



OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

TERMS OF REFERENCE
Engagement of a Certifying Body for the DOJ OADR
Quality Management System (QMS)

1. The Office for Alternative Dispute Resolution (OADR) is an attached agency of the Department of Justice (DOJ) mandated to promote, develop, and expand the use of ADR mechanisms in the private and public sectors pursuant to Republic Act (R.A.) No. 9285 or the ADR Act of 2004.
2. Since its formal organization in 2020, the OADR has implemented a Quality Management System (QMS) in support of the administration's thrust to promote a people-centered, clean, and efficient government.
3. To ensure its QMS' conformity to prevailing industry standards, the OADR intends to procure and engage the services of a Certifying Body that will conduct assessment and audit of the OADR QMS as a pre-requisite for ISO 9001:2015 Certification within the 3rd to 4th quarter of 2021 and periodic surveillance audits thereafter.

4. SCOPE OF WORK

The scope of services of this engagement shall include the following:

Service and Provisional Schedule¹	Scope of Work	Deliverables
Certification Audit (4 th Quarter 2021)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Certification Audit	Certification Audit Plan
	Conduct of Stage 1 Audit (Pre-Assessment Audit)	Provisional Report of Audit Findings
	Conduct of Stage 2 Audit	Final Certification Audit Report
	Issuance of an ISO 9001:2015 Certificate that is valid for three (3) years within 30 to 45 days from: <ul style="list-style-type: none">• The date of the auditor's acceptance of the required corrective actions from the OADR (if applicable); and• Issuance of written recommendation for agency certification. Provided that such period will be before 31 December 2021 .	ISO 9001:2015 Certificate
Surveillance Audit (4 th Quarter 2022) (4 th Quarter 2023)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Surveillance Audit	Surveillance Audit Plan
	Conduct of at least one (1) Surveillance Audit every year for two consecutive years	Provisional Report of Audit Findings
	Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO 9001:2015 standards	Final Surveillance Audit Report
Other Services	Provision of regular updates on the new versions of the ISO 9001 standards and other QMS-related standards	Updates via electronic mail (if any)

¹ Flexibility in the project schedule shall be allowed subject to the approval of OADR.

	Provision of alternative auditing arrangements in case of extraordinary events (e.g. pandemic)	Proposal for alternative arrangements (as necessary)
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5. CERTIFYING BODY'S RESPONSIBILITIES

The Certifying Body (CB) shall:

- a. Provide the necessary documented information to adequately assess the following:
 - (1) The firm's experience and capability to execute the project; and
 - (2) The assigned auditors' qualifications as outlined in this TOR.
- b. Abide by the auditing principles, terminologies, and guidelines as specified in the ISO 19011:2018 – Guidelines for auditing management systems.
- c. Commit to treat with utmost confidentiality, all information about the OADR, its operations and other material information that will be gathered and used with respect to this engagement;
- d. Field a team of qualified auditors composed of at least three (3) members for this project;
- e. Prepare and submit the Certification or Surveillance Audit Plan, as the case may be, with the schedule of activities, number of audit man-days, names of auditors no later than seven (7) working days prior to the scheduled audit;
- f. Coordinate with the OADR, through its QMS Secretariat, any changes in the audit plan (e.g. change in the line-up of auditors and schedule cancellation/adjustments) at least within a week's notice. Any change/adjustment shall be mutually agreed upon by both parties;
- g. Adhere to the approved Certification or Surveillance Audit Plan as well as any changes or adjustments that may be agreed upon by both parties;
- h. Conduct one (1) Certification Audit and at least two (2) Surveillance Audits within the three-year engagement period;
- i. Submit the required audit reports immediately after the completion of the Certification or Surveillance Audit, as the case may be;
- j. Afford the OADR alternative auditing/assessment arrangements in case of extraordinary events or circumstances;
- k. Provide OADR regular updates on the new versions of the ISO 9001 standards and other QMS-related standards; and
- l. Furnish and inform the OADR its procedure for client appeals. Any dispute which may arise between the OADR and the CB shall be resolved amicably in good faith. However, the OADR shall be afforded the right to lodge appeals about the decision/s of the audit team through the accreditation body. Further, the parties are not precluded from resorting to any legal remedy that may be available to them.

6. CERTIFYING BODY'S QUALIFICATION REQUIREMENTS

The Certifying Body (CB) should have the following minimum qualifications:

A. Experience and Capability of the CB

- Must be duly accredited by Philippine Accreditation Bureau of the Department of Trade and Industry with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for IAF 36: Public Administration;
- Must have at least ten (10) years ISO 9001 auditing experience;
- Must have at least ten (10) full-time auditors in its pool of auditors;
- Must be able to submit the required eligibility documents pursuant to Section No. 24 of the Revised IRR of R.A. No. 9184; and
- Must have a good track record of certifying government agencies for QMS.

B. Audit Team Qualifications – the CB must field a team of at least three (3) auditors with the following minimum qualifications for this project:

Audit Team Composition	Minimum Qualifications	
Lead Auditor	Education	Preferably with Master's degree
	Training	Preferably with at least 24 hours of advanced/intermediate training on international standards for management systems and other organizational development and management-related trainings
	Years of Experience	With at least five (5) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least five (5) similar projects for government institutions
Support Auditors	Education	With Bachelor's degree
	Training	Preferably with at least 24 hours of basic training on international standards for management systems and other organizational development and management-related trainings
	Years of Experience	With at least three (3) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least three (3) similar projects for government institutions

The Audit Team should also satisfy the following:

- At least one (1) team member shall have relevant public sector specific experience for IAF 36: Public Administration;
- No member of the audit team should have provided consultancy for OADR within the two (2) year period prior to the Certification and Surveillance Audits;
- At least one (1) auditor of the initial Audit Team should participate in all audits within the three-year audit cycle; and
- Replacement of any team member shall require prior written approval from the OADR.

C. Documentary Requirements – the CB should be able to provide the following documents and records:

Eligibility Documents

- DTI-PAB Certification/Accreditation;
- SEC Registration Certificate;
- Mayor's/Business Permit where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the

renewed permit shall be submitted as a post-qualification requirement in accordance with Section No. 34.2 of the Revised IRR of R.A. No. 9184;

- PhilGEPS Registration Certificate;
- BIR Registration Certificate and Tax Clearance;
- Notarized Omnibus Sworn Statement (**Use Form A**).

Technical Proposal

- Company Profile with list of full-time auditors working for the CB;
- List of ongoing and completed certification projects (**Use Forms B and C**);
- Accomplished Information Sheet for the proposed audit team (**Use Form D**);
- Curriculum vitae of the proposed audit team and list of government projects handled by each audit team member for the past three (3) years (**Use Form E**);
- Certificate of Satisfactory Service Rendered or other similar document, provided that it is duly signed by the audited institution’s representative/s (e.g. accomplished Client Satisfaction Survey) from at least five (5) of its previous government clients; and
- Written proposal outlining the CB’s Plan of Approach and Methodology for the project.

Financial Proposal

- Accomplished Financial Proposal Form (**Use Form F** and the information provided in the attached **OADR Organizational Profile**).

7. EVALUATION AND SELECTION CRITERIA

- a. Submitted proposals shall be evaluated using the Quality-Cost Based Evaluation Method that follows an 80-20 quality to cost ratio allocated as follows:

Criteria	Weight Allocation
Technical Proposal	80%
a. Experience and Capability of the CB	40%
b. Audit Team Qualifications	40%
c. Plan of Approach and Methodology	20%
Financial Proposal	20%

- b. The CB must attain a hurdle rate of 70% based on the weighted criteria for the Technical Proposal.
- c. The CB must attain a hurdle rate of 85% for the weighted and combined ratings for the Technical and Financial Proposals.
- d. The Rating Matrix annexed hereto shall be used in the evaluation of the Technical Proposals submitted for this project.

8. DURATION AND ENGAGEMENT FEE

- a. The services of the CB will be engaged for a period of three (3) years starting 2021. Said engagement shall commence upon the approval of the contract of the CB and the OADR.
- b. For and in consideration of the services of the CB, the OADR shall pay the full winning bid amount inclusive of all applicable government taxes. Financial proposals received beyond the Approved Budget for the Contract of **THREE HUNDRED THOUSAND PESOS (P300,000.00)** shall be automatically rejected.

- c. Payment for the total winning bid price quoted shall be made in four (4) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:

Milestones / Deliverables	Timeline	Percentage of Quoted Price
Submission of an Audit Notice	No later than one (1) month prior to the scheduled Certification Audit	30%
Submission of the final Certification Audit Plan	No later than seven (7) working days prior to the scheduled Certification Audit	
Conduct of the Certification Audit (Stage 1 and 2)	Within 3 rd to 4 th Quarter 2021	
Submission of the final Audit Report	No later than seven (7) working days after the audit	
Issuance of the ISO 9001:2015 certificate valid for three (3) years	Within 30 to 45 days from the date of the auditor's acceptance of the required corrective actions from the OADR (if applicable) and issuance of written recommendation for agency certification. Provided that such period will be before 31 December 2021.	20%
Submission of an Audit Notice	No later than one (1) month prior to the scheduled Surveillance Audit	25%
Submission of the final Audit Plan for the 1 st Surveillance Audit	No later than seven (7) working days prior to the scheduled Surveillance Audit	
Conduct of the 1 st Surveillance Audit	Within 3 rd to 4 th Quarter 2022	
Submission of the final Audit Report	No later than seven (7) working days after the audit	
Submission of an Audit Notice	No later than one (1) month prior to the scheduled Surveillance Audit	25%
Submission of the final Audit Plan for the 2 nd Surveillance Audit	No later than seven (7) working days prior to the scheduled Surveillance Audit	
Conduct of the 2 nd Surveillance Audit	Within 3 rd to 4 th Quarter 2023	
Submission of the final Audit Report	No later than seven (7) working days after the audit	
Total		100%

- d. The percentage weights for each deliverable may be adjusted as agreed upon by the OADR and the CB.
- e. All payments shall be endorsed by the Executive Director of OADR. Each tranche payment shall be released upon OADR's receipt and acceptance of the deliverables listed above, supported by the issuance of a Certificate of Satisfactory Services Rendered by the OADR QMS Secretariat. The outputs/activities for each tranche payment shall be in accordance with the requirements defined in this TOR to be accepted by the OADR.

9. LIQUIDATED DAMAGES

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

10. CONFIDENTIALITY OF DATA AND INFORMATION

All the materials, data, and information used and generated through this engagement shall be under the sole ownership of the OADR. The Service Provider and any of its personnel shall at all times maintain the confidentiality of such materials, data, and information, and shall not use nor disseminate the same for any purpose, until considered declassified and issued with a written consent by the OADR. The Service Provider shall be required to sign Confidentiality/Non-Disclosure Agreement upon Notice of Award (NOA).

11. DISPUTE AGREEMENT / RESOLUTION

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Manila. In case of a court suit, the venue shall be the courts of competent jurisdiction in Manila, to the exclusion of all other courts. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

12. The OADR reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.
13. The OADR reserves the right to reject the proposal of any proponent who:
 - a. does not offer the required services as provided for in this TOR;
 - b. is discovered to have suppressed, disclosed or falsified information; or
 - c. failed to satisfactorily perform/complete any contract previously awarded to it.
14. The OADR reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, the OADR may disqualify the proponent from obtaining the award.

Prepared by:



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Reviewed by:



Kristel Claudine D. Aslanbaigi
Chief Administrative Officer -
Compliance and Monitoring Division

Endorsed by:



Ryan C. Thomas
OIC-Director, Policy, Compliance and
Monitoring Services

Approved by:

Atty. Irene D.T. Alogoc
Executive Director V

CONFORME:

Name of Consultant / Firm

Signature of Consultant / Authorized Representative

Designation

Date

RATING MATRIX FOR THE TECHNICAL PROPOSAL

Criteria	Parameters	Rating System		Weight
Experience & Capability of the CB (40%)	Number of years in the business of ISO-QMS audits and certification (Must have at least ten 10 years)	100	More than 10 years in conducting audits and certification	40%
		90	6 to 9 years in conducting audits and certification	
		85	At least 5 years in conducting audits and certification	
		0	With less than 5 years' experience in conducting audits and certification	
	Number of organizations audited for ISO-QMS (from 2015 to the day before the deadline of submission of offers/proposals)	100	Audited more than 8 institutions	20%
		90	Audited 6 to 8 institutions	
		85	Audited at least 5 institutions	
		0	Audited less than 5 institutions or with at least one project rated "Unsatisfactory"	
	Number of government institutions that provided the CB with at least satisfactory rating for its services (from at least 5 government institutions)	100	More than 7 institutions	20%
		90	4 to 6 institutions	
		85	At least 3 institutions	
		0	Less than 3 institutions or with at least one project rated "Unsatisfactory"	
	Number of full-time auditors (Must have at least ten 10 full-time auditors)	100	With more than 15 full-time auditors	20%
		90	With 11 to 14 full-time auditors	
		85	With at least 10 full-time auditors	
		0	With less than 10 full-time auditors	
Audit Team Qualifications (40%)	Educational attainment of the Lead Auditor (Preferably with Master's degree)	100	With PhD or Doctorate degree	15%
		90	With Master of Sciences/Arts degree or Doctorate units	
		85	With Bachelor of Sciences/Arts degree or Masteral units	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Years of experience of the Lead Auditor in ISO-QMS auditing (With at least 5 years of relevant experience in QMS auditing)	100	With more than 15 years of relevant experience	15%
		90	With 11-14 years of relevant experience	
		85	With at least 10 years of relevant experience	
		0	With less than 10 years of relevant experience	
	Number of hours of relevant training of Lead Auditor (Preferably with at least 24 hours of advanced/ intermediate training on international standards for management systems and other related trainings)	100	With more than 48 hours of relevant training	10%
		90	With 25-48 hours of relevant training	
		85	With 24 hours of relevant training	
		0	With less than 24 hours of relevant training	
	Number of similar engagements in government institutions of the Lead Auditor (Handled at least 5 similar projects for government institutions)	100	With more than 10 similar projects i.e. ISO QMS recertification and surveillance audits	10%
		90	With 6 to 9 similar projects	
		85	With at least 5 similar projects	
		0	With less than 5 similar projects	
	Educational attainment of the Audit Team Members (With Bachelor's degree)	100	With PhD or Doctorate degree	7.5% per auditor
		90	With Master of Sciences/Arts degree or Doctorate units	
		85	With Bachelor of Sciences/Arts degree or Masteral units	
		0	Educational attainment below a Bachelor of Sciences/Arts degree	
	Years of experience of the Audit Team Members in ISO-QMS auditing (With at least 3 years of relevant experience in QMS auditing)	100	With more than 6 years of relevant experience	7.5% per auditor
		90	With 4-6 years of relevant experience	
		85	With 3 years of relevant experience	
		0	With less than 3 years of relevant experience	

Criteria	Parameters	Rating System		Weight
	Number of hours of relevant training of the Audit Team Members (Preferably with at least 24 hours of basic training on international standards for management systems and other related trainings)	100	With more than 48 hours of relevant training	5% per auditor
		90	With 25-48 hours of relevant training	
		85	With 24 hours of relevant training	
		0	With less than 24 hours of relevant training	
	Number of similar engagements in government institutions of the Audit Team Members (Handled at least 3 similar projects for government institutions)	100	With more than 5 similar projects i.e. ISO QMS recertification and surveillance audits	5% per auditor
		90	With 4 to 5 similar projects	
		85	With at least 3 similar projects	
		0	With less than 3 similar projects	
Plan of Approach and Methodology (20%)	Comprehensive Workplan	100	Very Good – Characteristics under “Good” are present with additional activities/ recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.	50%
		90	Good – The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.	
		85	Satisfactory - The steps to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.	
		0	No submission	
	Approach and Methodology	100	Very Good – Characteristics under “Good” are present with additional activities/ recommendations that add value to the project. Important issues are approached in an innovative and efficient way, indicating that the offeror have understood the main issues of the assignment and have outstanding knowledge of new solutions. The proposal details ways to improve the results and the quality of the assignment by using various approaches, methodologies, and knowledge.	50%
		90	Good – The proposed approach is discussed in full detail, and the methodology is specifically tailored to the characteristics of the assignment and flexible enough to allow its adaptation to change that may occur during project execution.	
		85	Satisfactory - The steps to carry out the different activities of the TOR is discussed generically. The approach is standard and not specifically tailored to the assignment. Although the approach and methodology are suitable, they don't include a discussion on how the offeror proposes to deal with critical characteristics of the assignment.	
		0	No submission	



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KAGAWARAN NG KATARUNGAN
Department of Justice
 Manila

OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

ORGANIZATIONAL PROFILE

The details below shall guide prospective/interested offerors in preparing their respective financial proposals/quotations for the project:

COMPANY NAME	Department of Justice - Office for Alternative Dispute Resolution
TIN NUMBER	DOJ (001-074-482) (The OADR is a non-profit government agency)
ADDRESS	6/F JDC Bldg., 571 Engracia Reyes St., Ermita, Manila, Philippines 1000
HEAD OF OFFICE	Atty. Irene D.T. Alogoc Executive Director V
PRIMARY CONTACT	Mr. Irwin Joseph A. David Planning Officer III / QMS Secretariat 8523-8481; irwindavid02@yahoo.com
SECONDARY CONTACTS	Ms. Kristel Claudine D. Aslanbaigi Chief Administrative Officer / QMS Team Leader 8523-8481; kc.aslanbaigi@gmail.com Mr. Russell N. Racelis Accountant IV (8523-8481); (russellnracelis@gmail.com)
EFFECTIVE NO. OF PERSONNEL	Total No. of Personnel as of April 30, 2021: 46 <ul style="list-style-type: none"> • No. of Regular Employees: 39 • No. of Job Contract Personnel: 7 • No. of Vacancies: 24
NO. OF SITES	One (1)
REQUIRED STANDARDS	ISO 9001:2015 Quality Management System
REQUIRED SCOPE	Provision of services relating to promotion, training, accreditation and certification, policy and development of Alternative Dispute Resolution (ADR) use in the public and private sectors
SCOPE EXCLUSION/S	ISO 9001:2015 Clause 7.1.5.2 Monitoring and Measuring Resources
OUTSOURCED PROCESSES	<ul style="list-style-type: none"> • Job Order employees • Janitorial and security services (through the DOJ) • Printing and publication • Resource persons • Hotels, venue and caterers • ICT provider (through the DOJ) • Suppliers of books, journals and newspapers
QMS DEVELOPMENT & IMPLEMENTATION	Development Academy of the Philippines - for the development of ISO-aligned documentation and provision of QMS-related trainings in 2020
MAIN STATUTORY AND REGULATORY REQUIREMENTS	<ul style="list-style-type: none"> • Republic Act No. 9285 – Alternative Dispute Resolution Act of 2004 • DOJ Department Circular No. 98, s. 2009 – Implementing Rules and Regulations of the ADR Act of 2004 • Department of Justice (DOJ) Department Circular No. 49, s. 2012 – Adopting Accreditation Guidelines for ADR Provider Organizations and Training Standards for ADR Practitioners • Executive Order No. 97, s. 2012 – Conferring Upon the OADR the Management, Development, Coordination, and Oversight of ADR Programs in the Executive Department



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Department of Justice
 Manila

OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

PROPOSAL SUBMISSION GUIDE

The details below shall guide prospective/interested offerors in preparing their respective proposals for the project:

PROCURING ENTITY	Department of Justice - Office for Alternative Dispute Resolution
ADDRESS	6/F JDC Bldg., 571 Engracia Reyes St., Ermita, Manila, Philippines 1000
PROJECT NAME	Engagement of a Third-Party Audit Firm for the DOJ OADR Quality Management System (QMS)
APPROVED BUDGET FOR THE CONTRACT	THREE HUNDRED THOUSAND PESOS (₱300,000.00) , inclusive of all applicable government taxes
WHOM TO ADDRESS THE PROPOSAL	<p>Assistant Secretary Margaret V. Castillo – Padilla Chairperson, Bids and Awards Committee Department of Justice Ermita, Manila</p> <p>Thru: THE SECRETARIAT DOJ Bids and Awards Committee bac-secretariat@doj.gov.ph cc: pmd@doj.gov.ph and pfdd.oadr@gmail.com</p>
DOCUMENTS TO BE SUBMITTED	<p>Eligibility Documents</p> <ul style="list-style-type: none"> • DTI-PAB Certification/Accreditation; • SEC Registration Certificate; • Mayor's/Business Permit where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones; • PhilGEPS Registration Certificate; • BIR Registration Certificate and Tax Clearance; • Notarized Omnibus Sworn Statement (Use Form A). <p>Technical Proposal</p> <ul style="list-style-type: none"> • Company Profile with list of full-time auditors working for the CB; • List of ongoing and completed certification projects (Use Form B and Form C); • Accomplished Information Sheet for the proposed audit team (Use Form D); • Curriculum vitae of the proposed audit team and list of government projects handled by each audit team member for the past three (3) years (Use Form E); • Certificate of Satisfactory Service Rendered or other similar document, provided that it is duly signed by the audited institution's representative/s (e.g. accomplished Client Satisfaction Survey) from at least five (5) of its previous government clients; and • Written proposal outlining the CB's Plan of Approach and Methodology for the project. <p>Financial Proposal</p> <ul style="list-style-type: none"> • Accomplished Financial Proposal Form (Use Form F and the information provided in the attached OADR Organizational Profile).

Form A

Omnibus Sworn Statement (Revised) *[shall be submitted with the Bid]*

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

AFFIDAVIT

I, [Name of Affiant], 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. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have 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 duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not 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;

[If a partnership or cooperative:] None of the officers and members 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;

[If a corporation or joint venture:] 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; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Form B

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts **from 2015 to present:**

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date Completed (Month and Year)	Amount of Awarded Contract
GOVERNMENT				
PRIVATE				

Submitted by:

Name of Representative of Offeror

Position

Date: _____

Instructions:

- a) **Cut-off date:** The day before the deadline of submission of offers/proposals.
- b) Contracts that are **similar to the project being procured in terms of nature and amount** shall be prioritized for inclusion in the list.

Form C

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name/Title of Contract	a. Client's Name b. Client's Address c. Client's Contact No.	Nature of Work/Brief Description of Project	a. Date Awarded (Month and Year) b. Date Started (Month and Year) c. Date of Completion (Month and Year)	Percentage Completion		Amount of Uncompleted Portion of the Contract
				Planned	Actual	
GOVERNMENT						
PRIVATE						

Submitted by:

Name of Representative of Offeror
Position
 Date: _____

Instructions:

- a) State all ongoing contracts including those awarded but not yet started which may be similar or not similar to the project called for procurement
- b) **Cut-off date:** The day before the deadline of submission of offers/proposals.

Form E

Format of Curriculum Vitae

Name of Auditor:

Profession:

Age: _____ **Nationality:** _____

Years with Firm/Entity:

Position in the Proposed Audit Team: _____

Assigned Tasks/Role in the Proposed Audit Team:

Key Qualifications

Outline experience and training relevant to the project/engagement. Include dates (in months and years) with detailed description/discussion on the nature and scope of work handled. Describe the degree of responsibility held on previous projects and give dates and locations.

Education

Summarize college/university and other specialized education. Identify the names of schools, inclusive dates attended, and degrees obtained.

Professional License/s and Eligibilities

State all applicable professional licenses/eligibilities, date and place of conferment, license number and validity), and name of appropriate body regulating the practice the stated profession and/or allied profession.

Employment Record/Contracts/Projects

Starting with the present position, list all employment positions held after graduation. Give specific dates, names of employers, titles of positions held, and project location/address. For work experience (in the last five years for lead auditor and in the last three years for audit team members), also indicate role played and types of activities

performed and client references, where appropriate. **Failure to indicate details of role and duration shall merit zero points.**

Trainings Attended

Summarize trainings/seminars attended as a participant. Indicate the topic and duration in terms of hours/days. **Failure to indicate details of role and duration shall merit zero points.**

List of Government Projects / Clients

Indicate all government projects and/or clients handled for the past three (3) years. **Failure to indicate details of role and duration shall merit zero points.**

Form F**Financial Proposal Form**

Date: _____

The Bids and Awards Committee

Department of Justice – Office for Alternative Dispute Resolution
 6/F JDC Bldg., 571 Engracia Reyes St., Ermita, Manila, Philippines 1000

Sir/Ma'am:

Having examined the Terms of Reference for this project, hereunder is our proposal for the Engagement of a Certifying Body for the DOJ OADR Quality Management System (QMS), as follows:

No.	Particulars	Amount
1	Conduct of Certification Audit for 2021	₱
2	Conduct of Surveillance Audit for 2022	₱
3	Conduct of Surveillance Audit for 2023	₱
Total		₱

(Amount in words)_____.

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Signature Over Printed Name of
 Offeror's Representative

 Business Address

 Name of Company

 Telephone/Fax/Email Address