



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Ombudsman Building, Agham Road, North Triangle, Diliman, Quezon City
Trunkline/Telefax: 479-73-00 local 2206
 Email: bac@ombudsman.gov.ph ; bac.ombudsman@hotmail.com
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REQUEST FOR PROPOSAL

One (1) lot Consulting Services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System

1. The Office of the Ombudsman, through its Bids and Awards Committee (OMB-BAC), intends to procure thru Negotiated Procurement (Small Value Procurement) pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, the **Procurement of One (1) lot Consulting Services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System (QN 2018-0174-AUG)**, with an Approved Budget for the Contract (ABC) of **Six Hundred Fifty Thousand Pesos (P650,000.00)**.
2. The Office of the Ombudsman now invites bids for the **Procurement of One (1) lot Consulting Services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System**, detailed as follows:

Unit	Particulars	Approved Budget for the Contract
One (1) Lot	<p>Procurement of consulting services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System (refer to attached Terms of Reference)</p> <p>Includes:</p> <ul style="list-style-type: none"> • Document checking, planning and preparation, • Stage 1 – On-site Audit • Stage 2 – Certification Audit (On-site Audit, Audit Planning and Report Preparation, Issue of Certificate) • 1st surveillance Audit – On-site Audit, Audit Planning and Report Preparation • 2nd surveillance Audit – On-site Audit, Audit Planning and Report Preparation <p>Three sites:</p> <ol style="list-style-type: none"> 1. Agham Road, Diliman, Quezon City (OMB-Central, MOLEO, OMB-Luzon and OSP) 2. OMB-Visayas 3. OMB-Mindanao 	₱ 650,000.00

3. More details on the services are provided in the Terms of Reference (TOR) herein attached.
4. A **Pre-Bid Conference** will be held on **17 August 2018, 10:00 a.m.** at the Hearing Room, Ground Floor, Ombudsman Building, Agham Road, Quezon City which shall be open to all interested parties.

5. Interested consultants shall be required to submit the following documents on or before the **Deadline of Submission of Bids** on **23 August 2018, 5:00 p.m.**
 - a. TPF1: Technical Proposal Submission Form;
 - b. TPF2: Consultant's References;
 - c. TPF3: Description of the Methodology and Work Plan for Performing the Project (Plan of Approach and Methodology);
 - d. TPF4: Team Composition and Task;
 - e. TPF5: Curriculum Vitae (CV) for Proposed Professional Staff;
 - f. FPF1: Financial Proposal Submission Form (NOTE: Financial proposal shall not exceed the Approved Budget of the Contract (ABC) and shall be deemed to include the cost of all taxes (Withholding Tax on progress billings: 10% Expanded Withholding Tax and 5% Final VAT), fees, levies, and other charges imposed under the applicable laws.);
 - g. Documents to establish qualification to perform services (e.g. Certificates, brochures, statement of similar assignments, experience in similar conditions, etc.);
 - h. PhilGEPS Registration Number;
 - i. SEC or DTI Registration;
 - j. Valid Mayor's/Business Permit for 2018;
 - k. Income/Business Tax Return;
 - l. Omnibus Sworn Statement (OSS Form) (notarized)
6. Consultants who have submitted their proposals shall be subjected to the attached Quality-Cost Based Evaluation (QCBE) Criteria. The cut-off score is set at **75%**.
7. The consultant determined to have the Highest Rated and Responsive Proposal (HRRP) shall be issued a Notice of Award (NOA) and shall post the required Performance Security and enter into contract with the Procuring Entity within ten (10) calendar days from receipt of the NOA.
8. For further information, you may refer to:

BIDS AND AWARDS COMMITTEE SECRETARIAT (CENTRAL)

Ground Floor Ombudsman Building,

Agham Road North Triangle, Diliman Quezon City 1104

☎ (02)479-73-00 loc. 2206

✉ bac@ombudsman.gov.ph / bac.ombudsman@hotmail.com

🌐 www.ombudsman.gov.ph

(Sgd.) **MARIBETH T. PADIOS**
Assistant Ombudsman, PIEMS
Chairperson, Bids and Awards Committee



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City 1104

TERMS OF REFERENCE

I. PROGRAM TITLE : Procurement of a Certifying Body for the Office of the Ombudsman (OMB) Certification to ISO 9001:2015

II. BACKGROUND

The **Office of the Ombudsman (OMB)** is committed to deliver high quality services to its front line service customers. To ensure that this goal is achieved and sustained, the establishment of a culture of quality and integrity through a quality management system that is aligned to global standards is essential for the benefit of the Filipino people.

The OMB engaged the services of ISO 9001:2015 consultants to assist in establishing and implementing a quality management system for:

1. Issuance of Ombudsman Clearance;
2. Action on Requests for Assistance;
3. Receipt of New Complaints;
4. Receipt of Pleadings and Submission of Documents Related to Existing Cases;
5. Release of Copy of Case Documents;
6. Action on Requests for Case Information;
7. Release of Copy of Statement of Assets, Liabilities and Net Worth (SALN);
8. Redress of Clients' Complaints and Grievances

that is certifiable to ISO 9001:2015.

The ISO 9001:2015 Consultants and the OMB conducted and completed all activities required to include the establishment of the OMB Quality Management System (QMS) structure, development of skills and capabilities of key officers and staff, documentation of procedures, and conduct of internal quality audit among others.

Part of the OMB's application for ISO 9001:2015 certification is to contract the services of a certifying body that is competent and qualified to assess conformity to international quality management system standards.

III. OBJECTIVES

To have the OMB_QMS certified to ISO 9001:2015 standards.

Specific Objectives:

1. To conduct pre-assessment audit;
2. To prepare certification audit plan;
3. To conduct documents review, and prepare and submit corrective actions for Stage 1;
4. To conduct actual audit (on-site audit);
5. To prepare an audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures;

6. To issue ISO 9001:2015 certificate;
7. To conduct 1st and 2nd surveillance audits on the 2nd and 3rd years, respectively.

IV. EXPECTED OUTPUTS

The ISO certifying body shall promptly and fully perform and deliver the following to the OMB:

1. Assessment report;
2. Certification audit plan;
3. Certification audit conducted;
4. Audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures;
5. ISO 9001:2015 certificate awarded to OMB; and
6. Surveillance audits conducted on the 2nd and 3rd years of certification.

V. SCOPE OF WORK

1. Scope of Audit

The scope of audit shall cover the following:

1. Issuance of Ombudsman Clearance;
2. Action on Requests for Assistance;
3. Receipt of New Complaints;
4. Receipt of Pleadings and Submission of Documents Related to Existing Cases;
5. Release of Copy of Case Documents;
6. Action on Requests for Case Information;
7. Release of Copy of Statement of Assets, Liabilities and Net Worth (SALN);
8. Redress of Clients' Complaints and Grievances

2. Address of Audit Sites

Site 1: OMB-Central Office including OMB-MOLEO, OMB-Luzon and OSP
Address: Agham Road, Diliman, Quezon City

Site 2: OMB-Visayas
Address: Department of Agriculture RO-7 Compound
M. Velez St., Guadalupe, 6000 Cebu City

Site 3: OMB-Mindanao
Address: Earth cor. Libra St, GSIS Heights
Matina, Davao City

3. Manpower (Organic and Inorganic OMB Personnel):

Number of Organic and Inorganic Personnel in the
Office of the Ombudsman.

Site	Number
Site 1:	
OMB-Central Office	546
OMB-MOLEO	121
OMB-Luzon	183

OSP	197
Site 2:	
OMB-Visayas	140
Site 3:	
OMB-Mindanao	103
Total Organic and Inorganic Personnel	1290

VII. RESPONSIBILITIES OF THE CERTIFYING BODY

The certifying body is expected to provide the following services for a period of three (3) years starting in CY 2018 and shall end in CY 2021:

Year	Activities	Time Frame
Year 1:	<p>Pre-Assessment Audit, Certification Audit, Stage 1 and Stage 2, and Issuance of ISO 9001:2015 Certificate valid for three (3) years</p> <p><u>Stage 1 Audit:</u></p> <ul style="list-style-type: none"> ✓ Opening meeting; ✓ Prepare and submit certification audit plan; ✓ Pre-assessment audit; ✓ Conduct on-site audit; ✓ Report Stage 1 Audit findings to the Office of the Ombudsman, including any issues to be addressed; <p><u>Stage 2 Audit:</u></p> <ul style="list-style-type: none"> ✓ Opening meeting; ✓ Conduct on-site audit; ✓ Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address these within five (5) working days after conduct of on-site audit ; ✓ Report Stage 2 Audit findings to the to the Office of the Ombudsman; ✓ Prepare Notice of Award of Certification; 	September 2018

Year	Activities	Time Frame
Year 1:	<p><u>Award of Certification:</u></p> <ul style="list-style-type: none"> ✓ Provision of the following for each site: <ul style="list-style-type: none"> • Complimentary A3 size Certificate with frame; • Complimentary all weather tarpaulin banner with logo (Landscape (6m x 3m) and Portrait (5m x 2m)); • Sticker and Round Outdoor Sticker; • Electronic copy of logo (to be issued upon release of certificate); • Updates on new standards; • Customer feedback mechanism for continuous improvement; • Events and networking with other clients; • Customer support; 	September 2018
Year 2:	<p>1st Surveillance Audit on ISO 9001:2015</p> <ul style="list-style-type: none"> ✓ Prepare audit plan and surveillance notice; ✓ Conduct surveillance audit (on-site audit); and ✓ Submit surveillance audit report within five (5) working days after conduct of on-site audit 	2019
Year 3:	<p>2nd Surveillance Audit on ISO 9001:2015</p> <ul style="list-style-type: none"> ✓ Prepare audit plan and surveillance notice; ✓ Conduct surveillance audit (on-site audit); and ✓ Submit surveillance audit report within five (5) working days after conduct of on-site audit. 	2020

Technical Requirements

1. The certifying body shall provide its company profile highlighting related projects, list of government clients, scope of work, and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.
2. The certifying body shall provide its company's proof of accreditation from the Department of Trade and Industry – Philippine Accreditation Office or International Accreditation Forum (IAF) and covered scope i.e. Public Administration, etc. (Ref. <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27&Lg=1> for the proper industry code of OMB.)
3. In order to avoid conflict of interest, certification bodies that have provided quality management system consulting services or site-specific auditor training within two (2) years to a particular group/unit within the agency, shall not be contracted as a certification body for the agency.

Note: Consulting refers to the provision of training on QMS documentation development, or assistance with implementation of quality management systems to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting.

4. The certifying body shall include in the proposal the audit activities and procedures for client appeals. If resolutions on good terms for disputes between the agency and the certification body 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.
5. All information reviewed and recorded by the certification body audit team will be treated in the strictest confidence at all times.
6. The certifying body shall adhere to the agreed scope of work/ deliverables which have been previously approved by the agency's selection committee.
7. The certifying body 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 each initial, surveillance and re-certification audits unless otherwise agreed by the agency.
8. The certifying body's audit teams, including surveillance, shall satisfy the following:
 - a. consist of qualified auditors to conduct audits in the name of certification body,
 - b. have team members with actual hands-on experience on the QMS in the government agencies,
 - c. have team members with technical expertise in the covered scope,
 - d. no member of the audit team should have provided consultancy for the agency in two (2) years prior to the audit,
 - e. at least one auditor of the initial team should participate in succeeding audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be assigned.
 - f. Replacement of any team shall require prior written approval from the agency.
9. The certifying body audit team shall abide by the auditing principles, terminologies and guidelines as specified in the ISO 19001:2011 - Guidelines for quality and/or environmental management systems auditing.
10. The certifying body must have at least five (5) years ISO 9001 auditing experience.
11. The certifying body must submit to the OMB a certified true copy of the following documents for the initial evaluation:
 - a. PhilGEPS registration.
 - b. SEC or DTI registration;
 - c. Mayor's/Business Permit for 2018;
 - d. Income/Business Tax Return for the 1st Quarter of 2018;
 - e. Omnibus Sworn Statement;

VIII. RESPONSIBILITIES OF THE OMBUDSMAN

The Office of the Ombudsman shall have the following responsibilities:

- a. Ensure participation and cooperation of all concerned bureaus to ISO certification related activities;
- b. Provide logistics and administrative requirements of the certifying body relative to the ISO Certification other related activities;
- c. Issue payments in accordance with the agreed terms of payment.

IX. TERMS OF PAYMENT

Cost of engagement of the certifying body shall be based on agreed contract between the two parties. The payments shall be based on the completion of above cited activities as evidenced by the submission and acceptance of the required deliverables of the certifying body.

Year 1	<ul style="list-style-type: none">• Thirty percent (30%) of the total contract price, two weeks after the completion of Stage 1 Audit• Twenty-five percent (25%) of the total contract price, two weeks after the completion of Stage 2 Audit• Five percent (5%) of the total contract price, two weeks upon the issuance of ISO 9001:2015 certificate
Year 2	<ul style="list-style-type: none">• Twenty percent (20%) of the total contract price, two weeks after the completion of the 1st surveillance audit on ISO 9001:2015
Year 3	<ul style="list-style-type: none">• Twenty percent (20%) of the total contract price, two weeks after the completion of the 2nd surveillance audit on ISO 9001:2015

X. PROPOSED BUDGET

The Approved Budget for the Contract (ABC) is Six Hundred Fifty Thousand Pesos (PhP650,000) for the three (3) sites *inclusive* of applicable taxes and the cost of travel and accommodation of the ISO third-party assessors. The amount for each year is as follows:

Year	Percentage to Total	Amount
2018	60%	Three Hundred Ninety Thousand Pesos (₱390,000)
2019	20%	One Hundred Thirty Thousand Pesos (₱130,000)
2020	20%	One Hundred Thirty Thousand Pesos (₱130,000)

Financial proposals received in excess of the ABC shall be automatically rejected.

XI. SELECTION PROCESS

The procurement of the Certifying Body shall be based on applicable government laws, rules and procedures.

1. The OMB Bids and Awards Committee shall select the most qualified certifying body using the quality-cost based evaluation approach in accordance with the provision of RA 9184 and its revised IRR.
2. A two-level evaluation approach will be carried out for the selection of an ISO certifying body. The initial evaluation will include the assessment of compliance of the bidders with the eligibility requirements, e.g., Documents to establish qualification to perform the task, PhilGEPS requirement, Mayor's Permit for 2018, Income/Business Tax Return for the 1st Quarter of 2018, and Omnibus Sworn Statement.

For the second level, a Quality-Cost Based Evaluation (QCBE) using the following criteria of assessment with the corresponding percentage points will be used:

1. Relevant experience and capability (20%),
2. Qualifications and competence of the auditors (20%),
3. Plan of approach and methodology (20%),
4. Financial Proposal (40%).

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

HON. SAMUEL R. MARTIRES

Ombudsman

Office of the Ombudsman

Agham Road, Diliman, Quezon City

Ladies/Gentlemen:

I/We, the undersigned, offer to provide the **One (1) lot Consulting Services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System** in accordance with your Bidding Documents and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

I/We confirm that the information contained in the eligibility documents remain correct as of the date of bid submission.

I/We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

**TPF 3. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN
FOR PERFORMING THE PROJECT**

TPF 4. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3 Where applicable, indicate relationships among the Consultant and any partner, the Procuring Entity, the Funding Source and other parties or stakeholders.

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TPF 5. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

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. _____.

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 ____.

FPF 1. Financial Proposal Submission Form

HON. SAMUEL R. MARTIRES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: HON. MARIBETH T. PADIOS
The Chairperson
Bids and Awards Committee – Central Office

Dear Madame:

The undersigned, offer to provide the **One (1) lot Consulting Services (ISO Certifying Body) to provide highly technical assistance in the ISO 9001:2015 Certification Audit for the OMB Quality Management System (QN 2018-0174-AUG)** in accordance with your Request for Proposal and submitted eligibility and technical documents, the sum of _____ (P_____), being the financial proposal for this project shall be binding upon as subject to the modifications resulting from Contract negotiations, *up to expiration of the bid validity period of one hundred twenty (120) calendar days.*

I acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

I confirm that I have read, understood and accept the Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

I understand you are not bound to accept any Bid you receive.

I remain,

Yours sincerely,

Consultant
(Signature over printed name)

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 of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, I have 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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

If a partnership, corporation, cooperative, or joint venture: 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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* 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 Consultant]* 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 sole proprietorship: The owner or sole proprietor is not 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 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 Consultant]* 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 Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* 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. _____.

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 ____.

Office of the Ombudsman
 Bids and Awards Committee
 Project: Procurement of ISO Certifying Body for the Certification of OMB

EVALUATION OF CONSULTANTS

Name of Consultant	Relevant Experience and Capability of the Participating Contractor	Qualification and Competence of Auditors to be Assigned to the Team	Plan of Approach and Methodology (Clarity and Quality of Plan of Approach and Methodology)		Financial Cost	Total Points
	(20%)	(20%)	(20%)	Points	40%	
			Clarity, feasibility, innovativeness and comprehensiveness of the plan of approach			
			Quality of interpretation of project problems, risks, and suggested solutions			
			Clarity, feasibility, innovativeness and comprehensiveness of the plan of approach			
			Quality of interpretation of project problems, risks, and suggested solutions			
			Clarity, feasibility, innovativeness and comprehensiveness of the plan of approach			
			Quality of interpretation of project problems, risks, and suggested solutions			

Note: The cut-off score is set at 75%.

- a. Relevant Experience and Capability of the Participating Contractor - includes no. of years of experience (10%), Similar projects conducted for govt. institutions within the last five (5) years (5%), Client feedback (5%).
- b. Qualification and Competence of Auditors to be Assigned to the Team - Have team members with actual hands-on experience on the QMS in the government agencies (10%), Audit team members with a minimum of three (3) years ISO 9001:2008 auditing experience (5%), Audit team members are qualified to conduct audits in the name of the Certifying Body (5%).
- c. Plan of Approach and Methodology - 'Clarity, feasibility, innovativeness and comprehensiveness of the plan of approach and 'Quality of interpretation of project problems, risks, and suggested solutions.
- d. Financial Proposal (40%).