



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

BID BULLETIN

PhilGEPS Reference No.: **4720984**

Solicitation: **PR-17-04-146**

Project Name: **Procurement of ISO 9001:2015**

Certificate Services (ABC: Php. 607,250.00)

After the Pre-Bid Conference held September 7, 2017, Thursday 9:00 AM at the BAC Office, Ground Floor Executive Building, Western Mindanao State University, Normal Road, Zamboanga City, the following changes/clarifications has been agreed upon the bidders, the end-user, the TWG and BAC members;

A. CHANGES/CLARIFICATION

1. Scope of Certification/Work

Relative to clause 4.0 of the ISO 9001: 2015 standards (Context of the Organization) and in consideration of its products and services as an educational institutions vis-à-vis PBB requirements and SUC levelling criteria, WMSU has defined the scope of its Quality Management System in Education (Management Process, Core Process, and Support Processes addressing customer requirements of the College of Teacher Education, College of Nursing, College of Science & Mathematics, College of Home Economics and the College of Engineering, to wit:

Key Processes	QMS Education	Relevant Procedures
I. Management Process	Planning, Monitoring & Assessing Performance and Management Review	a. Control of Documented Information b. Risk Management c. Internal Audit d. Management Review e. Control of non-conforming products & services f. Corrective Actions g. Handling Customer Feedback h. Customer Satisfaction Measurement
II. Core Process	1.Pre-enrolment activities	a. Administration/Conduct of TEC's Test b. Psychological Testing (First Year) c. Shifting Exam

	2.Enrolment Activities	<ul style="list-style-type: none"> a. Admission of Students b. Enrolment Process c. Student Advising & Monitoring of Academic Performance of Students
	3. Management of Learning	<ul style="list-style-type: none"> a. Development of Program Curriculum b. The Making and Checking of Individual Daily Program (IDP) c. OBE Syllabi Making d. Instructional Support and Materials Production e. Instructional Laboratory Operations f. Assessment/Evaluation of Academic Performance of Students g. Preparation and Submission of Reports of Rating h. Related Learning Experience i. Students Internship/Practicum Procedure j. Thesis & Dissertation Writing k. Practice/Student Teaching l. Program Accreditation (AACUP)
	4.Evaluation, Endorsement of Students for Graduation & Conferment of Degrees	<ul style="list-style-type: none"> a. Promotion and Graduation
	5. Academic Support Processes	<ul style="list-style-type: none"> a. Production & issuance of Students Academic Records b. Training c. Submission of Agenda Items for Board's Approval/Confirmation d. Library Technical Services e. WMSU Hostel Operations & Services <ul style="list-style-type: none"> • Banquet & Catering Services • Food & Beverage Services f. Service Scholars Deployment g. Student Discipline h. Services for Students with Special Needs and Persons with Disabilities under the CTE ASPIRE Program i. Program and Project Development Management j. Retrieval and Issuance of Records
	6.Research & Development Cycle	<ul style="list-style-type: none"> a. Policy Formulation b. R & D Project Development c. Ethics Review d. Research Publication e. Monitoring & Evaluation of Institutional Projects f. Intellectual Property Protection Application g. Data Management h. Research Consultancy Services

Support Services	1. Management of Human Resources	i. Endorsement to External Funding a. Processing of application b. Recruitment, Selection & Placement Process c. 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. Property Maintenance c. Disposal of Unserviceable Equipment d. Use of Universities Venue and Facilities e. Use of University Vehicles f. Issuance of Vehicle Gate Pass

2. WORK EXECUTION

The consultant shall execute the certification work as described in the Scope of Work with the provision of the Agreement, in accordance to ISO 9001:2015 standard.

Unless otherwise agreed, the relevant Quality Management System Certification scheme and any applicable certification requirements shall apply. The extent of the work to be performed is described in the agreement.

The consultant shall provide qualified personnel to carry out the work. Unless otherwise agreed, the consultant may at any time, and for its own cost and risk, substitute personnel assigned to the work, provide that any substituting personnel are suitably qualified.

3. INVESTMENT SUMMARY - BUDGET

Year	Certification Activities	Date	No. of Auditors	1 st Year Fees	2 nd Year Fees	3 rd Year Fees
2017	Application Fee					
	Stage 1 (on-site audit) Documentation Audit	Oct. 16, 2017	At least 2 Auditors			
	Hotel Accommodation with meals		At least 2 Auditors			
	Air Travel		At least 2 Auditors			
	Terminal Fee		At least 2 Auditors			
	Sub-Total (Stage 1)			Php.53, 900		
	Stage 2 (on-site audit) Implementation Audit	Nov. 27-29, 2017	At least 3 Auditors			
	Audit Planning & Report Preparation		At least 3 Auditors			
	Accreditation/Validation Fee					
	Cost for ISO Certificate & Advertising Banner					

	Hotel Accommodation with meals		At least 3 Auditors			
	Air Travel		At least 3 Auditors			
	Terminal Fee		At least 3 Auditors			
	Sub-Total Stage 2			Php. 327,750		
	Total for Year 2017			Php. 381,650		
2018	Surveillance Audit		At least 3 Auditors	ON-GOING MAINTENANCE OF WMSU QMS		
	On-site Audit		At least 3 Auditors			
	Audit Planning & Report Preparation		At least 3 Auditors			
	Hotel Accommodation with meals		At least 3 Auditors			
	Air Travel		At least 3 Auditors			
	Terminal Fee		At least 3 Auditors			
	Total for 2018				Php.112, 800	
2019	Surveillance Audit		At least 3 Auditors	ON-GOING MAINTENANCE OF WMSU QMS		
	On-site Audit		At least 3 Auditors			
	Audit Planning & Report Preparation		At least 3 Auditors			
	Hotel Accommodation with meals		At least 3 Auditors			
	Air Travel		At least 3 Auditors			
	Terminal Fee		At least 3 Auditors			
	Total for 2019					Php.112, 800

4. DELIVERABLES

Year	Certification Activities	Date	No. of Auditors	Deliverables
2017				
	Stage 1 (on-site audit) Documentation Audit	October 16, 2017	At least 2 Auditors	1. Appraisal of the WMSU Management System documentation and intended scope of certification. 2. Determine compliance of the documents with ISO 9001:2015 standard.

				<ol style="list-style-type: none"> 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	November 27-29, 2017	At least 3 Auditors	<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			<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		At least 3 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</i></p>

				<p><i>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			Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.
2019	Surveillance Audit		At least 3 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><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			1. Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.

5. SCHEDULE OF FEES

Obligation	2017	2018	2019
Stage 1 & Stage 2 Certification	Php. 381,650.00		
Surveillance Audit		Php.112, 800.00	
Surveillance Audit			Php.112, 800.00
Total Investment for 3 Years	Php. 607, 250.00		

For 1st, 2nd and 3rd year fees, yearly fees will be paid immediately after invoiced date. Invoice may be released 5 days after the conduct of the audit.

6. 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 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.

7. ADD ON SERVICE

- a. Events and networking with other clients that share best practices and latest trends in upholding quality in organization.
- b. Complimentary A3 size Certificate with frame and A4 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).

8. The specific dates for certification are as follows:

Stage 1 – October 16, 2017

Stage 2 – November 27-29, 2017

Note: Can be subjected for change in favor of WMSU.

The consultant may guarantee a particular date for certification upon application has been received. The consultant shall try to accommodate the needs and will confirm the audit date as quickly as they can. Consultant shall allow the presence of their consultant at the time of the audit.

B. TECHNICAL CRITERIA AND WEIGHTS FOR ISO 9001: 2015 CERTIFICATION

The following are the proposed criteria and corresponding maximum points to select Quality Management System- ISO 9001: 2015 Certifying Bodies (CBs).

Criteria	Details	Maximum Points								
1. Technical Experience of Certifying Bodies (CBs)	The certifying body should manifest successful accreditation record on ISO 9001:2015 for academic and educational support services.	30								
	Assignment of Points: <table border="0"> <tr> <td>Measure</td> <td style="text-align: right;">Points</td> </tr> <tr> <td>ISO 9001:2015 in HEIs</td> <td style="text-align: right;">30</td> </tr> <tr> <td>ISO 9001:2008 in HEIs</td> <td style="text-align: right;">20</td> </tr> <tr> <td>ISO 9001 not in education</td> <td style="text-align: right;">10</td> </tr> </table>	Measure	Points	ISO 9001:2015 in HEIs	30	ISO 9001:2008 in HEIs	20	ISO 9001 not in education	10	
Measure	Points									
ISO 9001:2015 in HEIs	30									
ISO 9001:2008 in HEIs	20									
ISO 9001 not in education	10									
2. Qualifications of Auditors (Lead & Auditor)	The principals/ key personnel of the CBs, must meet the following requirements:	50								
	2.1 competent auditors with Audit Trainings on ISO 9001: 2015 *Lead Auditor - 10 (International/ Philippine Based) * Member Auditors - 10 (International/Philippine Based)	20								
	2.2 Internal Quality Audit experience on ISO 9001 Note: 1-year experience: 1 pt. maximum of 10 *Lead Auditor - 10 (ISO 9001:2015/2008) * Member Auditors - 10 (ISO 9001:2015/2008)	20								
	2.3 Internal Quality Audit experience for SUCs QMS in education. Note show list of certified clients <i>1 pt for every SUC/ maximum of 10 pts</i>	10								

3.Approach & Methodology	Work Plan for Documentation, Implementation and Surveillance Audits (Planning, Report Preparation, Recommendation for Certification and Reporting/Certificate Issue)	15
	3.1 clarity, feasibility, innovativeness and comprehensiveness of the plan/proposal.	10
	3.2 Quality of interpretation of project problems, risks and suggested solutions.	5
4. CBS Government Qualifications	The firm must meet the Government Quality Management Committee Requirements (Memo Circular No. 2016-1)	5
	1. Duly Accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade & Industry pursuant to Executive Order No. 802 & other International Accreditation Certificate. <i>Note: 1 point for PAB and 2 points for the International Accreditation Body</i>	3
	2. The CBs should have been accredited to audit and certify QMS for specified scope particularly under ISO 9001 QMS for IAF 36 (education scope).	2
	TOTAL	100
	Minimum Passing Score = 60 points	

C. OPENING OF BID PROPOSAL

FROM	TO
September 19, 2017 @ 9:00 A.M.	September 25, 2017 @ 9:00 A.M.

Reminder to Bidders:

1. All bidders are required to post a Bid Security in a form of Cash, Manager's or Cashier's Check or may submit Bid Securing Declaration. Personal Check is NOT allowed.

For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat at Tel. No. 991-7875.

Please be guided accordingly.

JOSELITO D. MADROÑAL, DPA
Chairman, Bids and Awards Committee