

INVITATION FOR NEGOTIATED PROCUREMENT

Supply of Third Party Services for the Certification of NFC Food Safety Management System to FOOD SAFETY MANAGEMENT SYSTEM, ISO 22000:2005 Standards

1. The **Northern Foods Corporation**, through the Corporate Budget for the contract approved by the governing Board intends to apply the sum of **Three Hundred Fifty Thousand Pesos Only (PHP 350,000.00)** being the Approved Budget for the Contract (**ABC**) to payments under the contract for **ADM-2015-07-023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Northern Foods Corporation** now invites bids for **Supply of Third Party Services for the Certification of NFC Food Safety Management System to FOOD SAFETY MANAGEMENT SYSTEM, ISO 22000:2005 Standards**. Delivery of the Goods is required **March 2016**. Bidders should have completed, within 2 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

4. Interested bidders may obtain further information from Northern Foods Corporation and inspect the Bidding Documents at the address given below (Please see item number 08) during **8:30 AM to 4:30 PM from Monday to Friday**.
5. A complete set of Bidding Documents may be purchased by interested Bidders starting on **16 February 2016** from the address below. (Please see item number 08) and upon payment of a nonrefundable bidding fee for the Documents in the amount of **PHP 1,000.00**

It may also be downloaded free of charge from the website of the Procuring Entity, provided that Bidders shall pay the non refundable fee for the Bidding Documents not later than the submission of their bids.

6. Bids must be delivered to the address stated on item number 8 on or before **1:00 PM, February 24, 2016**. All Bids must be accompanied by a bid security (Bid Securing Declaration and duly notarized).

Bid opening shall be on **1:30 PM, 24 February 2016 at Northern Foods Corporation, Barangay San Joaquin, Sarrat, Ilocos Norte**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The Northern Foods Corporation reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Vicente B. Malaqui Jr.
NFC BAC Secretariat
Northern Foods Corporation
Barangay San Joaquin, Sarrat, Ilocos Norte, 2914 Philippines
Telefax Nos : +63 (077) 782-8016, +63 (077) 772-0341
Thru NFC Admin : 0922-444-9569
Email Address : bac@nfc.gov.ph
Website : www.nfc.gov.ph

JOHN C. ANCHETA
BAC, Chairman

"Enhance Productivity and Treasure Quality for a Better NFC!"



Northern Foods Corp.

Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
1	<p style="text-align: center;">PLEASE REFER TO THE ATTACHED SPECIFICATION</p>	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(b) and/or GCC Clause 21.1 (a.2).</p>

I hereby certify to comply and deliver all of the above requirements.

 (Signature Over Printed Name
 of Authorized Signatory)

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MAIN Office: NFC Plant site
 Brgy. San Joaquin, Sarraf
 2914 Ilocos Norte
 Telefax: +63 (77) 772-0341
 +63 (77) 782-8014 (Digitel)
 URL : <http://www.nfc.gov.ph>



MANILA Office: Unit 3-A, Road 2
 Brgy. Highway Hills
 1550 Mandaluyong City
 Telefax : +63 (2) 531-2201
 Direct : +63 (2) 531-2205



Northern Foods Corp.

Technical Specifications

Checklist for Bidders

A. Checklist for the Eligibility and Technical Envelope:

The Eligibility and Technical Envelope shall contain the following:

ELIGIBILITY DOCUMENTS

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bid Data Sheet (BDS) Clause 12.1(a)(i)
- Mayor's permits issued by the city or municipality where the principal place of business of the prospective is located
- Statement of all its ongoing and completed and private contracts within the period stated in the BDS Clause 12.1(a)(iii), including contracts awarded but not yet started, if any. The statement shall include, for each of the contract, for the following (*Please see Standard Form Numbers SF-GOOD-13a and SF-GOOD-13b*):
 - a. Name of the contract;
 - b. Date of the contract;
 - c. Kinds of Goods;
 - d. Amount of contract and value of outstanding contracts;
 - e. Date of delivery, and
 - f. End user's acceptance or official receipts(s) issued for the contract, if completed.
- Audited financial statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission
- Net Financial Contracting Capacity (NFCC, *Standard Form Number SF-GOOD-14*) computation or Credit Line Certificate (CLC, *Standard Form Number SF-GOOD-15*) in accordance with Instructions to Bidders (ITB) Clause 5.5

TECHNICAL DOCUMENTS

- Bid security in accordance with ITB Clause 18 and BDS Clause 18.1 (BID SECURING DECLARATION)
- Conformity with technical specifications and schedule of requirements
- Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in (Omnibus Sworn Statement)
- Company Profile, List of Competent Auditors with their Resume,
- Accreditation from the Philippines Accreditation under DTI.
- Any other documents required in BDS clause 12.1

B. Checklist for the Financial Envelope:

- Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4 (*Please see attached Bid Form, Bid Form Details Local/Abroad*)
- If the Bidder claims preference as a Domestic Bidder or domestic entity, a certification from DTI, SEC or CDA issued in accordance with ITB Clause 27
- Any other document required in the BDS Clause 13.1

Note: (The Documents mentioned above must all be submitted and shall be arranged in the same manner as enumerated. It shall also be enclosed in their proper envelopes. It shall also be in compliance to Section 20 of the ITB (Sealing and Marking of Bids) else it will be a ground for non compliance that will render the bidder as Non Complying).

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SPECIFICATIONS

Terms of Reference

I. Title: Supply of Services for the Third Party Certification of NFC Food Safety Management System (ISO 22000:2005)

II. Type of Service or Product: Certifying Body for the Audit of ISO 22000:2005 Certification

III. Client: Northern Foods Corporation, Sarrat, Ilocos Norte

Scope of Audit : Manufacture of Tomato Paste

Location : NFC OFFICE

Unit 3-A, Road 2

Brgy. Highway Hills

1550 Mandaluyong City

NFC WAREHOUSE

PHILIPPINE ECONOMIC ZONE (PEZ)

Brgy. Pulong Cacutud

Angeles City, Pampanga

A. Background and Rationale:

NFC as a food manufacturing company, recognizes the importance of ensuring that food is not placed at risk, either during production, packaging and shipment or while in its warehouses. It is committed to conduct its business taking all responsible precautions and to ensure that due diligence are exercised to protect and preserve the human food chain at all stages of involvement.

NFC has considered the internationally recognized Hazard Analysis and Critical Control Point (HACCP) system which involves the identification of hazards, determination of critical control points and identification and implementation of effective control and monitoring measures.

In view of this, the NFC Board of Directors has approved the NFC Food Safety Management Manual which will be the basis of auditing of NFC's compliance and certification to ISO 22000:2005.

B. Objective:

General Objectives: To certify NORTHERN FOODS CORPORATION's Food Safety Management System to ISO 22000:2005

Specific Objectives:

- a. To conduct Stage 1 and Stage 2 audits on the requirements of FSMS based on ISO 22000:2005 standards; and
- b. To conduct surveillance audits in relation to the ISO 22000:2005 Certification.

C. Scope of Work:

The ISO Certifying Body shall:

1. Conduct Audits for the certification of NORTHERN FOODS CORPORATION'S FSMS
 - Stage 1 Audit, 1st week of March 2016
 - Stage 2 Audit, 1st week of April 2016 or one (1) month after stage 1
2. Issue ISO 22000:2005 Certificate to the organization upon satisfactory compliance to the standard
3. Conduct at least one surveillance audit every year for two consecutive years after the issuance of certificate

D. Implementing Arrangements:

The NORTHERN FOODS CORPORATION'S ISO Core Team shall be the technical assistance responsible for the project. The point persons shall be as follows:

Contact persons: LEONARD V. DOMINGO

Designation: Manufacturing Manager / Management Representative (MR)

Contact info (email/landline/mobile number)

lvdomingo@nfc.gov.ph

077 – 7720341 or 09189790366

Responsibilities of the Certifying Body:

1. The representatives from the Certifying Body shall submit reports and conduct other deliverables on the schedule mutually agreed.
2. The representatives from the Certifying Body shall coordinate with the NORTHERN FOODS CORPORATION'S ISO Core Team through the QMR regarding any changes on the date of schedule of audit or any delay in the activities related to ISO certification.

Responsibilities of the NORTHERN FOODS CORPORATION'S:

1. The NORTHERN FOODS CORPORATION (NFC) through the its Management Representative, shall closely coordinate with the representatives of the Certifying Body in the conduct of audit and other related certification activities.
2. The NFC's ISO Core Team shall cooperate in the conduct of audit activities ensuring that the process owners and concerned officials and staff are available on the scheduled date of audits.
3. Prior to any execution of activities related to this Terms of Reference, the NFC's ISO Core Team shall convene a meeting between the representatives of the Certifying Body and the NFC's point persons assigned to handle this project. A close anchoring and monitoring of all activities as indicated herein shall be undertaken by the ISO Core Team.

4. NFC to shoulder actual traveling expenses and accommodation of Auditors.

Qualification of the Certifying Body:

The Certifying Body should have adequate technical and management capability in conducting the audit. Likewise, the Certifying Body shall have the capacity to deploy a team composed of two (2) key experts (lead auditor and member of the audit team) based on the qualifications of key personnel. Hence, the certifying body shall be evaluated based on the following criteria:

CERTIFYING BODY

- Has at least 5 years experience in conducting ISO 22000:2005 FSMS audits related to the nature of the processes of NORTHERN FOODS CORPORATION (25%)
- Has competent auditors with at least 5 years audit experience, has audited at least 5 food sectors (25%)
- Accredited by the Philippine Accreditation Office under the Department of Trade and Industry and has audited at least 5 food sector. (10%)
- Financial Offer (inclusive of VAT) (30%)
- Positive feedback from at least 3 previous clients especially on delivering services on time and quality work (10%)

KEY PERSONNEL

The key personnel of the Certifying Body shall have FSMS audit experience on food sector of at least 5 years for the Lead Auditor and 3 years for the Team Members

Lead Auditor

1. Completion of Bachelor's and master's degree relevant to management.
2. Have at least 5 years' experience in auditing to ISO FSMS certification.

Audit Team Members

1. Completion of bachelor's degree
2. Have at least 3 years' experience in auditing to ISO FSMS certification.

E. Duration of engagement, timeline and level of effort:

- a. The services of the Certifying Body will be engaged for three (3) years. The project is expected to commence in 2016 and will end in 2018.
- b. The conduct of initial assessment (optional) will take place upon commencement of engagement. Stage 1 audit will be done 1 month after the initial assessment and Stage 2 audit after the Stage 1 audit in 2016.
- c. Surveillance audits after certification will be done annually for two consecutive years.

The engagement of the Certifying Body will end after the 2nd surveillance audit.

Bid Form

Date: _____
Invitation to Bid¹ N^o: _____

To: **Northern Foods Corporation**

Brgy. San Joaquin, Sarrat
2914 Ilocos Norte

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to _____ in conformity with the said Bidding Documents for the sum of _____ (PHP _____) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

¹ If ADB, JBIC and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JBIC or WB.

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Omnibus Sworn Statement

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

A F F I D A V I T

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. 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 and/or to represent the _____ *[Name of Bidder]* in the bidding as shown in the attached _____ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;
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; and
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]*.

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

 Bidder's Representative/Authorized Signatory

[JURAT]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
x-----x

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.: _____

To: **NORTHERN FOODS CORPORATION**
Brgy. San Joaquin, Sarrat, Ilocos Norte

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration³, if I/we have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

(ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am declared as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____ at _____

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, 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 _____, 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 _____.

NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____, _____
IBP No. _____, _____

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

NAME OF PROJECT : _____
 LOCATION OF PROJECT : _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Business Name : _____

Business Address : _____

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized representative

Submitted by : _____
 (Printed Name & Signature)

Designation : _____

Date : _____

