



NATIONAL POLICE COMMISSION

BIDDING DOCUMENTS

FOR THE

**CONSULTANCY SERVICES BY A
CERTIFYING BODY TO CONDUCT
REASSESSMENT AND
SURVEILLANCE AUDITS OF THE
NAPOLCOM QUALITY
MANAGEMENT SYSTEM (QMS)
PURSUANT TO
ISO 9001:2015 STANDARDS**

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SECTION I. REQUEST FOR EXPRESSION OF INTEREST



Republic of the Philippines
NATIONAL POLICE COMMISSION
DILG-NAPOLCOM Center
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West Triangle, Quezon City 1104
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REQUEST FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICES BY A CERTIFYING BODY (CB) TO CONDUCT REASSESSMENT AND SURVEILLANCE AUDITS OF THE NAPOLCOM QUALITY MANAGEMENT SYSTEM (NQMS) PURSUANT TO ISO 9001:2015 STANDARDS

1. The National Police Commission (NAPOLCOM), through the authorized appropriations under the FY 2021 General Appropriations Act and Multi-Year Contractual Authority No. **MYCA-BMB-D-21-0000041**, intends to apply the sum of Two Million Pesos (**P2,000,000.00**) being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Consultancy Services by a Certifying Body to Conduct Reassessment and Surveillance Audits of the NAPOLCOM Quality Management System (QMS) pursuant to ISO 9001:2015 Standards**" for FYs 2021 to 2023. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NAPOLCOM now calls for the submission of eligibility documents for the above-mentioned Project, in the duration of which the Consultant shall subject the NAPOLCOM QMS to reassessment and surveillance audits by an independent Certifying Body based on the ISO 9001:2015 Standards towards the continual improvement of the systems, processes and services of the NAPOLCOM. Eligibility documents of interested consultants must be duly received by the BAC on or before **9:00 am of October 25, 2021**, which is also the time and date of opening of eligibility documents, at the NAPOLCOM Conference Room, 18th Floor, DILG-NAPOLCOM Center, NAPOLCOM Building, EDSA corner Quezon Avenue, West Triangle, Quezon City. Applications for eligibility will be evaluated on a non-discretionary "pass/fail" criterion.

Detailed schedule of requirements is indicated in the Terms of Reference (TOR) of the Project.

4. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested bidders on **October 15, 2021** from the address below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00)

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the NAPOLCOM website.

6. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The NBAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of RA No. 9184, otherwise known as the "Government Procurement Reform Act," and its 2016 Revised IRR. The short list shall consist a maximum of five (5) prospective bidders who will be entitled to submit bids. The BAC shall consider the short list should less than five (5) prospective bidders apply for eligibility and short listing, and actually pass the eligibility check or pass the minimum score required.
8. In accordance with Section 24 of RA No. 9184 and its 2016 Revised IRR, the criteria and rating system for short listing are:
 - a) Applicable experience and capability of the consultant and members - in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff - including the instances when employed by other consultants (40 points);
 - b) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
 - c) Current Workload Relative to Capacity (20 points).
10. The NAPOLCOM shall evaluate bids using the Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
11. The NAPOLCOM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to awarding of the contract in accordance with Sections 35.6 and 41 of RA No. 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DIR. MYRNA DP. MEDINA, PhD., CESO IV
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DIR. MYRNA DP. MEDINA, PHD., CESO IV
Chairman
NAPOLCOM Bids and Awards Committee

SECTION II. ELIGIBILITY DOCUMENTS

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CHECKLIST OF ELIGIBILITY REQUIREMENTS

(For Guidance Only)

I. Class "A" Documents –

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **and**

Technical Documents

- (e) Eligibility Documents Submission Form accompanied by a duly notarized company's Secretary's Certificate or Special Power of Attorney, as applicable (Use Annex B) -; **and**
- (f) Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C); **and**
- (g) Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts); **and**
- (h) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D); **and**
- (i) Statement of the Consultant's Nationality (Use Annex E); **and**
- (j) Curriculum Vitae for the Proposed Professional Staff (Use Annex F); **and**
- (k) Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
 - 1. Certificate of Employment and similar documents (e.g. certificate of engagement)
 - 2. Training programs attended
 - 3. Diploma
 - 4. Professional Certifications and/or Licenses

Financial Documents

- (l) The Consultant's audited financial statements (AFS), showing among others, the Consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

II. Class "B" Document –

Legal Documents

- (m) Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

*** In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**

Eligibility Documents

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:

Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184, 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 2016 Revised IRR of RA No. 9184, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the 2016 Revised IRR of RA No. 9184;

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 consultant, subconsultant or partner in 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 2016 Revised IRR of RA No. 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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) 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 5 (sic) 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:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) 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 2016 Revised IRR of RA No. 9184.

SECTION III. ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	<ol style="list-style-type: none"> 1. At the minimum, a Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/International Electrotechnical Commission (PNS), ISO/IEC 17021:2015 (Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant IAF Mandatory Documents (MDs) to provide QMS certification to ISO 9001:2015 for International Accreditation Forum (IAF) 36: Public Administration. 2. With at least twenty (20) years of experience in conducting ISO QMS audits. 3. CB shall have the capacity to deploy a team composed of at least three (3) qualified experts, i.e., one (1) lead auditor and two (2) members of the audit team, in accordance with the qualification and competencies of key personnel
1.3	<i>No further instructions.</i>
2.1(a)(i)	<p>In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of RA No. 9184.</p> <p>In case the valid Mayor’s Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020</p>
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (see Annex D for format).</p> <p>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</p>
2.1(a)(ii.7)	<p>The CB must show certification or any equivalent document from each of its clients, as stated in the Statement of ALL Completed Contracts form, that it is in good standing and has implemented similar projects (Clause 9.1) to its client’s expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</p>
2.1(a)(iii)	<p>Notarization of the required documents shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following:</p> <ol style="list-style-type: none"> (i) identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver’s license, SSS ID, GSIS e-card, etc.); and

	<p>(ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</p> <p>In the interest of safeguarding the public's health in view of the COVID-19 pandemic, notarization of the required documents is allowed through videoconferencing in cases where the notary public holds office in an area under community quarantine in accordance with the Supreme Court issuance on interim rules on notarization of documents, SC A.M. No. 20-07-04-SC- (2020 Interim Rules on Remote Notarization of Paper Documents).</p>
4.1	Each prospective bidder shall submit three (3) copies of its eligibility documents, one (1) original copy and two (2) xerox copies.
4.3(c)	<p>NAPOLCOM BAC CHAIRMAN National Police Commission DILG-NAPOLCOM Center NAPOLCOM Building EDSA corner Quezon Avenue, West Traingle, Quezon City Telefax: 8897-8901 Email address: gsdnapolcom@gmail.com</p>
4.3(d)	The name of the Project is "Consultancy Services by a Certifying Body to Conduct Reassessment and Surveillance Audits of the NAPOLCOM Quality Management System (QMS) pursuant to ISO 9001:2015 Standards."
5	The address for submission of eligibility documents is DILG-NAPOLCOM Center, NAPOLCOM Building, EDSA corner Quezon Avenue, West Triangle, Quezon City
8.1	The date and time of opening of eligibility documents is October 25, 2021, 9:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9.1	Similar contracts shall refer to the ISO 9001:2015 Certification Audit of another government organization where the corresponding Certificate was issued for the purpose.
9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top five (5) eligible consultants as shortlisted consultants. Should less than the required number of consultants apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.</p> <p>Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:</p> <p>(i) Applicable experience and capability of the Consultant and members--in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff--including the times when employed by other consultants (40 points);</p>

(ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and

(iii) Current workload relative to capacity (20 points).

To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 70 points.

No.	Evaluation Criteria	Maximum Point
1	Applicable Experience of the Firm	40
	With proven track record in conducting ISO QMS audits with clients from private and government sectors <ul style="list-style-type: none"> • More than 20 years • More than 15 years to 20 years • More than 10 years to 15 years • More than 7 years to 10 years • 5 years to 7 years 	
2	Qualifications of Key Personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	40
	2.1 Lead Auditor/Team Leader	
	2.2.1 Professional Experience <ul style="list-style-type: none"> • More than 10 years of audit experience as a lead auditor • 5 to 10 years of audit experience as a lead auditor • Less than 5 years of audit experience as a lead auditor 	
	2.1.2 Valid Lead Auditor Certificate	
	2.1.3 Educational Qualification	
	2.1.4 Prior engagements in providing ISO QMS audits relevant to the budget and/or management processes of the government <ul style="list-style-type: none"> • More than 5 completed relevant ISO QMS audits • 3 to 5 completed relevant ISO QMS audits • 1 to 2 completed relevant ISO QMS audits 	
	2.2 Team Members	
	2.2.1 Professional Experience <ul style="list-style-type: none"> • More than 5 years of audit experience • Less than 5 years of audit experience 	

		<p>2.2.2 Trainings Attended Relevant to the QMS¹</p> <ul style="list-style-type: none"> • More than 80 hours of relevant training • 40 to 80 hours relevant trainings • Less than 40 hours of relevant training 	
		2.2.3 Educational Qualification	
		2.2.4 Prior engagements in providing ISO QMS audits relevant to the budget and/or management processes of the government	
	3	Current Workload	20
		<p>3.1 Positive Feedback</p> <ul style="list-style-type: none"> • Work Acceptance Report/Certification by previous client or any equivalent document 	
		<p>3.2 Overall Work Commitment²</p> <ul style="list-style-type: none"> • Higher than 1.5 ratio (number of auditors divide ongoing audits) • Between 1.0 and 1.5 ratio (number of auditors divide ongoing audits) • Between 0.5 and 1.0 ratio (number of auditors divide ongoing audits) • Lower than 0.5 ratio (number of auditors divide ongoing audits) 	

SECTION IV. BIDDING FORMS

Annex A: Terms of Reference

Annex B: Eligibility Documents Submission Form

Annex C: Statement of all Government and Private Contracts Completed which are Similar in Nature

Annex D: List of all Ongoing Government and Private Contracts including Contracts Awarded but not yet Started

Annex E: Statement of the Consultant's Nationality

Annex F: Format of Curriculum Vitae (CV) for Proposed Professional Staff

TERMS OF REFERENCE

CONSULTANCY SERVICES BY A CERTIFYING BODY (CB) TO CONDUCT REASSESSMENT AND SURVEILLANCE AUDITS OF THE NAPOLCOM QUALITY MANAGEMENT SYSTEM (NQMS) PURSUANT TO ISO 9001:2015 STANDARDS

1.0 PURPOSE

The purpose of this Terms of Reference (TOR) is to outline the selection criteria requirements for the procurement of services of an accredited Certifying Body (CB) well-versed with ISO 9001:2015, standards for the reassessment audit of the NAPOLCOM's QMS.

2.0 BACKGROUND AND RATIONALE

Administrative Order No. 161 dated October 5, 2006 as amended by Executive Order No. 605, series of 2007 directs all government agencies and government- owned and controlled corporations (GOCCs) to establish an ISO-aligned Quality Management System to be certified for demonstrated conformity with applicable Government Quality Management Systems Standards (GQMSS).

In 2018, pursuant to the abovementioned directive, the Commission embarked on its journey towards the certification of its QMS. Accordingly, on February 21, 2019, it was awarded with the ISO 9001:2015 Certificate of Registration.

The Commission underwent already two (2) Surveillance Audits conducted by a third-party QMS, CB, in 2019 and 2020. Finding that the Commission was compliant to the standards set under ISO 9001:2015, its certification was maintained. However, by February 21, 2022, said certification is set to expire. Thus, there is a need to undergo a Reassessment Audit in November 2021

3.0 OBJECTIVE

This project aims to subject the NAPOLCOM QMS to reassessment and surveillance audits by an independent CB based on the ISO 9001:2015 Standard towards the sustenance of its established systems, processes and services.

4.0 SCOPE OF WORK

The QMS CB shall:

- 4.1 Conduct a Reassessment Audit in 2021 for the NAPOLCOM QMS covering the management, core, and support processes of the NAPOLCOM as implemented by the delivery units in the central and nine (9) of its regional offices;
- 4.2 Issue the ISO 9001:2015 Certification to the NAPOLCOM upon satisfactory compliance with the requirements of the Standard; and
- 4.3 Conduct a Surveillance Audit for two (2) consecutive years, i.e., in 2022 and 2023, for the confirmation of the continual certification.

5.0 RESPONSIBILITIES OF THE CB

- 5.1 The representatives of the CB shall conduct audit, submit audit reports, and provide other deliverables on mutually agreed schedules, including the man-days required therefor in accordance with the prevailing applicable standards.
- 5.2 The representatives from the CB shall inform the Office of the NAPOLCOM Quality Management Representative through and in coordination with the NAPOLCOM QMS Core Team and Secretariat regarding any changes on the schedule of audits or any delays in any of the activities related to ISO 9001:2015 reassessment and surveillance audits of the NAPOLCOM QMS.

6.0 RESPONSIBILITIES OF NAPOLCOM

- 6.1 The NAPOLCOM, through NAPOLCOM QMS Core Team and Secretariat, shall closely coordinate with the representatives of the CB in the preparation and conduct of audit and other related audit/certification activities.
- 6.2 The NAPOLCOM QMS Core Team and Secretariat shall coordinate the conduct of audit activities ensuring that the process owners and concerned NAPOLCOM officials and staff are available on the scheduled dates of audit.
- 6.3 Prior to any execution of activities related to this TOR, the NAPOLCOM QMS Core Team and Secretariat shall convene a meeting between the representatives of the CB and the NAPOLCOM's key personnel concerned.

Close anchoring and monitoring of all activities as indicated herein shall be undertaken by the NAPOLCOM QMS Core Team and Secretariat.

7.0 QUALIFICATION REQUIREMENTS

PARTICULARS	QUALIFICATIONS
Certification Body	<ol style="list-style-type: none"> 1. At the minimum, a Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/International Electrotechnical Commission (PNS), ISO/IEC 17021:2015 (Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant IAF Mandatory Documents (MDs) to provide QMS certification to ISO 9001:2015 for International Accreditation Forum (IAF) 36: Public Administration. 2. With at least twenty (20) years of experience in conducting ISO QMS audits. 3. The CB shall have the capacity to deploy a team composed of at least three (3) qualified experts, i.e., one (1) lead auditor and two (2) members of the audit team, in accordance with the qualification and competencies of key personnel.
Lead Auditor/s	<ol style="list-style-type: none"> 1. With QMS audit experience as a lead auditor in private and/or government institutions to ISO QMS certification of at least ten (10) years. 2. He/she must have a Bachelor’s Degree relevant to management, public administration, industrial engineering and/or other related fields. 3. With knowledge or familiarity with government budget and/or management processes attained through work or audit experience. 4. With valid Lead Auditor’s training certificate and proof of orientation on ISO 9001:2015 Standard.

Team Members	<ol style="list-style-type: none"> 1. With QMS audit experience as a team member or any other roles in audit in private and government institutions to ISO QMS certification of at least five (5) years. 2. He/she must have at least completed a Bachelor's Degree relevant to management, public administration, industrial engineering and/or correlated field. 3. Adequate knowledge or familiarity with government budget and/or management processes attained through work or audit experience. 4. With relevant training on conducting quality audit as prescribed under ISO 9001:2015.
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8.0 EVALUATION PROCEDURE

The CB shall be selected using the Quality-Cost Based Evaluation procedure as prescribed under Section 24.5.3 of the 2016 Revised IRR of RA No. 9184.

9.0 DURATION OF ENGAGEMENT, TIMELINE AND LEVEL OF EFFORT

- 9.1 The services of the CB will be engaged for three (3) years: to commence in November-December 2021 for the Reassessment Audit followed by the Surveillance Audits in September-December 2022 and September-December 2023.
- 9.2 The conduct of the Reassessment and Surveillance Audits will take place upon commencement of the engagement starting with the audits at select NAPOLCOM Regional Offices before proceeding with audits at the NAPOLCOM Central Office units in consideration of the Budget Preparation's calendar of events and activities.
- 9.3 The engagement of the auditors for the conduct of the Reassessment and Surveillance Audits will end after completion, presentation and submission of audit reports, and other deliverables.

10.0 SCHEDULE OF REQUIREMENTS

Item	Description	Deliverable	Delivery Schedule
FY 2021			
1	Submission of Audit Plan, and Conduct And Completion of Reassessment Audit	Audit Plan	At least seven (7) days prior to start of Reassessment Audit
		Reassessment audit activities	November-December 2021
		Reassessment Audit Report	Not later than thirty (30) calendar days upon completion of the reassessment audit
2	Issuance of ISO 9001:2015 Certificate to NAPOLCOM valid for 3 years	ISO 9001:2015 Certificate valid for 3 years	Within seven (7) calendar days from receipt of Reassessment Audit Report should there be no non-conformities; or if there are non-conformities, thirty (30) calendar days from submission by the NAPOLCOM of the corrective action plan that is determined by the CB as compliant
FY 2022			
3	Submission of Audit Plan, Conduct and Completion of 1 st Surveillance Audits, Submission of 1 st Surveillance Audit Report and Confirmation of ISO 9001:2015 Certificate	Audit Plan	At least seven (7) calendar days prior the conduct of the 1 st Surveillance Audit
		Conduct of 1 st Surveillance Audits	November-December 2022
		1 st Surveillance Audit Report	Within thirty (30) calendar days from the completion of the 1 st Surveillance Audit
		Provide Confirmation of ISO 9001:2015 certificate	

FY 2023			
4	Submission of Audit Plan, Conduct and Completion of 2 nd Surveillance Audits, Submission of 2 nd Surveillance Audit Report and Confirmation of ISO 9001:2015 certificate	Audit Plan	At least seven (7) calendar days prior to the conduct of the earliest audit schedule
		Conduct of 2 nd Surveillance Audits	September-December 2023
		2 nd Surveillance Audit Report Provide Confirmation of ISO 9001:2015 Certificate	Within thirty (30) calendar days from the completion of the 2 nd Surveillance Audit

11.0 TERMS OF PAYMENT

Payment shall be made upon the completion of Reassessment and Surveillance Audits and upon the submission of Audit Plans, Audit Reports and issuance of pertinent ISO 9001:2015 Certification and confirmation thereof.

FY	Price Component	Deliverable	% Share on the Total Contract Price
2021	Reassessment Audit	a. Audit Plan; b. Reassessment Audit Report; and, c. Issuance of ISO 9001:2015 Certificate	50%
2022	1 st Surveillance Audit	a. Audit Plan; b. 1 st Surveillance Audit Report; and, c. Confirmation of ISO 9001:2015 Certificate	25%

2023	2 nd Surveillance Audit	a. Audit Plan; b. 2 nd Surveillance Audit Report; and, c. Confirmation of ISO 9001:2015 Certificate	25%
TOTAL			100%

Payment based on the foregoing milestones shall be subject to any applicable tax obligation/deduction, and to the usual accounting and auditing rules and regulations.

12.0 LIQUIDATED DAMAGES FOR DELAY

Liquidated Damages for Delay shall be governed by the General Conditions of the Contract.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

National Police Commission

Bids and Awards Committee
DILG-NAPOLCOM Center
NAPOLCOM Building, EDSA corner Quezon Avenue
West Triangle, Quezon City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Consultancy Services by a Certifying Body to conduct Reassessment and Surveillance Audits of the NAPOLCOM Quality Management System (QMS) pursuant to ISO 9001:2015 Standards, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

ANNEX C

***Statement of all Government and Private Contracts
Completed which are Similar in Nature***

Business Name: _____

Business Address: _____

Name of Client/ Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government _____					
Private					

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date : _____

ANNEX D

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____

(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government and private contracts which may be **similar or not similar** to the project being bidded.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

STATEMENT OF THE CONSULTANT'S NATIONALITY

National Police Commission

Bids and Awards Committee
 DILG-NAPOLCOM Center
 NAPOLCOM Building, EDSA corner Quezon Avenue
 West Triangle, Quezon City

Ladies/Gentlemen:

In compliance with the requirements of the National Police Commission – Bids and Awards Committee (NAPOLCOM-BAC) for the bidding of the Consultancy Services by a Certifying Body to conduct Reassessment and Surveillance Audits of the NAPOLCOM Quality Management System (QMS) pursuant to ISO 9001:2015 Standards, *I/we* hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Personnel:

Name of ALL Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.	Lead Auditor	Filipino	
2.	Audit Team Member	Filipino	
3.	Audit Team Member	Filipino	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es _____*); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's signatory for the public bidding for this project)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

FIRM'S PROFILE

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services

Field	Service Provided	Experience (No. of Years)

Company Officers and Key Personnel

Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel of

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions

Name	Given By	Date

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Team:	<i>Please check:</i>
	<input type="checkbox"/> <input type="checkbox"/> Key Personnel Staff

Name of Position:

Personal Information

Name of Staff

Address	Contact No.	Email Address
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Date of Birth		Citizenship	Civil Status
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Work Experience <i>(start from the current employment)</i>
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Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities <i>(specify if L&D, HR or OD-related)</i>
	From	To			

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total	Position Title	Actual Duties and Responsibilities
	From	To	<i>(Years, Months)</i>		

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education *(start from the most recent)*

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials

Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Certificate of Employment and similar documents (e.g., certificate of engagement)
2. Training programs attended
3. Diploma
4. Professional Certifications and/or Licenses

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Signature

Date: _____

