



MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

RFQ No.: 2018- 11-294

Name of Procuring Entity: DILG R1

Date: 11-05-2018

Office/End User:

Company Name

Address

**\*PhilGEPS Registration No.**

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Condition stated below and submit to this office duly signed:

**TERMS AND CONDITIONS:**

- |  |  |
|--|--|
| 1. Bidders shall provide correct and accurate information required in his form.  | 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).  |
| 2. Bidders may quote for any or all items.   | 8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.  |
| 3. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission   | 9. Liquidated damages equivalent to one-tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it. |
| 4. Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.   | 10. Bidders shall submit their quotation together with all the required documents on or before <u>Nov. 9, 2018, 12NN</u> to the BAC Secretariat. The BAC shall have the right to reject bids received after the deadline.  |
| 5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.  |  |
| 6. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein. |  |

**APPROVED BUDGET FOR THE CONTRACT (ABC):**  
P300,000.00

**PEDRO D. GONZALES**  
BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	Procurement of Certifying Body (CB) Services for ISO	1	lot	300,000.00	
	<b>TERMS OF REFERENCE</b>				
	<b>Scope of Work</b>				
	<b>Activity</b>	<b>Output</b>		<b>Target Date</b>	
	1. Preparation of Audit plan	Stage 1 Audit Plan Stage 2 Audit Plan		Not later than November 15, 2018	
	2. Conduct the Certification audits	Stage 1 Audit conducted Stage 2 Audit conducted		November 19-23, 2018 December 10-14, 2018	
	3. Preparation of audit reports	Stage 1 Audit Report Stage 2 Audit Report		Not later than December 20, 2018	
	4. Evaluation of correction/corrective actions	Acceptance Report of Correction/Corrective Action			
	5. Issuance of ISO 9001:2015	ISO 9001:2015 Certificate		Not later than December 26, 2018	
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Warranty

Price Validity

After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel No./Cellphone No.



Document Code		
FM-QP-RO1-FAD-09B-2		
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p><b>Duration of the Engagement:</b></p> <p>1. The conduct of initial assessment (Stage 1 and Stage 2 Audits) will take place upon commencement of engagement.</p> <p>2. Surveillance audits after certification will be done for two consecutive years. The engagement of the CB will end after the validity of the certificate upon reconfirmation during the 2nd annual surveillance audit.</p>				

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Warranty

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Printed Name/Signature/Date

Tel No./Cellphone No.





Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office 1

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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p><b>Specific Qualifications:</b></p> <p>The Certifying Body must provide the procuring entity with the following information and/or supporting documents:</p> <p>a. The certifying body must have the applicable experience and good track record with more than 12 years of auditing experience and must provide the following:</p> <ul style="list-style-type: none"> <li>- Company profile highlighting a minimum of 30 related government certification projects (national and local) for Quality Management System and at least 15 successful transitions or certification to the 2015 version of the ISO 9001 standard</li> <li>- Complete and clear scope of work and implementation methodology</li> <li>- Curriculum vitae of the proposed certification audit team with audit experience relevant to this project</li> <li>- PhilGEPS Platinum registration certificate</li> </ul>				
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

BAC Chairperson

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
	<p>b. The certifying body shall be accredited to the Department of Trade and Industry-Philippine Accreditation Bureau with PNS ISO/IEC 17021:2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2015. Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body.</p> <p><b>Cost of Engagement:</b></p> <p>The total cost of engagement shall be comprised of:</p> <ol style="list-style-type: none"> <li>1. The project cost to be charged by CB as indicated in the accepted proposal; and</li> <li>2. The amount of applicable taxes.</li> </ol>				
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**APPROVED BUDGET FOR THE CONTRACT (ABC):**

BAC Chairperson

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**Payment Schedule:**

Phase	Output	Payment
1st Payment- Stage 1 Audit	Upon submission of the Audit Report	Based on billing/ sales invoice
2nd Payment- Stage 2 Audit		

In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:

1. Valid Business/ Mayor's Permit
2. Latest Income/ Business Tax Return
3. PhilGEPS Certificate/ Registration No.
4. Omnibus Sworn Statement (Accomplished and Notarized )
5. Others
  - a. Any documents to prove that the signatory of the quotation is authorized representative of the company, or
  - b. Photocopy of ID bearing the picture/signature of the representative issued by the company

**DEADLINE:**

\*Please submit your quotation/s in SEALED ENVELOPE/S on or before November 9, 2018, 12:00nn addressed to the BAC. Non inclusion of eligibility documents inside the envelope will be ground for disqualification.

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