



REPUBLIC OF THE PHILIPPINES
CALUMPIT WATER DISTRICT

Bids and Awards Committee

M. Serrano St., Corazon Calumpit, Bulacan.

Tel No.: (044) 675-1453 / 913-0079

Email address: calumpitwd@yahoo.com

BAC RESOLUTION NO. 2020-187

Re: Furnishing of Consultancy Services for Monitoring of CWD's Compliance to ISO 9001:2015

(For ISO 9001:2015 follow-up audit)

(Please see attached purchase request for item description)

WHEREAS, the Bids and Awards Committee is hereby instructed to act upon the CWD with Purchase Request No. 2020-09-019; Furnishing of Consultancy Services for Monitoring of CWD's Compliance to ISO 9001:2015 (For ISO 9001:2015 follow-up 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. 2020-09-019.
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 14th of September 2020.

EMELYE E. ECHEVARRIA

BAC Chairman

ESPERANZA L. CORTEZ

BAC Vice Chairman

RONALDO DC. TANTOCO

BAC Member

EDILBERTO F. SANTOS

BAC Member

BENJO S. TORRES

BAC Member

Engr. RONNIE B. LARGADO

General Manager, Head of the Procuring Entity

Approved on 09-14-2020

JOB REQUEST

City Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section :		JR No.: 2020-09-819			Date: September 9, 2020
Name of the General Manager:		Responsibility Center Code :			
Block/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Furnishing of consultancy services for monitoring of CWD's compliance to ISO 9001: 2015 in preparation for scheduled 2020 follow-up audit			Php 180,000.00
		JOB DESCRIPTION AND RESPONSIBILITIES			
		Shall be responsible in ensuring that quality objectives, goals and set of guidelines understood, adhered, and utilized.			
		1. Provides assistance in the revision of manual, if any.			
		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 staff, 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 records;			
		6. Present data analysis report to the management and provides necessary recommendations aligned to the issuance of the new ISO certificate			
		7. Provide the Top Management with the interpretation of all the evaluation conducted;			
		8. Assist the district in ensuring that 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 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 review and signature of the Top Management			
		11. Provides report on the attainment of the quality objective by each Division/Unit			
		12. Ensure 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 any non-conformity or observations that may be identified by internal and external auditors;			



CALUMPIT WATER DISTRICT

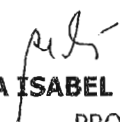
JOB REQUEST

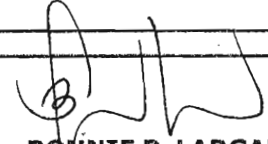
City Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section :		JR No.: 200-09-019	Date:		
Name of the General Manager		Responsibility Center Code :			
Block/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		15. Ensures that corrective actions are taken to address non-conformities and causes of potential problems;			
		16. Drafts revisions to any of the QMS Manual, Process Manual, Policies, Procedures, Work Instructions or Forms that may be requested by the district;			
		CONFIDENTIALITY			
		The Consultant commits to maintain the confidentiality of any information, data, document or record obtained from the Company through meetings, interviews, discussions or familiarization			
		SERVICE FEE			
		The fee for the entire Consultancy Services shall be One hundred Eighty Thousand Pesos (Php 180,000.00) only, inclusive of tax , itemized as follows:			
		a. Down payment of 30% upon signing of this contract ;			
		b. 40% upon completion of the following:			
		1. upon process Review (departmental);			
		2. upon gathering and completion of data and pertinent documents.			
		3. upon necessary revision of the procedures, work instructions and departmental forms and submission of the soft copy to the Top Management;			
		4. assist in the Completion of Internal Audit;			
		5. assist in the Completion of Internal Audit Result;			
		c. 30% upon completion of the 2nd step prior to certification;			
		1. Completion of Management Review;			
		2. Upon successful completion of Surveillance Audit/Follow-up Audit (External) including the rectification of non-conformitory findings, if any.			
		The consultancy fee for the services rendered shall be inclusive of all taxes			

Purpose: for ISO 9001:2015 follow-up audit

Requested by: 
MARIA ISABEL C. DE CASTRO
 PRO-A

Approved by:  09/11/2020
Engr. RONNIE B. LARGADO
 General Manager