



Request for Expression of Interest
CONSULTING SERVICES
ENGAGING THE SERVICES OF AN ISO CERTIFICATION BODY FOR
CERTIFICATION OF ISO 9001:2015 QUALITY MANAGEMENT SYSTEM
Contract No.: CS-2025-01

1. The Local Government Unit of Loon, Bohol, through the General Fund intends to apply the sum of **Eight Hundred Ten Thousand Pesos (P 810,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Engaging the Services of an ISO Certifying Body for Certification of ISO 9001:2015 Quality Management System**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Local Government Unit of Loon, Bohol now calls for the submission of eligibility documents for *Consulting Services* for the project. Eligibility documents of interested consultants must be duly received by the BAC Secretariat.

The complete schedule of activities is listed as follows:

Activities	Schedule
• Advertisement/Posting of REI	February 26, 2025
• Eligibility & Shortlisting	March 5, 2025; 8:30 AM
• Bid Submission, Opening of Bids	March 5, 2025; 8:30 AM
• Negotiation	March 11, 2025; 8:30 AM

Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 IRR of RA 9184. The consultants shall drop **three (3) copies** of their duly accomplished eligibility requirements in sealed envelopes in the above-mentioned address.

Prospective bidders must submit their Eligibility Documents not later than **8:30 AM on March 5, 2025** at the Office of the Bids and Awards Committee (BAC), Municipal Hall, Cogon Norte, Loon, Bohol.

3. 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 criteria and rating system for short listing are:

Criteria	Weight
Technical Proposal	
Quantity	
a. Applicable Experience and Capability of the Certification Body <ul style="list-style-type: none"> - No. of years of auditing experience (10%) - Similar engagements completed within five (5) years (5%) - Similar projects conducted in government institutions within the last five (5) years (10%) 	25%
b. Qualification and Competence of Auditors to be assigned to the team <ul style="list-style-type: none"> - Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body (10%) - Audit team members with background or knowledge on the QMS Process Scope (5%) - Audit team members with minimum of two (2) years ISO 9001:2015 auditing experience (5%) - Educational attainment/applicable accreditation of Audit Team members (5%) 	25%
Cost	
- Cost per manday/personday commensurate to the number of days and quality of proposed audit scope exclusive of travel (10%)	20%
Efficiency	
- Responsiveness/timeliness in terms of submission of necessary documentation necessary for audit and logistical preparation and coordination (10%)	
Financial Proposal	30%
Total	100%

❖ **Passing Rate is 70%.**

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.

4. The bids will be evaluated using *Quality-Cost Based Evaluation/Selection* procedure. The criteria and rating system for the evaluation of bids will be provided in the Instructions to Bidders. Only bids whose technical proposals pass the minimum technical evaluation score of seventy-five (75%) shall have their financial proposals opened and evaluated.
5. The contract shall be completed within **Three years (3) (2025-2027)** from the issuance of the Notice to Proceed. Bid documents will be available only to eligible and shortlisted consultants upon payment of non-refundable fee in the amount of **FIVE HUNDRED PESOS (P500.00)** only.
6. The Office of the Bids and Awards Committee 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.
7. For further information, please refer to:

Office of the Bids & Awards Committee
Municipal Hall Building
Cogon Norte, Loon, Bohol
Telephone No. (038) 505-9131
E-mail address: lgu.loon.bac@gmail.com


SHEILA L. CASTROJO
BAC Chairperson