



17 June 2019

SUBJECT : Invitation to Submit Proposal for the Procurement of Services of a Management System Certification Body for the PSALM Quality Management System ISO 9001:2015 Recertification (Project Reference No. 2019-NP-SVP-ISO-035-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring services of a **Management System Certifying body for the PSALM Quality Management System ISO 9001:2015 Recertification** with an Approved Budget for the Contract (ABC) in the amount of **THREE HUNDRED TWENTY THOUSAND PESOS (PHP320,000.00)**, inclusive of VAT.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set forth in the *Technical Specification* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal should include certified true copies of the following documents:

1	PhilGEPS Registration/Organization Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) Latest Annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019 . For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

4	Latest Business Tax Return refers to the following, whichever is applicable:		
	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter; and ii. latest month prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551
Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent document in case of foreign bidders.			
5	Current and valid Certificate of Accreditation from the Philippine Accreditation Bureau, Department of Trade and Industry		
6	Notarized Omnibus Sworn Statement (Annex C)		
7	Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PhP)		

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

Kindly deliver your sealed proposal to the undersigned, at 24th Floor Vertis North Corporate Center I, Astra cor. Lux Drives, North Ave., Quezon City 1105 on or before **10:00 AM, 21 June 2019**. Thereafter, proposals will be opened at **10:15 AM**, of the same day and venue, in the presence of your authorized representative/s who will attend the same.

For further information, please refer to:

THE INFORMATION SYSTEMS AND TECHNOLOGY DEPT.

Technical Working Group

Power Sector Assets and Liabilities Management Corporation

24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,
Vertis North, North Avenue, 1105 Quezon City

Telephone No.: (02) 902-9020

e-mail: rccsanjuan@psalm.gov.ph

Very truly yours,


HACER B. BALISBIS
Acting Manager

Annex "A"

TECHNICAL SPECIFICATION

Procurement of Services of a Management System Certification Body for the PSALM Quality Management System ISO 9001:2015 Recertification

I. RATIONALE

PSALM is implementing a Quality Management System (QMS 9001:2015) duly certified by a duly accredited certification body (CB) that will expire on 16 December 2019. In compliance with the requirement of the Governance Commission for GOCCs (GCG) and as part of the corporate target affecting the corporation's Performance Scorecard, PSALM needs to procure the services of a management system CB to ensure continuing recertification to ISO 9001:2015.

II. SCOPE OF WORK AND ACTIVITIES

1. First Year - Stage 1 and Stage 2 Audit
2. Second Year - First Follow-up Surveillance Audit
3. Third Year - Second Follow-up Surveillance Audit

Other activities and/or deliverables include announced audit plan and schedule, application to the international accreditation body where the CB is accredited, awarding of certificate, banner, sticker, among others.

III. MINIMUM ELIGIBILITY REQUIREMENT

1. At least 10-year experience in the industry and auditors to be deployed with at least 5-year experience in auditing QMS;
2. With clients in the energy and/or government sector; and
3. Accredited by IATF, DTI-BPS, and other relevant agencies.

IV. METHODOLOGY, APPROACH AND SAMPLING TECHNIQUE

1. Standard to be used will be ISO 17021, 9001:2015, and other relevant standards allowed by ISO and PSALM;
2. Audit will be conducted through face-to-face interview;
3. Random sampling of the respondents, evidences and records will be employed; and
4. Number of man-days and methodologies proposed should be acceptable to international and local governing bodies.

V. PROJECT DURATION

The Project will be implemented for three (3) years. See item II (Scope of Work and Activities) for details.

VI. PAYMENT TERMS

Payment for the services for the conduct of third party audit will be based on milestones/accomplishments to be set by PSALM.

ANNEX "B"

DETAILED BID PRICE SCHEDULE

Date: _____

Project: Procurement of Services of a Management System Certification Body for the PSALM Quality Management System ISO 9001:2015 Recertification

Code: Project Reference No. 2019-NP-SVP-ISO-035-01

Contractor's Name/Address/Tel. No.:

After having carefully read, examined and accepted the terms and conditions in the Terms of Reference for the Procurement of Services of a Management System Certification Body for the PSALM Quality Management System ISO 9001:2015 Recertification (Project Reference No. 2019-NP-SVP-ISO-035-01), I/we submit our quotation/s on the item/s as follows:

YEAR	ACTIVITY	MAN-DAYS	COST W/VAT
1			
2			
3			
Total Bid Price (Cost) w/VAT			

Total Bid Price (PhP) for the Project (Inclusive of all Taxes)

In Figures:

In Words

Note:

The Total Bid/Quoted Price shall not exceed with the Approved Budget for the Contract inclusive of VAT.

Signature Over Printed Name of Contractor/
Authorized Representative

Position: _____

Date: _____

ANNEX "C"

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *(Name of Bidder)* with office address at *(address of Bidder)*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;
3. *(Name of Bidder)* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *(Name of Bidder)* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *(Name of Bidder)* complies with existing labor laws and standards;
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of Bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2019 at _____, Philippines.

Bidder's Representative/ Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2019.