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**BIDS AND AWARDS COMMITTEE**  
**Supplemental Bid Bulletin No. 1**

**SUBJECT:**                    **PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE (DA-CO) UNDER IB NO. 013-24**  
**ABC: PHP1,500,000.00**

**DATE:**                        **26 March 2024**

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Due to the non-receipt of the Expression of Interest in the set deadline on 26 March 2024 at 9:30AM.

Please be informed that the schedule of the submission of the Expression of Interest including the eligibility documents is extended until **03 April 2024 at 9:30AM**.

Thank you.

**FERNANDO D. FLORES**  
Director, Project Development Service  
Vice-Chairperson, Bids and Awards Committee (BAC) - 2



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# PHILIPPINE BIDDING DOCUMENTS

## PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE (DA-CO)

**IB NO. 013-24**

Government of the Republic of the  
Philippines

**Fifth Edition  
August 2016**

**Date of Posting: 27 March 2024**



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## Section I. Request for Expression of Interest

### PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE (DA-CO)

1. The **Department of Agriculture – Central Office (DA-CO)**, **General Appropriations Act CY2024** intends to apply the sum of **Pesos: One Million Five Hundred Thousand (PhP1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of a Third-Party Certification Body Services for ISO 9001:2015 Quality Management System (QMS) of the Department of Agriculture – Central Office (DA-CO)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **Department of Agriculture – Central Office** now calls for the submission of Expression of Interest (EOI) and eligibility requirements for **Procurement of a Third-Party Certification Body Services for ISO 9001:2015 Quality Management System (QMS) of the Department of Agriculture – Central Office**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **03 April 2024 at 9:30AM at the DA-ICTS Conference Room**. The opening of eligibility requirements is scheduled on **the same date at 10:00AM at the same venue at Procurement Division/DA-ICTS Director’s Conference Room, DA Compound, Elliptical Road, Diliman, Quezon City**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from **Procurement Division, DA-CO** and inspect the Bidding Documents at the address given below during **9:00AM – 5:00PM, Monday to Friday, before the opening of eligibility requirements, scheduled on 03 April 2024**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **27 March 2024 – 06 May 2024** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

It may also be downloaded free of charge from the website of the Modernized Philippine Government Electronic Procurement System (MPHilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at least **three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	Score
A. Philippine Accreditation Bureau (PAB) Accreditation for the Scope “Public Admission”	40
B. Applicable Experience of the Third-Party Certification Body	50
C. Existing workload of the Third-Party Certification Body relative to the capacity to undertake certification	10
Total Score	<b>100</b>

\*Details are indicated in the Terms of Reference

**\*Note: Passing score required in the shortlisting is Seventy-Five (75) Points**



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6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules of Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the **Quality Based Evaluation (QBE)** procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within a period of **Seven (7) Months reckoned from the receipt of Notice to Proceed (NTP)**.
9. Bidder shall bear all costs associated with the preparation and submission of their bids, and the DA – Central Office will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that the DA – Central Office will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The DA – Central Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

10. The **Department of Agriculture – Central Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Attention: Procurement Division**  
2<sup>nd</sup> Floor, DA-New Building  
Department of Agriculture – Central Office  
Elliptical Road, Diliman, Quezon City  
E-mail Address: [da.procdiv@mail.da.gov.ph](mailto:da.procdiv@mail.da.gov.ph)  
Telefax No.: 8927-7152

12. For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.da.gov.ph](http://www.da.gov.ph).

**NOTE: DA DOES NOT CONDONE ANY FORM OF SOLICITATION ON ANY PROSPECTIVE, WINNING AND LOSING BIDDERS BY ANY OF OUR STAFF/EMPLOYEES OR ANY OTHER PARTY. ANY SORT OF THIS KIND SHALL BE REPORTED IMMEDIATELY TO THE OFFICE OF THE SECRETARY OR THE NATIONAL BUREAU OF INVESTIGATION (NBI) FOR ENTRAPMENT AND PROPER INVESTIGATION.**

27 March 2024

  
**FERNANDO D. FLORES**  
Director, Project Development Service  
Vice-Chairperson, Bids and Awards Committee-2

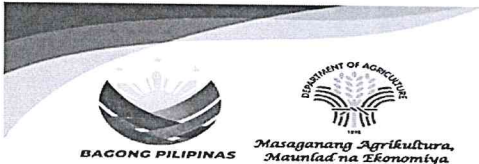
## Section II. Eligibility Documents

### 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous; (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

### 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
  - (a) Class "A" Documents –



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### Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

### Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in



foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;





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- (d) bear the specific identification of this Project indicated in the **EDS**; and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

#### **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

#### **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

#### **7. Modification and Withdrawal of Eligibility Documents**

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## 8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (f) the name of the prospective bidder;
  - (g) whether there is a modification or substitution; and
  - (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## 9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.



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- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

**10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



### Section III. Eligibility Data Sheet

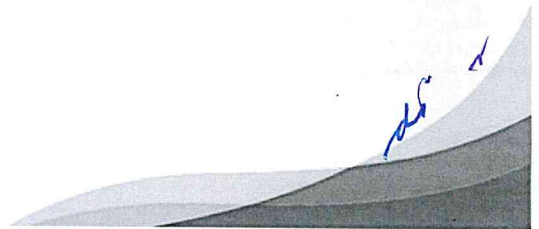
Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the <b>last five (5) years (2020 - 2024)</b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	The bidder shall submit at least five (5) successful certification services within the last five years, with firms/entities including private companies, on the establishment of QMS towards the achievements of certification to ISO 9001:2015 standard, supported to the submission of Satisfactory Service issued by the previous Procuring Entity.
4.2	<p>Each prospective bidder shall submit one (1) original which shall be sealed in one (1) envelope marked as <b>"Original Eligibility Documents"</b>.</p> <p>Further, <b>the bidder shall submit one (1) set of photocopies enclosed in separate envelope and marked as "Copy 1 and one (1) set of softcopies (in PDF file thru CD or flash drive) of the Original Documents. These copies shall be enclosed in one (1) envelope marked as "Copy 1"</b>.</p> <p>All two (2) envelopes ("Original Eligibility Documents – Envelope 1" and "Copy 1") shall be sealed in one (1) Mother Envelope and shall be labeled as the project title and the Bidder's Name and Address.</p>
4.3 (a)	<b>PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE UNDER IB NO. 013-24</b>
4.3 (c)	<p>The Procuring Entity's address is:</p> <p><b>Department of Agriculture – Central Office</b>  <b>Elliptical Road, Diliman, Quezon City</b></p> <p>All written communications, queries or clarifications shall be addressed to:</p> <p>_____</p> <p><b>Director FERNANDO D. FLORES</b>  Vice-Chairperson, Bids and Awards Committee-2</p> <p><b>Attention: DA-Procurement Division</b>  <b>2nd Floor, New Building</b>  <b>Department of Agriculture</b>  <b>Elliptical Road, Diliman, Quezon City</b></p>

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5.	<p>The address for submission of eligibility documents is at the <b>DA-Procurement Division/DA-ICTS Conference Room, Elliptical Road, Diliman, Quezon City.</b></p> <p>The deadline for submission of eligibility documents is on <b>April 3, 2024 at 9:30AM. Late submission shall not be accepted.</b></p>
8.	<p>The place of opening of eligibility documents is at the <b>DA-ICTS Conference Room, Elliptical Road, Diliman, Quezon City.</b></p> <p>The date and time of opening of eligibility documents is <b>April 3, 2024 at 10:00AM</b></p>
9.1	<p>Similar contracts shall refer to <b>ISO 9001:2015 Quality Management System.</b></p>
9.2	<p>The <b>detailed set of criteria and rating system to be used for the shortlisting</b> of consultants is provided in Annex "A".</p>





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**ANNEX "A"**

**PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE UNDER IB NO. 013-24**  
**Approved Budget for the Contract: PhP1,500,000.00**

**A. Summary**

CRITERIA	Rating	Score	Remarks
A. Philippine Accreditation Bureau (PAB) Accreditation for the Scope "Public Admission"	40		
B. Applicable Experience of the Third-Party Certification Body	50		
C. Existing workload of the Third-Party Certification Body relative to the capacity to undertake certification	10		
<b>Total Score</b>	<b>100</b>		

**B. Detailed**

CRITERIA	Rating	Score
A. Philippine Accreditation Bureau (PAB) Accreditation for the Scope "Public Admission" - Accredited – 40 - Not Accredited – 0	40	
B. Applicable Experience of the Third-Party Certification Body		
1. Overall experience of the firm on ISO 9001:2015 Certification - 5 years and above – 20 - 3 to 4 years – 15 - 1 to 2 years – 10 - Less than 1 year – 5 - No experience – 0	20	
2. Completed projects of the firm on ISO 9001:2015 Certification - 10 projects and above – 20 - 6 to 9 projects – 15 - 3 to 5 projects – 10 - 1 to 2 projects – 5 - No project completed – 0	20	
3. Completed government projects on ISO 9001:2015 - 10 and above government projects – 10 - 6 to 9 government projects – 7 - 3 to 5 government projects – 4 - 1 to 2 government projects – 2		





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- No project completed – 0		
C. Existing workload of the Third-Party Certification Body relative to the capacity to undertake certification - 5 projects and below – 10 - Above 5 projects – 5	10	
<b>Total Score</b>	<b>100</b>	

***\*Note: Passing score required in the shortlisting is Seventy-Five (75) Points***

→

**ANNEX "B"**

**PROCUREMENT OF A THIRD-PARTY CERTIFICATION BODY SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) OF THE DEPARTMENT OF AGRICULTURE – CENTRAL OFFICE**

**IB NO. 013-24**

Dog Ear Code	Requirements
<b>Legal Documents</b>	
<b>A</b>	Valid and Updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.
<b>Technical Documents</b>	
<b>B</b>	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b>
<b>C</b>	The <b>statement of all ongoing and single largest completed government and private contracts</b> shall include all such contracts <b>within the last five (5) year</b> prior to the deadline for the submission and receipt of bids.
<b>D1</b>	<b>Additional Eligibility Requirements:</b> <ul style="list-style-type: none"> <li>Curriculum Vitae of Auditors including all ongoing/committed contracts and completed contracts within the last five (5) years, among others;</li> </ul>
<b>D2</b>	<ul style="list-style-type: none"> <li>The Plan Approached and Methodology shall be included in the Technical Proposal that shall be submitted by the Third-party Certification body/bidder. This contains the methods approaches and proposed implementation activities and the corresponding schedule consistent with the TOR;</li> </ul>
<b>D3</b>	<ul style="list-style-type: none"> <li>Philippine Accreditation Bureau (PAB) Certification;</li> </ul>
<b>D4</b>	<ul style="list-style-type: none"> <li>At least one (1) Certificate of Satisfactory Performance from 9001:2015 certification audit done in a government agency.</li> </ul>
<b>E</b>	Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.





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## ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address