



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. 2021-159**

**Furnishing of Consultancy Services for Monitoring of CWD's Compliance to ISO 9001; 2015 in Preparation For the Scheduled Second Follow-up Audit**

WHEREAS, the Bids and Awards Committee is hereby instructed to act upon the CWD with Purchase Request No. 2021-07-027; **Furnishing of Consultancy Services for Monitoring of CWD's Compliance to ISO 9001;2015 in Preparation For the Scheduled Second 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 Purchase Request No. 2021-07-027;.
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 19<sup>th</sup> day of July 2021.

EMELY E. ECHEVARRIA  
*BAC Chairman*

ESPERANZA L. CORTEZ  
*BAC Vice Chairman*

EDILBERTO P. SANTOS  
*BAC Member*

Engr. RONNIE B. LARGADO  
General Manager, Head of the Procuring Entity  
Approved on \_\_\_\_\_

RONALDO DC. TANTOCO  
*BAC Member*

BENJO S. TORRES  
*BAC Member*

# JOB REQUEST

Entity Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section :	JR No.: <i>2021-07-07</i>	Date: July 12, 2021
Office of the General Manager	Responsibility Center Code :	

Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
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		<b>Furnishing of consultancy services for monitoring of CWD's compliance to ISO 9001: 2015 in preparation for scheduled second follow-up audit</b>			PHP 180,000.00
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**JOB DESCRIPTION AND RESPONSIBILITIES**

		Shall be responsible in ensuring that quality objectives, goals and set of guidelines mandated by the company are properly understood, adhered, and utilized.			
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|--|--|---|--|--|--|
|  |  | 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 Department/Unit  |  |  |  |
|  |  | 12. Ensure that QMS document control procedures/ 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;  |  |  |  |



# JOB REQUEST

Entity Name: CALUMPIT WATER DISTRICT

Fund Cluster:

Office/Section : Office of the General Manager		JR No.: <u>2021-07-027</u> Responsibility Center Code :		Date:	
Stock/ 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;			
		<b><u>CONFIDENTIALITY</u></b>			
		The Consultant commits to maintain the confidentiality of any information, data, document or record obtained from the company through meetings, interviews, discussions or familiarization			
		<b><u>SERVICE FEE</u></b>			
		The fee for the entire Consutancy Services shall be One hundred Eighty Thousand Pesos (Php 180,000.00) only, inclusive of tax , itemized as follows:			
		<b>a. Down payment of 30% upon signing of this Contract;</b>			
		<b>b. 40% upon completion of the following:</b>			
		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;			
		<b>c. 30% upon completion of the 2nd step prior to certification</b>			
		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.			
		<b>The consultancy fee for the services rendered shall be inclusive of all taxes</b>			

Purpose: for ISO 9001:2015 second follow-up audit

Requested by:	Approved by:
Signature :	
Printed Name : <b>MARIA ISABEL C. DE CASTRO</b>	<b>Engr. RONNIE B. LARGADO</b>
Designation : PRO-A	General Manager