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**Bids and Awards Committee V**

SUBJECT : **BID BULLETIN No. 3**

PROJECT NO. : **2023-BHROD4(002)-BV-CB-033**

PROJECT : **Procurement of ISO 9001: 2015 Third Party Audit and Certifying Body for DepEd Regional Offices**

DATE : **October 2, 2023**

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This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and shall form an integral part of the bidding documents issued earlier for the above project.

1. **Section I, Request for Expression of Interest, Item 2, page 6**, is hereby amended to be read as follows:

“The DepEd, through the Bids and Awards Committee (BAC) V, now calls for the submission of eligibility documents for **Procurement of ISO 9001: 2015 Third Party Audit and Certifying Body for DepEd Regional Offices**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat **on or before 1:00 P.M. of October 10, 2023 at Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

**Late bids shall not be accepted.**

Opening of eligibility documents shall be **at 2:00 P.M. of October 10, 2023 at Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City**. Eligibility documents will be opened in the presence of the bidders’ representatives who choose to attend.”

2. **Section I, Request for Expression of Interest, Item 5, page 7**, is hereby amended to be read as follows:

“The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its 2016 Revised Implementing Rules and Regulations (IRR). The short list shall consist of three (3) to seven (7) consultants, with five (5) as the preferable number, who will be entitled to submit bids. The criteria and rating system for short listing are as follows:

- I. **Track Record/Experience of the Firm - 40 points**
- II. **Qualification of Personnel of the Firm - 60 points**

The firm must garner a minimum rating of sixty-five (65) points to be shortlisted.

3. **Section III. Eligibility Data Sheet, Item 4.3, pages 17 to 18**, is hereby amended to be read as follows:

“The Sealing and Marking of Bids shall be addressed to the DepEd’s BAC specified below.

**Atty. SUZETTE T. GANNABAN-MEDINA**  
 Chairperson  
 Bids and Awards Committee (BAC) V  
 c/o Procurement Management Service-BAC Secretariat Division  
 Rm. M-511, 5th Floor, Mabini Bldg.  
 DepEd Central Office Complex Meralco Avenue, Pasig City”

4. **Section III. Eligibility Data Sheet, Item 5, page 18**, is hereby amended to be read as follows:

“The address for submission of eligibility documents will be at **Rizal-Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City.**

The deadline for submission of eligibility documents is on **October 10, 2023; 1:00 P.M.**”

5. **Section III. Eligibility Data Sheet, Item 8.1, page 18**, is hereby amended to be read as follows:

“The place of opening of eligibility documents is **Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., DepEd Complex, Meralco Ave., Pasig City**

The date and time of opening of eligibility documents is on **October 10, 2023; 2:00 P.M.**”

6. **Section III. Eligibility Data Sheet, Item 9.2, pages 18 to 22**, is hereby amended to be read as follows:

“Short Listing of Consultants: Criteria for Short listing

The criteria to be used by the Procuring Entity for the short listing of firms are as follows:

**SUMMARY  
SHORTLISTING CRITERIA**

TRACK RECORD / EXPERIENCE OF THE FIRM	QUALIFICATIONS OF PERSONNEL OF THE FIRM	TOTAL SCORE
<b>40</b>	<b>60</b>	<b>100</b>

## 1. Eligibility Criteria

Key Staff, and Support Staff, if any	No. of Key Staff	Educational Qualification	Experience
Lead Auditor	1	Bachelor's Degree  <i>Graduate Degree is a plus</i>	<ol style="list-style-type: none"> <li>1. A valid Certificate of Achievement in a CQI-IRCA certified ISO 9001:2015 Lead Auditor Training Course</li> <li>2. At least seven (7) years of experience in ISO 9001:2015 Certification Audit</li> <li>3. At least five (5) similar projects – ISO 9001:2015 Certification Audit for Philippine Basic Education Sector</li> <li>4. At least ten (10) relevant projects – ISO 9001:2015 Certification Audit for government and private organizations</li> </ol>
Member Auditors	At least four (4)	Bachelor's Degree  <i>Graduate Degree is a plus</i>	<ol style="list-style-type: none"> <li>1. A valid Certificate of Achievement in a CQI-IRCA certified ISO 9001:2015 Lead Auditor Training Course</li> <li>2. At least five (5) years of experience in ISO 9001:2015 Certification Audit</li> <li>3. At least three (3) similar projects – ISO 9001:2015 Certification Audit for Philippine Basic Education Sector</li> <li>4. At least five (5) relevant projects – ISO 9001:2015 Certification Audit for government and private organizations</li> </ol>

## 2. Shortlisting Criteria

Criteria and Rating System for Short Listing are as follows:

	Criteria		%
1	<b>Applicable Experience of the FIRM</b>		
a.	Years of experience in ISO 9001 Certification Audit		<b>40%</b>



	10 years	5 points	
	More than 10- up to 15 years	8 points	
	More than 15 up to 19 years	12 points	
	More than 19 years	15 points	
b.	No. of Multisite projects in ISO 9001 Certification Audit		
	1 multisite project	5 points	
	2 multisite projects	8 points	
	3- 4 multisite projects	12 points	
	More than 4 multisite projects	15 points	
c.	No. of Single-site projects in ISO 9001 Certification Audit		
	10 single-site projects	5 points	
	11-14 single-site projects	10 points	
	More than 14 single-site projects	15 points	
<b>2</b>	<b>Qualification of Personnel</b>		
a.	LEAD AUDITOR		
a.1	Education		
	Bachelor's Degree	1 point	
	Bachelor's degree in Education or Public Administration	3 points	
	Graduate degree or at least 18 units	4 points	
	Graduate degree (or at least 18 units) in Education or Public Administration	5 points	
a.2	Training & Eligibility	5	
	Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points	
	Included in the IRCA registry	5 points	
			<b>60%</b>

	(IRCA membership)	
a.3	Years of experience in ISO 9001 Certification Audit	5
	7 years	1 point
	More than 7 up to 9 years	3 points
	More than 9 years	5 points
a.4	No. of Similar Projects (Basic Education Sector)	5
	5 similar projects	5 points
	6-9 similar projects	8 points
	More than 9 similar projects	15 points
a.5	No. of other relevant projects (other private/government)	5
	10 other relevant projects	1 point
	11-14 other relevant projects	3 points
	More than 14 relevant projects	5 points
b.	MEMBER AUDITORS	
b.1	Education	
	Bachelor's Degree	1 point
	Bachelor's degree in Education or Public Administration	3 points
	Graduate degree or at least 18 units	4 points
	Graduate degree (or at least 18 units) in Education or Public Administration	5 points
b.2	Training & Eligibility	
	Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points
	Included in the IRCA registry (IRCA membership)	5 points

b.3	Years of experience in ISO 9001 Certification Audit	5	
	5 years	1 point	
	More than 5 up to 9 years	3 points	
	More than 9 years	5 points	
b.4	No. of Similar Projects (Basic Education Sector)		
	3 similar projects	5 points	
	4-5 similar projects	8 points	
	More than 5 similar projects	15 points	
b.5	No. of other relevant projects (other private/government)		
	5 other relevant projects	1 point	
	6-9 relevant projects	3 points	
	More than 9 relevant projects	5 points	

**Note:**

1. Based on the above criteria, the bidders shall be ranked according to their equivalent points.
2. The scores of all Member Auditors shall be averaged for each qualification of the Personnel criterion.
3. Only the top five (5) bidders meeting the cut-off score of sixty-five (65) points shall be included in the shortlist."

**7. Part II, Section I. Notice of Eligibility and Shortlisting, Item 7, page 26 to 27, is hereby amended to be read as follows:**

"DepEd will hold a pre-bid conference for this Project **on October 19, 2023, 10:00 A.M. at Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City,** which shall be open to all short-listed consultants."

**8. Part II, Section III. Bid Data Sheet, Item 8.1, page 61, is hereby amended to be read as follows:**

"The DepEd BAC address is:

**Atty. SUZETTE T. GANNABAN- MEDINA**

Chairperson

Bids and Awards Committee (BAC) V

c/o Procurement Management Service-BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

9. **Part II, Section III. Bid Data Sheet, Item 18, page 64**, is hereby amended to be read as follows:

“Bids must be duly received by the BAC Secretariat **on or before 1:00 P.M. of November 6, 2023** at **Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City.**”

Late bids shall not be accepted.

10. **Part II, Section III. Bid Data Sheet, Item 21.2, page 64**, is hereby amended to be read as follows:

Bid opening shall be on **November 6, 2023, 2:00 P.M. at Rizal-Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Ave., Pasig City.** Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

11. **Part II, Section III. Bid Data Sheet, Item 25.3, page 65 to 68**, is hereby amended to be read as follows:

“The numerical weight and the minimum required for each criterion are as follows:

**SUMMARY  
TECHNICAL EVALUATION CRITERIA**

<b>TRACK RECORD / EXPERIENCE OF THE FIRM</b>	<b>QUALIFICATIONS OF PERSONNEL OF THE FIRM</b>	<b>PLAN OF APPROACH AND METHODOLOGY</b>	<b>TOTAL SCORE</b>
<b>30</b>	<b>50</b>	<b>20</b>	<b>100</b>

Criteria and Rating System for Technical Evaluation are as follows:

	<b>Criteria</b>		<b>%</b>
<b>1</b>	<b>Applicable Experience of the FIRM</b>		
a.	Years of experience in ISO 9001 Certification Audit		<b>30%</b>
	10 years	5 points	
	More than 10- up to 15 years	8 points	
	More than 15 up to 19 years	12 points	
	More than 19 years	15 points	
b.	No. of Multisite projects in ISO 9001 Certification Audit		
	1 multisite project	5 points	
	2 multisite projects	8 points	
	3- 4 multisite projects	12 points	
	More than 4 multisite projects	15 points	

c.	No. of Single-site projects in ISO 9001 Certification Audit		
	10 single-site projects	5 points	
	11-14 single-site projects	10 points	
	More than 14 single-site projects	15 points	
<b>2</b>	<b>Qualification of Personnel</b>		
a.	LEAD AUDITOR		
a.1	Education		
	Bachelor's Degree	1 point	
	Bachelor's degree in Education or Public Administration	3 points	
	Graduate degree or at least 18 units	4 points	
	Graduate degree (or at least 18 units) in Education or Public Administration	5 points	
a.2	Training & Eligibility	5	
	Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points	
	Included in the IRCA registry (IRCA membership)	5 points	
a.3	Years of experience in ISO 9001 Certification Audit	5	
	7 years	1 point	
	More than 7 up to 9 years	3 points	
	More than 9 years	5 points	
a.4	No. of Similar Projects (Basic Education Sector)	5	
	5 similar projects	5 point	
	6-9 similar projects	8 points	
	More than 9 similar projects	15 points	
a.5	No. of other relevant projects (other private/government)	5	
	10 other relevant projects	1 point	
	11-14 other relevant projects	3 points	
	More than 14 relevant projects	5 points	
b.	MEMBER AUDITORS		
b.1	Education		
	Bachelor's Degree	1 point	
	Bachelor's degree in Education or Public Administration	3 points	
	Graduate degree or at least 18 units	4 points	
	Graduate degree (or at least 18 units) in Education or Public Administration	5 points	
b.2	Training & Eligibility		
	Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points	
	Included in the IRCA registry (IRCA membership)	5 points	
b.3	Years of experience in ISO 9001 Certification Audit	5	

50%



	5 years	1 point	
	More than 5 up to 9 years	3 points	
	More than 9 years	5 points	
b.4	No. of Similar Projects (Basic Education Sector)		
	3 similar projects	5 points	
	4-5 similar projects	8 points	
	More than 5 similar projects	15 points	
b.5	No. of other relevant projects (other private/government)		
	5 other relevant projects	1 point	
	6-9 relevant projects	3 points	
	More than 9 relevant projects	5 points	
<b>3</b>	<b>Plan of Approach</b>		
a.1	The proposed timeline is in adherence with the set relationship between the effective number of personnel and audit time	5 points	
a.2	The certifying body has a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body	5 points	<b>20%</b>
a.3	Feasibility and Sustainability as evidenced by previous and current projects	10 points	
<b>Total</b>			<b>100%</b>

The minimum score required to pass the technical evaluation is **70 points.**”

**12. Part II, Section III. Bid Data Sheet, Item 26.1, page 68,** is hereby amended to be read as follows:

**Opening and Evaluation of Financial Proposals**

“The opening of Financial Proposals shall be on **November 6, 2023, 2:00 PM at Rizal- Alonzo Garden Area (RAGA) Conference Room, DepEd Complex, Meralco Avenue, Pasig City.**

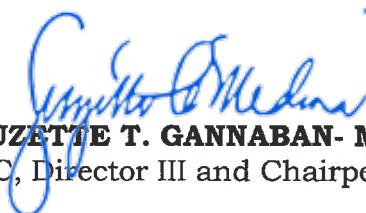
Financial Proposals shall be opened in public.”

**13. Part II, Section VI. Terms of Reference,** is hereby amended to be read as follows:

*See attached Revised Terms of Reference.*

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

  
**Atty. SUZETTE T. GANNABAN- MEDINA**  
 OIC, Director III and Chairperson