

PROJECT: HIRING OF CONSULTANT FOR ESTABLISHING CERTIFIABLE ISO 27001:2022 INFORMATION SECURITY MANAGEMENT SYSTEM INTEGRATED WITH ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF SSS

A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:

	Query/Clarifications	TWG/BAC Reply
1	What is the current scope for QMS that will be integrated for ISO 27001? The whole processes of SSS?	Currently we have an agencywide scope Yes, all the core processes of SSS including the management and core processes.
2	With regards the payment milestone, can we propose a payment milestone based in deliverables? Can we put a specific amount per deliverable/activity?	The one we presented is deliverable-based. Kindly refer to Item B.5.
3	The personnel in charge with access to the Quarterly VAT, is their presence needed during the Opening of Bids?	They are only required to be physically present during the submission of additional documents to access the EFPS account for validation of the Quarterly VAT.

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	Scope of QMS and ISMS Integration: Could you confirm the current scope of the existing Quality Management System (QMS) Certification and provide a list of the processes covered? Additionally, will the same scope apply to the establishment of the Information Security Management System (ISMS), or will there be any differences?	The scope of the current QMS certification is Agencywide. The processes involved are the following: <ul style="list-style-type: none">- Core Processes: Coverage, Contributions, Benefits, Loans- Management and Support Processes The scope of application is limited to the departments under the Information Technology Management Group, including the management and support processes.

2	<p>Branch Inclusion in QMS Scope: We came across your QMS Certification details on your website. Could you confirm whether all branches listed under the existing QMS Certification will be covered in the ISMS integration?</p> <p>If so, how will out-of-pocket expenses—such as transportation, airfare, meals and snacks, and accommodation for site visits—be handled for these branches?</p>	<p>No. ISMS integration will not cover the branches as it is limited to the departments under the Information Technology Management Group, including the management and support processes.</p> <p>The ABC posted is inclusive of all expenses. The Consultant shall cover the transportation, airfare, meals and snacks, and accommodation for site visits, if any, as indicated in the bid documents</p>																
3	<p>Documentation Responsibilities: Regarding the documentation process, will the process owners be responsible for writing their respective procedures, or will the consultant handle this task?</p>	<p>The SSS has created a core team, which is composed of various process owners, that will handle the documentation under the guidance of the consultant.</p>																
4	<p>Existing QMS Consultant: Is there an existing QMS Consultant currently assisting SSS? If so, may we know the name of the consultant or firm that supported the organization in achieving its QMS Certification?</p>	<p>The SSS does not have an existing QMS consultant nor a firm that provided support in achieving the QMS certification.</p>																
5	<p>Payment Milestone Allocation: Based on the payment milestone provided (refer to the attached snippet below), would it be possible to break down the allocated budget per year into specific activities/deliverables rather than grouping multiple activities under a single amount (e.g. Php788,840.00)? This will help ensure proper budget allocation for project continuity, including operational costs.</p>	<p>Amendment to Part II TOR VII. Mode of Payment</p> <p>Breakdown (VAT inclusive)</p> <table><tr><td>Gap Analysis</td><td>71,680.00</td></tr><tr><td>IMS Documentation</td><td>860,160.00</td></tr><tr><td>Deployment Training</td><td>286,720.00</td></tr><tr><td>IMS Audit</td><td>143,360.00</td></tr><tr><td>RCA/CAPA Verification</td><td>143,360.00</td></tr><tr><td>Pre-Certification Assessment</td><td>143,360.00</td></tr><tr><td>Management Review and Acceptance of the Terminal Report and Certificate of IMS “Certifiable” Status</td><td>71,680.00</td></tr><tr><td>Total</td><td>1,720,320.00</td></tr></table>	Gap Analysis	71,680.00	IMS Documentation	860,160.00	Deployment Training	286,720.00	IMS Audit	143,360.00	RCA/CAPA Verification	143,360.00	Pre-Certification Assessment	143,360.00	Management Review and Acceptance of the Terminal Report and Certificate of IMS “Certifiable” Status	71,680.00	Total	1,720,320.00
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