuant to Proclamation No. 922, quarantine protocols, health and safety protocols issued by the Department of Health specifically on the physical distancing measures, and the alternative work arrangement employed by the Department. Use of information technology is highly preferred.

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

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Activities	Deliverables	Tentative Time Frames
Phase 1: ISO GASSG Orientation	<p>Day 1: GASSG ISO 9001:2015 Re-Orientation Awareness</p> <p>- To give refresher course to GASSG Official and Employees on ISO 9001:2015</p> <p>Day 2: Document Controller Orientation</p> <p>To give refresher course to GASSG Document Controllers on Controlled Documents in preparation for the GASSG Surveillance Audit</p> <p>Day 3 and 4: Document Review, Risk Assessment and Control, and Context of the Organization Training and Coaching</p> <p>To guide the GASSG Focal Person and ensure the correctness and compliance of the manuals and other pertinent documents in preparation for the surveillance audit.</p>	August 11-14, 2020
Phase 2: Audit Preparation	<p>Day 1 and 2: Internal Auditors Training Workshop</p> <p>To give refresher course to GASSG Internal Quality Auditors and train new set of internal auditors in preparation for the GASSG Surveillance Audit</p> <p>Day 3 : Workshop on Internal Audit Planning</p> <p>To finalize the Internal Audit Plan in preparation for the surveillance audit.</p>	August 18-20, 2020
Phase 3: Internal Audit and Management Review	<p>Day 1: Assistance on the Full Internal Audit for FMS, AS and HRMDS</p> <p>To assist and guide the GASSG IQA in the conduct of the Full Internal Audit for FMS, AS, and HRMDS</p> <p>Day 2: Assistance on the Full Internal Audit for LS and PMS</p> <p>To assist and guide the GASSG IQA in the conduct of the Full Internal Audit for LS and PMS</p> <p>Day 3: Assistance on the Full Management Review for GASSG Directors, OUSGASS and OASA</p> <p>To assist and guide the GASSG IQA in the conduct of the Full Management Review</p>	August 25-28, 2020
Phase 4: Internal Audit Post-Activities	<p>Day 1: Post-evaluation Review of Internal Audit</p> <p>To assist and guide the IQA on the review of findings.</p> <p>Day 2: Preparation and Issuance of CARs Workshop</p> <p>To assist and guide the IQA in the preparation and issuance of CARs</p> <p>Day 3. Action Planning Workshop</p> <p>To assist and guide the OBS in the preparation of Action Plan in response to the issued CARs</p>	September 1-3, 2020
Phase 5: Mock Remote Audit	<p>Day 1 : Mock Audit for GASSG Offices</p> <p>To conduct a simulation of the Mock Remote Audit with the GASSG Offices in preparation for the actual remote audit / surveillance audit.</p> <p>Conduct on-site visit, assessment and audit to ensure preparation.</p> <p>Day 2: Mock Remote Audit to Top Management and GASSG Officials</p> <p>To conduct a simulation of the Mock Remote Audit with the GASSG Top Management, A in preparation for the actual remote audit / surveillance audit.</p> <p>Day 3: Review and Coaching for Submission of Terminal Report</p> <p>Review and submission of terminal report.</p>	September 8-10, 2020
Phase 6: 1st GASSG Surveillance Audit (Not later than October 15, 2020)	To oversee the GASSG Surveillance Audit and assist the preparation of action plan if there would be any CARs to be issued by the SOCOTEC	Stage 1 (1st week of October 2020) Stage 2 (Not later than

		October 15, 2020)
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5. Payment shall be made upon acceptance and/or approval by the Department of the various outputs/deliverables according to the following schedule:

Tranches	Phases Covered	Payment Requirements	Percentage of the Awarded Contract Price
1st Tranche	Phases 1 to 3	Activity Report	60%
2nd Tranche*	Phases 4 to 6	Activity Report	40%
TOTAL			100%

NOTE:

1. Payment shall only be processed upon receipt of the accomplishment report and its absolute acceptance and approval by the end user;
 2. The end-user has the discretion not to accept the Accomplishment Report and refuse processing of payment in cases of unsatisfactory result of training programs; and
 3. The awarded total contract price is inclusive of all applicable taxes.
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	Rating Scheme	Percentage
A. Consultancy Firm		70%
Progressive experience and proven track record in ISO 9001:2015 Certification	<ul style="list-style-type: none"> - At least 2 years' experience in ISO 9001:2015 - 7 % - 3-4 years' experience in ISO 9001:2015 - 8% - 5 years of experience in ISO 9001:2015 - 10% 	10%
Experience working on Remote Audit	<ul style="list-style-type: none"> - At least 3 remote audits conducted in government or private or combination for the past year-7% - 4-5 remote audit conducted in government or private or combination for the past year - 8% - More than 5 remote audit conducted in government or private or combination for the past year - 10% 	10%

<p>Consultancy Firm has experience working in the government</p>	<ul style="list-style-type: none"> - At least 5 government engagement on ISO 9001:2015 Certification with very satisfactory rating - 28% - 6-10 government engagement on ISO 9001:2015 Certification with very satisfactory rating- 29% - 11 or more government engagement on ISO 9001:2015 Certification with very satisfactory rating -30% 	<p>30%</p>
<p>The Consultancy Firm shall provide their plan of action regarding the activities required for the scope of the project including timelines, which shall not exceed beyond the timeline as stated for the release of certificate.</p>	<ul style="list-style-type: none"> - Strategy as shown in the submitted consultancy plan is complete with clear methodology and approach (considering the current pandemic and physical distancing measures) and the timeline for completion and release of certificate of accreditation is within the timeline as indicated.- 17% - Strategy meeting the minimum requirement, but is ahead of the timeline as indicated (Should be feasible); - 18% - Strategy submitted is exceptional and has additional input/added value to the project and the participants - 20% 	<p>20%</p>
B. Project Manager		30%
<p>Education</p>	<ul style="list-style-type: none"> - Graduate of Bachelor's Degree - 6% - Graduate of BS/ BA Management Engineering, Systems Engineering, Business Administration, or Public Administration - 8% 	<p>10%.</p>

	<ul style="list-style-type: none"> - With a Doctorate Degree - 10% <p>*Final Rating shall be the average of the submitted consultants (regardless of number)</p>	
Experience	<ul style="list-style-type: none"> - Completed/ rendered ISO 9001:2015 Consultancy Services for surveillance audit within five (5) years with 100% success rate for three (3) government agencies-15% - Completed/rendered ISO 9001:2015 Consultancy Services for surveillance audit within five (5) years with 100% success rate for three (4-6) government agencies- 18% - Completed/rendered ISO 9001:2015 Consultancy Services for surveillance audit within five (7-9) years with 100% success rate for three (3) government agencies- 20% <p>*Maximum points for this criteria is 20%</p>	20%
Total		100%

The passing rate/score is **Eighty Percent (80%)**.

7. The DSWD now invites interested individual applicants to submit the following:
- a. SEC Registration/DTI Registration;
 - b. Company Profile;
 - c. Comprehensive Curriculum Vitae of Project Manager;
 - d. Price Quotation Form (Annex A);
 - e. Income/Business Tax Return;
 - f. Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
 - g. Mayor's/ Business Permit;
 - h. Notarized Omnibus Sworn Statement (Annex B) with Secretary's Certificate, to be submitted by the awarded consulting firm;
 - i. Consultancy Firm's Proposed Plan of Action including the timelines; and
 - j. Proof of track record on ISO accreditation experience.

8. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **12:00 p.m. of 04 August 2020**. **The project shall commence upon receipt of Notice to Proceed and shall be completed upon receipt of the Surveillance Audit Certificate.**

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

(Original Signed)
FELICISIMO CALACAT BUDIOGAN
Undersecretary and
Chairperson, Bids and Awards Committee

Annex A**Financial Proposal**NNP No.: 20-DFAT-SVCF-005

Particulars	Total Contract Price <i>(including all applicable taxes, amount in Phil. Peso)</i>
Hiring of Consultancy Firm in Preparation of the First (1st) General Administration Support Services Group (GASSG) Surveillance Audit for CY 2020	

Name of Consultant: _____

Signature: _____

Date: _____

Annex B

**OMNIBUS SWORN STATEMENT
(For Partnership, Corporation, Cooperative or Joint Venture)**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

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

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____