



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. 2022-224

Furnishing of Consultancy Services for monitoring of CWD's Compliance to ISO 9001 in preparation for the Recertification Audit

WHEREAS, the Bids and Awards Committee is hereby instructed to act upon the CWD with Purchase Request No. 2022-07-037; **Furnishing of Consultancy Services for monitoring of CWD's Compliance to ISO 9001 in preparation for the Recertification Audit**

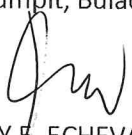
WHEREAS, the members of the BAC agreed to adopt Section 53.9, Article XVI of RA 9184, which states the use of Small Value Procurement, a method of procurement of Goods, Infrastructure and Consulting Services where the amount involved does not exceed the thresholds prescribed in Annex "H" of this IRR: 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. 2022-07-037;
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 29th day of July 2022.



EMELY E. ECHEVARRIA
BAC Chairman


ESPERANZA V. CORTEZ
BAC Vice Chairman


EDILBERTO P. SANTOS
BAC Member


RONALDO DC. TANTOCO
BAC Member


BENJO S. TORRES
BAC Member


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



JOB REQUEST

Entity Name: CALUMPIT WATER DISTRICT

Fund Cluster:

| Office/Section : | | JR No.: 2022-07-637 | | Date: July 25, 2022 | |
|-------------------------------|------|---|-----|---------------------|----------------|
| Office of the General Manager | | Responsibility Center Code : | | | |
| Stock/ 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 recertification audit | | | PHP 180,000.00 |
| | | <u>JOB DESCRIPTION AND RESPONSIBILITIES</u> | | | |
| | | Shall be responsible in ensuring that quality objectives, goals and set of guidelines mandated by the company are properly 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 such meetings for review and signature of the Top | | | |
| | | 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 : | JR No.: <u>2022-07-07</u> | Date: | | | |
| Office of the General Manager | Responsibility Center Code : | | | | |
| 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; | | | |
| | | <u>CONFIDENTIALITY</u> | | | |
| | | The Consultant commits to maintain the confidentiality of any information, data, document or record obtained from the company through meetings, interviews, discussions or familiarization | | | |
| | | <u>SERVICE FEE</u> | | | |
| | | The fee for the entire Consultancy Services shall be One hundred Eighty Thousand Pesos (PHP 180,000.00) only, inclusive of tax and 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-conformity findings, if any. | | | |
| | | The consultancy fee for the services rendered shall be inclusive of all taxes | | | |
| Purpose: for ISO 9001:2015 recertification audit for CY 2022 | | | | | |
| Requested by: | | Approved by: | | | |
| Signature : <i>MCS</i> | | | | | |
| Printed Name : MARIA ISABEL C. DE CASTRO | | Engr. RONNIE B. LARGADO | | | |
| Designation : Executive Assistant B | | General Manager | | | |