



CALUMPIT WATER DISTRICT JOB REQUISITION

Entity Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section : Office of the General Manager		JR No.: <u>2017-05-032</u> Responsibility Center Code :			Date: 25-May-17	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
		<p>Supply of Consultancy Services for Quality Management System of Calumpit Water District as related to the Agency's preparation for conduct of ISO's surveillance audit</p> <p>The consultant shall be responsible in ensuring that quality objectives, goals and sets of guidelines mandated by the agency are properly understood, adhered and utilized.</p> <ol style="list-style-type: none"> 1. Provides assistance in the preparation of manual 2. Prepares all necessary documents related to external audit 3. Updates documents of all manuals and ensures that updates and revisions are properly documented alongside with appropriate dissemination of the changes among the stadd, concerned departments and the management 4. Assist the District in maintaining its master list of forms, documents, and quality records 5. Gather all data relevant to the collection and analysis of records 6. Present data analysis report to the management and provides necessary recommendations aligned to the issuance of the ISO certificate 7. Provide the Top Managemet with the interpretation of all the evaluation conducted 8. Assist the District in ensuring the Management Responsibilities are carried out in accordance with ISO standard 9. Prepares QMS documents and reports to be discussed in Management ,meetings and drafts the minutes of such meetings for review and signature of the Top Management 10. Provides advice to the District in carrying out management review, contract review and documents review, and drafts the reports for management's approval 11. Provide reports on the attainment of the quality objective by each division unit 12. Ensures that QMS document control procedure/measures are observed and implemented 13. Assists the district in planning, scheduling, coordinating and conducting internal audits and prepares internal audit reports 14. Provides advice and recommendations to the district in dealing with non-conformity or obeservations that may be identified by internal and external auditors 15. Ensures that corrective actions are taken to address non-conformities and causes of potential problems 16. Drafts revisions to any of te QMS Manual, Process Manual, policies,procedures, work instructions, or forms that may be requetsed by the district. <p>Confidentiality: The Consultant commits to maintain the confidentiality of any ionformation, data, document or record obtained from the company through meetings, interviews, discussions or familiarization.</p>			<p>ABC Php 200,000.00 (inclusive of VAT)</p>	

Purpose: for QMS preparation for Surveillance Audit of ISO 9001:2015

Requested by:

Approved by:

Signature:

(Handwritten signature)



REPUBLIC OF THE PHILIPPINES
CALUMPIT WATER DISTRICT
Bids and Awards Committee

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BAC RESOLUTION NO. 2017-111

Re: Supply of Consultancy Services for Quality Management System of CWD
(as related to the agency's preparation for conduct of ISO's surveillance audit)
(Please see attached purchase request for item description)

WHEREAS, the Bids and Awards Committee is hereby instructed to act upon the CWD with Job Request No. 2017-05-032; Supply of Consultancy Services for Quality Management System of CWD (as related to the agency's preparation for conduct of ISO's surveillance audit);

WHEREAS, the members of the BAC agreed to adopt Section 53.9, Article XVI of RA 9184, which states the use of Small Value Procurement, a method of procurement of Goods, Infrastructure and Consulting Services where the amount involved does not exceed the thresholds prescribed in Annex "H" of this IRR: Provided, That in case of Goods, the procurement does not fall under shopping in Section 52 of this IRR.^(a)

The BAC shall prepare and send the RFQs/RFPs to at least three (3) suppliers, contractors or consultants of known qualifications. This, notwithstanding, those who responded through any of the required postings shall be allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

NOW THEREFORE, We, the members of Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED;

1. To recommend the use of Small Value Procurement for Job Request No. 2017-05-032.
2. To recommend for approval by the General Manager of the Calumpit Water District the foregoing findings;

RESOLVED, at the CWD Office, Corazon, Calumpit, Bulacan, this 30th of May 2017.

EDILBERTO P. SANTOS
BAC Vice Chairman

RONALDO DC. TANTOCO
BAC Member

ELVIRA M. RANOPA
BAC Chairman

EMELY E. ECHEVARRIA
BAC Member

ESPERANZA L. CORTEZ
BAC Member

Engr. RONNIE B. LARGADO
General Manager, Head of the Procuring Entity
Approved on 05/30