

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)

Goods, the procurement does not fall under shopping in Section 52 of this IRR.(a)

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

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;

The BAC shall prepare and send the RFQs/RFPs to at least three (3) suppliers, contractors or consultants of known

1. To recommend the use of Small Value Procurement for Job Reguest No. 2020-09-019.

RESOLVED, at the CWD Office, Corazon, Calumpit, Bulacan, this 14th of September 2020.

2. To recommend for approval by the General Manager of the Calumpit Water District the foregoing findings;

EMELY'E, ECHEVARRIA BAC Chairman

CORTEZ

S. TORRES BAC Member

BAC Member

DC. TANTOCO

Engr. RONNIE B. LARGADO General Manager, Head of the Procuring Entity

BAC Vice Chairman

EDILBERTO H. SANTOS

BAC Member

Approved on 89-14-2020

JOB REQUEST

ty Name:	CALUM	PIT WATER DISTRICT	Fund Clus	ster:	
ce/Section:		JR No.: 2020-09-09		Date:	September 9, 2020
	Manag	Responsibility Center Code :			
ock/ Prop erty No.	Unit	Item Description	Qty	Unit Cost	Total Cost
		Furnishing of consultancy services for	•		Php 180,000.00
		monitoring of CWD's compliance to			
		ISO 9001: 2015 in preparation for	*		
		scheduled 2020 follow-up audit			
		JOB DESCRIPTION AND RESPONSIBILIT	rFS		
-		Shall be responsible in ensuring		·	
		that quality objectives, goals and set of guidelines			
		funderstood,			
	Andrew Company	adhered, and utilized.			
		1. Provides assistance in the revision of manual, if a	ny.		
		2.Prepares all necessary documents related to exter	nal audit;		
		3. Updates documents of all manuals and ensures			
		that updates and revisions are properly documente	d		
		alongside with appropriate dissemination of			
The second secon	er birgittiggett omgebridget	the changes among the staff, concerned departmen	ts	فالمرية الكافلة بالمراجعة المنظوم المساكات الماسات	
	providence and the second	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 anal	vsis records	5;	
ne projectiva (ne la projectiva de la referencia de la re		- √6. Present data analysis report to the management a	•	-	
	an na manananan amin'ny fivondronana (fi	necessary recommendations aligned to the issuance	•		<u></u>
		new ISO certificate			
	**************************************	7. Provide the Top Management with the interpretat	ion 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 discu	ssed	-	
	·	In Management meetings and drafts the minutes of			
		minutes of such meetings for review and signature			
	ALER	of the Top Management;			
	~	10. Provides advice to the District in carrying out			<u> </u>
		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, coord	linating		
		and conducting internal audits and prepares Interna	audit		
pangering district grama yan maka atama kida nantan anaka an b		reports;			
	THE PARTY OF THE P	14. Provides advice and recommendations to the dis	trict		
		in dealing with any non-conformity or observations			
	registi erilikiriliki es ter de de ter sebe	may be identified by internal and external auditors;			
	THE PERSON NAMED IN	1			
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CALUMPIT WATER DISTRICT

JOB REQUEST

y Name:	CALUM	PIT WATER DISTRICT	Fund Cluster:			
e/Section:		JR No.: 2020-09-019		Date:		
of the Genera	l Manage	Responsibility Center Code :	principal and the second and the sec			
ck/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost	
	ACONTO TO THE CONTROL OF THE CONTROL					
	-	1.5. Ensures that corrective actions are taken to add	ress		<u>-</u>	
		non-conformities and causes of potential problems;				
and the same of th		16. Drafts revisions to any of the QMS Manual, Proc	ess Manua	,		
		Policies, Procedures, Work Instructions or Forms tha	nt may be			
		requested by the district;				
20 Not Survey control and control and the State of Control and Con		CONFIDENTIALITY				
	or the control of the	The Consultant commits to maintain the				
		confidentiality of any			-	
		information, data, document or record obtained				
		ifrom the Company through meetings, interviews, discussions or familiarization		1		
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The transfer constitution is a real Histories and	- processing and control of the service	SERVICE FEE			AND DESCRIPTION OF THE PARTY OF	
	v indeed, more consistent of the	The fee for the entire Consutancy Services shall be	One hundr	ad ad		
		Eighty Thousand Pesos (Php 180,000.00) only, inclu				
	-	, itemized as follows:				
		a. Down payment of 30% upon signing of this confi	met:	-		
The second secon	A STATE OF THE STA	b. 40% upon completion of the following:	i orce j			
	-	upon process Review (departmental);				
ACCUPATION OF THE PROPERTY OF	armategypuningsprospesystation	2. upon gathering and completion of data and				
en inches		pertinent documents.				
		3. upon necessary revision of the procedures, work				
		instructions and departmental forms and			31-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	
		submission of the soft copy to the Top				
		Management;				
and the court of report of the contract of the court of t		4. assist in the Completion of Internal Audit;				
	ara-natawania patri ngiliki wa nata	5. assist in the Completion of Internal Audit Result;				
		c. 30% upon completion of the 2nd step prior to			, and a second s	
		certification;				
		1. Completion of Management Review;				
		2. Upon successful completion of Surveillance	•			
	ance of manifest to the same of the	Audit/Follow-up Audit (External) including the				
i ausstatististyken kalityyn pon Decembria fysikanesynesi ssiss ten		rectification of non-conformitory findings, if any.				
	Participal material design at	The consultance for the consultance and				
and a second sec		The consultancy fee for the services rendered shall be inclusive of all taxes				
	win menenganian dan					
ose:	for ISC	9001:2015 follow-up audit		A 1		
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	Reque	sted by: Approved	ı Dy.	1211	09/11	

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ted Name: ignation: MARIA SABEL C. DE CASTRO PRO-A

Engr. ROWNIE B. LARGADO General Manager

> Form no: OGM 02 October 2016 Rev. 00