

BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL (BAC Reference No. NP-RFP-2022-0038-IMS)

FOR THE ENGAGEMENT OF SERVICES OF A CERTIFICATION BODY TO CONDUCT RECERTIFICATION AUDIT OF THE FDA IMS 9001:2015 STANDARD REQUIREMENTS

1. The Food and Drug Administration, through the Maintenance and Other and Operating Expense (MOOE) intends to apply the sum of **Two Hundred Sixty Four Thousand Eight Hundred Eighty Pesos Only (Php264,880.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **For the Engagement of Services of a Certification Body to Conduct Recertification Audit of the FDA IMS 9001:2015 Standard Requirements**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Food and Drug Administration now calls for the submission of eligibility documents for the **For the Engagement of Services of a Certification Body to Conduct Recertification Audit of the FDA IMS 9001:2015 Standard Requirements**.
3. **Eligibility documents of interested certifying body must be duly received by the BAC Secretariat on or before April 5, 2022, 12 Noon only (Late submission shall not be accepted)**, at BAC Secretariat Room, 2nd Floor, FDA Annex Bldg., Civic Drive, Filinvest City, Alabang, Muntinlupa City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. **Only 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 FDA-BAC.**
4. Interested bidders may obtain further information from BAC Secretariat at FDA Conference Room A (Room 112), G/F, Food and Drug Administration, Civic Drive, Filinvest City, Alabang, Muntinlupa City and inspect the Bidding Documents from 8:00am to 5:00pm Monday to Friday or call at 857-1900 local 8307. Likewise, visit the FDA website at www.fda.gov.ph or email at bacsec@fda.gov.ph.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 28 March 2022 from the BAC Secretariat

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The BAC shall draw up the short list of consultants/certifying body 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 Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

Criteria	Weight
Technical Proposal	
a. Applicable Experience and Capability of the Participating Consultant <ul style="list-style-type: none"> - No. of years of auditing experience (10%) • Similar engagements completed within five (5) years (10%) • Similar projects conducted in government institutions within the last five (5) years (10%) • Satisfactory Performance (5%) 	35%
b. Qualification and Competence of Auditors to be assigned to the team <ul style="list-style-type: none"> • Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the CB (10%) • Audit team members with background or knowledge on the QMS Process Scope (10%) • Audit team members with minimum of two (2) years ISO 9001:2015 auditing experience (10%) • Educational attainment/applicable accreditation of Audit Team members (5%) 	35%
Financial Proposal	30%
Total	100%


7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens’/sole proprietorships, cooperatives, and partnerships or organization with at least sixty percent (60%) interest of outstanding capital stock belonging to citizens of the Philippines.

8. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)**, procedure. The Procuring Entity shall indicate the weights to be allocated for

the Technical and Financial Proposals]. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

9. The contract shall commence upon receipt of Notice to Proceed (NTP) and ends with the post evaluation and submission of technical and financial documentation and evaluation reports and its supporting documents.
10. The FDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


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Chairperson, FDA Bids and Awards Committee