



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telefax.: 062-991-7875
www.wmsu.edu.ph

REQUEST FOR EXPRESSION OF INTEREST

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

1. Name of the Project: **Procurement for ISO 9001:2015 Certificate Services**
Approved Budget for the Contract (ABC): **Php. 607,250.00**
Solicitation Number: **PR-17-04-146**
Source of Funds: **Fund 101**
Duration of Project: **3 years**
Bid Document: **Php 1,000.00**
Nature of the Evaluation Process: **Quality-Based Evaluation**
Number of Firms to be included in the Short List: **Three (3)**
Description:

- | | | |
|----|-------|---|
| 1. | 1 Lot | Procurement for ISO 9001:2015 Certificate Services <ol style="list-style-type: none">a. Application Feeb. Stage 1 On-Site Auditc. Stage 2 Certification Auditd. Audit Planning & Report Preparatione. Accreditation/Validation Feef. Year 2 Surveillance Auditg. Year 3 Surveillance Audith. ISO Certificates (A4 size) with framesi. Personalized Banner with WMSU Logo |
|----|-------|---|

A. SCOPE OF CERTIFICATION/WORK

Key Processes	QMS Education	Relevant Problems
Management Process	Planning, Monitoring & Assessing Performance and Management Review	<ol style="list-style-type: none">a. Control of Documented Informationb. Risk Managementc. Inter Auditd. Management Reviewe. Control of non-conforming products & servicesf. Corrective Actions

Core Process	1. Pre-enrolment Activities	Administration/Conduct of TEC's Text Shifting Examination
	2. Enrolment Activities	a. Admission b. Advising/Approval c. Encoding d. Assessment e. Payment f. Enlistment g. Updating Class List
	3. Management of Learning	a. Curriculum Development b. IDP Preparation c. Syllabus Preparation/Updating d. Preparation of Instructional Materials e. Science Laboratory Operations f. Assessment, Evaluation of Students Performance g. Preparation and Submission of Reports of Rating h. Related Learning Experience i. Students Internship Program j. Thesis & Dissertation Writing
	4. Evaluation, Endorsement of Students for Graduation & Conferment of Degrees	a. Promotion and Graduation
	5. Academic Support Processes	a. Production & Issuance of Students Academic Records b. Training and Review c. Securing, Approval/Confirmation of Board of Regent d. Library Technical Services e. Language Services f. WMSU Hotel Operations & Services g. Service Scholars Deployment h. Student Discipline
	6. Research & Development Cycle	a. Policy Formulation b. R & D Project Development c. Ethics Review d. Publication e. Monitoring & Evaluation of Institutional Projects f. Intellectual Property g. Data Management h. Research Consultancy Services i. Endorsement for Projects for External Funding
Support Services	1. Management of Human Resources	a. Processing of Application b. Recruitment, election & Placement Process c. Human Resource Development
	2. Management of financial Resources	a. Payroll Process
	3. Management of Goods and Services	a. Supply b. Procurement
	4. Management of Facilities	a. Property Monitoring b. Disposal of Unserviceable Equipment c. Utilization of Facilities & Venues d. Utilization of University Vehicle e. Utility Services

B. DELIVERABLES

Year	Certification Activities	HRS	No. of Auditors	Deliverables
2017				
	Stage 1 (on-site audit) Documentation Audit	8	1-2	<ol style="list-style-type: none"> 1. Appraisal of the WMSU Management System documentation and intended scope of certification. 2. Determine compliance of the documents with ISO 9001:2015 standard. 3. Make stage 1 audit report, identified shortfalls for WMSU to take immediate action prior to stage 2 audit. 4. Itinerary for onsite audit.
	Stage 2 (on-site audit) Implementation Audit	56	3-5	<ol style="list-style-type: none"> 1. Determines compliance of documented system to ISO 9001:2015. 2. Provide assessment report based on sampled audit evidence. 3. Conduct opening and closing meeting during which findings are explained. 4. Confirm/recommend for certification based on audit findings/report (major non-conformance, minor non-conformance or observation) 5. Reporting/Certificate Issuance – the auditor will compile a detailed report to be reviewed by the auditing body. Once the certification decision has been confirmed certificate is issued with the final report.
	Audit Planning & Report Preparation	12	3-5	<ol style="list-style-type: none"> 1. Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement
2018	Surveillance Audit	16.6	3-4 auditors	<ol style="list-style-type: none"> 1. Conduct annual audit annually (Year 3) to verify continued implementation of the WMSU management system in accordance with planned arrangements and requirements within the standard. <p>Should be conducted 12 months of the end of the Stage II audit. Requirement documents include audit schedule, audit findings and RFA.</p> <p><i>Note: choice of surveillance period is agreed at proposal stage and depend on the scale, and scope of certification.</i></p>

				<p>2. Works with WMSU to identify areas that are not conforming to support opportunities for improvement using RFA, Corrective Actions Procedure.</p> <p><i>Note: Itineraries shall be agreed on the agreed audit date.</i></p>
	On-site Audit			
	Audit Planning & Report Preparation	8.0	3-4 auditors	Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.
2019	Surveillance Audit	16.60	3-4 auditors	<p>1. Conduct annual audit annually (Year 2) to verify continued implementation of the WMSU management system in accordance with planned arrangements and requirements within the standard.</p> <p>Should be conducted 12 months of the end of the 1st surveillance audit. Requirement documents include audit schedule, audit findings and RFA.</p> <p>Note: Choice of surveillance period is agreed at proposal stage and depend on the scale, and scope of certification.</p> <p>2. Works with WMSU to identify areas that are not conforming to support opportunities for improvement using RFA, Corrective Actions Procedure.</p> <p>Note: Itineraries shall be agreed on the agreed audit date.</p>
	On-site Audit			
	Audit Planning & Report Preparation	8.0	3-4 auditors	1. Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.

C. OTHER CONDITIONS

In the following circumstances, no penalty/additional cost shall be charged to WMSU for the extra work:

1. In case of any extension to the agreed activities or scope of certification. Only an addendum to this agreement or a new agreement will be prepared.
2. In case of extraordinary audits or follow up audits, necessary to verify the implementation of corrective actions.
3. In case of structural alterations to the management system and or procedures.
4. Should the various processes not be assessed simultaneously during the audit.
5. In case of customer's breach of the requirements for the maintenance and the use of the certificate of conformity.
6. Non-conformity handling and unscheduled audits.

7. In case of scheduling, postponement and or/re-scheduling or assessment. This will be officially discussed and confirmed with WMSU.

Add On Service:

- a. Events and networking with other clients that share best practices and latest trends in upholding quality in organization.
- b. Complimentary A4 size Certificate with frame and A# size Certificate without frame.
- c. Complimentary Tarpaulin/Congratulatory Banner and promotional stickers to be given upon release of certificate.
- d. Electronic copy of logo to be issued upon release of certificate.
- e. Updates on new standards.
- f. Customer feedback mechanisms for continuous improvement.
- g. Customer support.
- h. Issue dual certification (local and international).

D. SHORT LISTING CRITERIA AND WEIGHTS FOR ISO 9001-2015 CERTIFICATION

Criteria	Details	Maximum Points										
1. Experience/Track Record of Certifying Body or Firm	The certifying body or its proposed project manager/Lead auditors for the services to be procured must have satisfactorily completed one services contract similar to, and with the following cost as a percentage of the Approved Budget for the Contract (ABC) of the services to be procured.	35										
	<p>Assignment of Points:</p> <table> <thead> <tr> <th>Cost as % of ABC</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>50% or more</td> <td>35</td> </tr> <tr> <td>40% to <50%</td> <td>25</td> </tr> <tr> <td>30% to <40%</td> <td>15</td> </tr> <tr> <td><30%</td> <td>0</td> </tr> </tbody> </table> <p>Decision: If the firm or its proposed project manager/team leader/lead auditor has not completed any similar contract, it shall be disqualified.</p>	Cost as % of ABC	Points	50% or more	35	40% to <50%	25	30% to <40%	15	<30%	0	
Cost as % of ABC	Points											
50% or more	35											
40% to <50%	25											
30% to <40%	15											
<30%	0											
2. Qualifications of Principal/ External Auditors and Key Staff	The principals/key personnel of the firm, as a whole must meet the following requirements:	50										
	<i>2.1 technical knowledge, skills and management know how of ISO 9001: 2015</i>	10										
	<i>2.2 global name recognition, unparalleled customer retention, geographic strength, value added customer support.</i>	15										
	<i>2.3 competent auditors with proper authorization/relevant trainings/industry experience such as in Higher Education Institutions (HEIs) or SUCs.</i>	10										
	<i>2.4 successful track record for ISO Certification in Higher Education Institutions such as State Universities & Colleges</i>	15										
3. Job Capacity	<i>The firm must meet the following requirements:</i>	15										
	<i>3.1 Number of Technical Personnel/Workload (5 pts)</i>											
	<i>3.2 Number of Years of Firm for ISO Certification (5 pts)</i>											
	<i>3.3 Can provide dual ISO certification (1 local; 1 international) (5pts)</i>											
	TOTAL	100										
Passing Score	<i>To eligible for inclusion for the short list. The consultant/first must obtain a minimum or passing total score of 50</i>											

CHECKLIST FOR THE ELIGIBILITY DOCUMENTS

LEGAL DOCUMENTS

- ✓ Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate or CDA Registration Certificate
- ✓ Valid and current Mayor's permit/municipal license from the bidder's principal place or business
- ✓ BIR Registration Certification which contains Taxpayer's Identification Number
- ✓ Omnibus Sworn Statement
- ✓ Valid joint venture agreement, in case of a joint venture
- ✓ Tax Clearance
- ✓ GEPS Certificate - Platinum

TECHNICAL DOCUMENTS

- ✓ Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, supported with the list using Forms ____ and ____
- ✓ Consultant's statement of its nationality and key personnel are registered professionals (includes Curriculum Vitae)

FINANCIAL DOCUMENTS

- ✓ Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year which should not be earlier than two, (2) years from the date of bid submission, showing among others the total assets and liabilities.

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post qualification and all matters relevant to this procurement shall be in accordance with Republic Act No. 9184 (The Government Procurement Act) and its Implementing Rules and Regulations.

The schedules of bidding activities are as follows:

Activities	Schedule	Venue
Advertisement/Posting/Issuance of Bid Documents	August 15 - 24, 2017	BAC Office, Ground Floor Executive Building, WMSU, Z.C.
Submission of Eligibility Requirements	August 22, 2017 @ 9:00 A.M.	BAC Office, Ground Floor Executive Building, WMSU, Z.C.
Short Listing	August 24, 2017 @ 9:00 A.M.	BAC Office, Ground Floor Executive Building, WMSU, Z.C.
Pre-Bid Conference	September 7, 2017 @ 9: A.M.	BAC Office, Ground Floor Executive Building, WMSU, Z.C.
Opening of Proposal	September 19, 2017 @ 9:00 A.M.	BAC Office, Ground Floor Executive Building, WMSU, Z.C.

A complete set of Bidding Documents may be purchased by prospective bidders from the dates and address indicated above upon the payment of a non-refundable fee in the amount specified above to the University Cashier. The Bidding Documents shall be received personally by the prospective bidder or his authorized representative.

It may also be downloaded free of charge from our website, www.wmsu.edu.ph provided that the bidders shall pay the nonrefundable fee for the bidding documents from September 7-20, 2017 from 8:00am – 5:00pm.

All bids must be accompanied by a bid security of at least two percent (2%) of the Approved Budget for the Contract (ABC) in the form of Cash, Cashier's Check or Manager's Check, or may submit Bid Securing Declaration. Bids without Bid Security will not be considered.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184, otherwise known as the Government Procurement Reform Act".

Bid opening shall be on September 19, 2017 at 9:00 A.M. at BAC Office, Ground Floor Executive Building, WMSU, Zamboanga City, Philippines, 7000. Bids will be opened in the presence of the Bidders representatives who choose to attend at the address above. Late bids shall not be accepted.

The bidder shall prepare an original Eligibility Documents and clearly mark "ORIGINAL - ELIGIBILITY DOCUMENTS". Bidder shall submit three (3) copies of bidding documents - "Original", "Copy 1" and Copy 2" and duly signed by the bidder or his authorized representative in a sealed envelope.

The Western Mindanao State University reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to be affected bidder or bidders.

For further information, please refer to Dr. Benhur A. Asid at the Bids and Awards Office Ground Floor, Executive Building, WMSU, Zamboanga City, Philippines, 7000 or call 991-7875.