

**PRIVATIZATION AND MANAGEMENT OFFICE**

104 Gamboa St., Legaspi Village, Makati City  
www.pmo.gov.ph

**REQUEST FOR QUOTATION (RFQ)**

DATE: March 31, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the **Procurement of Certifying Body for ISO 9001:2015 Recertification** with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Pesos (Php 200,000.00)**. Submit your quotation to the authorized canvasser of this office thru email at **mmlmonteroso@pmo.gov.ph**, on or before April 7, 2022 12pm. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.


The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
*(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)*
3. Notarized Omnibus Sworn Statement (SVP with ABCs above P50K)  
*(original copy shall be submitted subject to the award of contract)*

Thank you.

Very truly yours,

  
**MA. ELENA D. DE LEON**  
Administrative Officer V

# QUOTATION

DATE: \_\_\_\_\_

Dear Ms. Monteroso:

We are pleased to submit our quotation/proposal for the **Procurement of Certifying Body for ISO 9001:2015 Recertification** with Reference No. PMO-22-\_\_\_\_\_.

**ABC: Two Hundred Thousand Pesos (Php200,000.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

ITEM NO.	QTY.	UNIT	ARTICLES	UNIT PRICE	TOTAL
1	1	lot	<b>Certifying Body for ISO 9001:2015 Recertification</b>		
			(See attached TOR)		
				TOTAL AMOUNT	₱

**Amount in Words:**

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## TERMS AND CONDITIONS:

1. Delivery Period: Within fifteen (15) calendar days from receipt of Purchase Order (P.O.)
2. Validity of Price Quotation: Thirty (30) calendar days from date of submission of quotation
3. Warranty Period: 1 year
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number  
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (SVP with ABCs above P50K)  
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name : \_\_\_\_\_

Contact Number : \_\_\_\_\_

## TERMS OF REFERENCE

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*(Participating Contractor)* hereby renders its statement of compliance with the following Terms of Reference:

### 1. Scope of Services

1.1. The Contractor undertakes and commits that it will promptly and fully perform and deliver to PMO the conduct of audit and re-certification for ISO 9001:2015 in accordance with the following requirements and specifications of PMO:

(a) Re-Certification Audit:

- (i) On-site Re-Certification Audit
- (ii) Audit Planning and Report Preparation
- (iii) Annual Accreditation (Issue and Use of Certificate for 3 years)
- (iv) Two (2) Consecutive Surveillance Audits

1.2. Add-on Service:

- (a) Complimentary A4 size Certificate with frame  
(for Re-Certification Audit and Repeat Audit only)
- (b) Complimentary Tarpaulin Banner and Stickers to be given upon release of certificate (for Re-Certification Audit and Repeat Audit only)
- (c) Electronic copy of logo to be issued upon release of certificate
- (d) Updates on new standards
- (e) Customer feedback mechanism for continual improvement
- (f) Events and networking with other clients
- (g) Customer Support

### 2. Performance Period and Terms

2.1. The Contractor shall perform and deliver the services for a period of three (3) years starting in CY 2022 and shall end in CY 2024:

Activity	Number of Days	Remarks
(a) Re-Certification Audit	One (1) day	• Conduct re-certification audit.
(b) Issuance of ISO 9001:2015 Certificate valid for 3 years	Within thirty (30) calendar days	• Submit audit report detailing observations, areas for improvement, non-

		conformity to standards and recommendations
(c) Surveillance Audit for 2 <sup>nd</sup> Year	One (1) day	<ul style="list-style-type: none"> <li>• Conduct surveillance audit.</li> <li>• Submit surveillance audit report detailing observations, areas for improvement, non-conformity to standards and recommendations (within five (5) calendar days after conduct of on-site audit).</li> </ul>
(d) Surveillance Audit for 3 <sup>rd</sup> Year	One (1) day	

### 3. Technical Specifications

3.1. The Certifying Body should have the following minimum qualifications:

- (a) The Certifying Body should be a member of the International Accreditation Forum (IAF) and preferably duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI);
- (b) The Certifying Body must have at least five (5) years ISO 9001 auditing experience;
- (c) The Certifying Body must have a good track record of certifying government agencies for quality management system (QMS); and
- (d) Its audit teams, including surveillance, should satisfy the following:
  - (i) Consist of auditor(s) with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;
  - (ii) No member of the audit team should have provided consultancy for PMO within the two (2)-year period prior to the audit;
  - (iii) Auditor(s) shall have ISO 9001:2015 auditing experience;
  - (iv) Have team members with actual hands-on experience on the Government QMS Process; and
  - (v) Replacement of any team shall require prior written approval from the agency.

3.2 The Certifying Body shall coordinate with the PMO Quality Management Representative on all matters relating to contract implementation.

3.3 The Certifying Body and any person/entity connected to PMO re-certification audit shall maintain strict confidentiality of the final audit results, and shall disclose the same only upon clearance of the PMO QMR.

3.4 The Certifying Body shall, within fifteen (15) days from the end of contract, turn over to the PMO all documents pertaining to the implementation of this project, such as, but not limited to, pending documentary requests within its custody or control of any person/entity operating on its behalf.

**4. Documentary Requirements**

- 4.1 Certified photocopy of Mayor's/Business Permit
- 4.2 Certified photocopy of PhilGEPS Registration Number
- 4.3 Notarized Omnibus Sworn Statement
- 4.4 List of Contractor's personnel (*viz*, Supervisor/Team Leader, Staff, others), to be assigned to the contract with corresponding Curriculum Vitae
- 4.5 List of Government Agencies that were previously certified
- 4.6 Conformity with the Term of Reference provided in RFQ PMO 22-\_\_

**5. Engagement Fee**

5.1. The PMO shall make the following payments:

Payment	Deliverables	Amount
(a) Re-Certification Fee	Year 1 <ul style="list-style-type: none"> <li>• Re-Certification Audit Report</li> <li>• Audit Planning and Report Preparation</li> <li>• Issuance of Certificate</li> </ul>	30% of the Contract Price
Annual Accreditation Fee	Year 2 <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Surveillance Audit On-site Audit</li> <li>• Audit Planning and Report Preparation</li> </ul>	30% of the Contract Price
	Year 3 <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Surveillance Audit On-site Audit</li> <li>• Audit Planning and Report Preparation</li> </ul>	Remaining Balance

5.2. Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptance of the authorized representative of the Head of Agency.

- 5.3 The transportation and living accommodations of the auditors for the entire period of audit and re-certification will not be provided by PMO, such expenses and other related expenses should be inclusive in the price quotation.

**CONFORME:**

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Authorized Signature  
Name and Title of Authorized Signatory

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Name of Bidder-Agency

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Bidder's Address