



## SLC-BIDS AND AWARDS COMMITTEE

FDA-BAC Ref. No. REI-2022-012-RFO-NCR

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### INVITATION TO BID

#### PROCUREMENT ON THE CONSULTANCY SERVICE FOR THE ISO/IEC 17020:2012 ACCREDITATION

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1. The Food and Drug Administration, through the Maintenance and Other and Operating Expense (MOOE) intends to apply the sum of **Eight Hundred Sixteen Thousand Two Hundred Fifty Pesos Only (Php816,250.00)** being the Approved Budget for the Contract (ABC) for the **Procurement of the Consultancy Service for the ISO/IEC 17020:2012 Accreditation**. 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 **Procurement of the Consultancy Service for the ISO/IEC 17020:2012 Accreditation**.
3. Eligibility documents of interested consultants must be duly received by the SLC-BAC Secretariat not later than 01 August 2022 until 12:00 noon at 7<sup>th</sup> Kingston Excell Bldg., Civic Drive Filinvest City, Alabang Muntinlupa City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
4. Interested bidders may obtain further information from SLC-BAC Secretariat at 7<sup>th</sup> Kingston Excell Bldg Civic Drive Filinvest City, Alabang, Muntinlupa City and inspect the Bidding Documents from 8:00am to 5:00pm Monday to Friday or call at 09171542179 Likewise, visit the FDA website at [www.fda.gov.ph](http://www.fda.gov.ph) or email at [slc-bacsec@fda.gov.ph](mailto:slc-bacsec@fda.gov.ph).
5. A complete set of Bidding Documents may be acquired by interested Bidders on 09 July 2022 from the SLC-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 SLC-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
<b>Technical Proposal</b>	
a. Applicable Experience and Capability of the Participating Consultant <ul style="list-style-type: none"> <li>- No. of years of auditing experience (10%)</li> <li>• Similar engagements completed within ten (10) years (10%)</li> <li>• Similar projects conducted in government institutions within the last ten (10) years (10%)</li> <li>• Satisfactory Performance (5%)</li> </ul>	35%
b. Qualification and Competence of Auditors to be assigned to the team <ul style="list-style-type: none"> <li>○ Audit team members with actual hands-on experience on ISO/IEC 17020:2012 who are qualified to conduct audits in the name of the CB (10%)</li> <li>○ Audit team members with background or knowledge on ISO/IEC 17020:2012 Process Scope (10%)</li> <li>○ Audit team members with minimum of two (2) years ISO/IEC 17020:2012 Accreditation experience (10%)</li> <li>○ Educational attainment/applicable accreditation of Audit Team members (5%)</li> </ul>	35%
<b>Financial Proposal</b>	30%
<b>Total</b>	<b>100%</b>

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.

The **Food and Drug Administration SLC-BAC** will hold a Pre-Bid Conference<sup>1</sup> on *20 July 2022 at 9:30am* through video conferencing or webcasting *via Google meet: joining info* Video call link: <https://meet.google.com/mec-vhiv-cmc?hs=122&authuser=1> which shall be open to prospective bidders.

Bids must be duly received by the BAC Secretariat through **manual submission not later than 01 August 2022 until 12:00nn** at the Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. Late bids shall not be accepted.

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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Bid opening shall be on *01 August 2022 at 1:30pm* at the given address below Food and Drug Administration SLC-BAC 7th Kingston Excell Bldg., Civic Drive Filinvest City, Alabang, Muntinlupa City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

8. The Procuring Entity shall evaluate bids using the **Quality Based Evaluation/Selection (QBE)** 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.
11. For further information, please refer to:

***Maribel S. Perez***  
*FDA Head, SLC-BAC Secretariat*  
7<sup>th</sup> Kingston Excell Bldg Civic Drive Filinvest City,  
Alabang, Muntinlupa City  
*Tel No. 09171542179*  
*slc-bacsec@fda.gov.ph*  
*www.fda.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.fda.gov.ph>

  
**ATTY. STELLA MARIS P. PROMENTILLA-BAÑARES, JD, DipIR, MIR**  
Chief Administrative Officer  
Chairperson, FDA SLC-Bids and Awards Committee