

## REQUEST FOR QUOTATION

Date: April 25, 2025

Solicitation No.: PMO-25-24

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

The **Privatization and Management Office (PMO)**, through its **Administrative Division**, intends to procure **Certifying Body - ISO 9001:2015 Recertification** with an Approved Budget for the Contract (ABC) in the amount of **One Hundred Fifty Thousand Pesos (Php150,000.00)** in accordance with **Section 53.10 Negotiated Procurement – Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein using the **Technical Specifications Form** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative addressed to the PMO - Bids and Awards Committee (BAC), through the PMO-BAC Secretariat, not later than 5:00 PM of May 2, 2025:

### **BAC Secretariat**

*Bids and Awards Committee*

Privatization and Management Office

104 Gamboa Street, Legaspi Village, Makati City

Email Address: [BAC@pmo.gov.ph](mailto:BAC@pmo.gov.ph)

Telephone Number: 8817-6331

Interested supplier shall also submit the following documents together with the quotation on or before the above specified deadline of submission:

1. Valid Mayor's or Business Permit;
2. PhilGEPS Registration Number; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00).

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class "A" eligibility documents may be submitted.

The Head of the Procuring Entity (HoPE) of the PMO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier or suppliers.

For any clarification, you may contact us at (02) 8893 - 1886 or send an email at [dgmojica@pmo.gov.ph](mailto:dgmojica@pmo.gov.ph).

  
Lizelle M. Perez  
END-USER

### INSTRUCTIONS TO SUPPLIERS

- (1) Do not alter the contents of this form in any way. Suppliers must provide the correct and accurate information required in this form.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, the provisions in the RFQ shall prevail.

- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted. **Submission of quotation and documentary requirements by email is not allowed.**

### TERMS AND CONDITIONS

- (1) Price quotations shall be valid for a period stated in the Technical Specifications Form.
- (2) Price quotations shall be denominated in Philippine peso and shall include all taxes, duties, and/or levies payable.
- (3) Quotations exceeding the ABC shall be rejected.
- (4) In case two or more suppliers were determined to have submitted the Lowest Calculated and Responsive Quotation, the PMO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular No. 06-2005.
- (5) Award of contract shall be made to the lowest quotation which complies with the technical specifications, documentary requirements, and other terms and conditions stated herein.
- (6) The items shall be delivered in accordance with the accepted offer of the supplier.
- (7) Items delivered shall be inspected on the scheduled date and time of the PMO. The delivery of the items shall be acknowledged upon the delivery to verify compliance with the technical specifications.
- (8) Payment shall be made upon full compliance with all the deliverables required by the PMO and submission of all necessary documents subject to the usual government accounting and auditing rules and regulations.
- (9) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed on per day of delay. The PMO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (10) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
- (11) The RFQ, Purchase Order (PO), and other related documents for the above-stated Project shall form part of the Contract.

TECHNICAL SPECIFICATIONS FORM

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

- Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
- Suppliers must state "Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

Project Title: Certifying Body - ISO 9001:2015 Recertification								
Mode of Procurement: NP-53.9 - Small Value Procurement								
PMO Requirements			Supplier's Offer				Statement of Compliance ("Comply" or "Not Comply")	
Item No:	Technical Specifications	Quantity	Item No:	Technical Specifications	Quantity	Unit Cost		Total Cost
1	Certifying Body - ISO 9001:2015 Recertification  Requirements: See attached <i>Terms of Reference</i> .  Terms of Payment: See attached <i>Terms of Reference</i> .	1						
ABC: One Hundred Fifty Thousand Pesos (Php150,000.00)			Additional VAT and other Government Taxes:					
			GRAND TOTAL (must not be above the ABC): (amount in figures and in words)					
Other Requirements:								

<b>Price Validity:</b>	
<b>Delivery Requirements:</b> See attached <i>Terms of Reference</i> .	
<b>Terms of Payment:</b> Payments shall be based on the completion of the mentioned activities in <i>Terms of Reference</i> and submission of required deliverables subject to acceptance of the authorized representative of the Head of Agency.	

Attached in this quotation are the following documentary requirements:

1. Copy of valid Mayor’s or Business Permit;
2. PhilGEPS Registration Number; and
3. Original Notarized Omnibus Sworn Statement (for ABCs above PhP50,000.00)

In lieu of items 1 and 2, a valid Certificate of PhilGEPS Registration (*Platinum Membership*) with updated class “A” eligibility documents is herein attached. (If PhilGEPS Platinum is submitted)

Prepared by: \_\_\_\_\_

Authorized Representative

(signature over printed name)

## 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 continuous improvement;
- (f) Events and networking with other clients; and
- (g) Customer Support.

### 2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is One Hundred Fifty Thousand Pesos (P150,000.00).

### 3. Performance Period and Terms

2.1. The Contractor shall perform and deliver the services for a period of three (3) years starting in CY 2025 and shall end in CY 2027:

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	<ul style="list-style-type: none"> <li>• Submit audit report detailing observations, areas for improvement, non-conformity to standards and recommendations.</li> </ul>
(c) Surveillance Audit for 2 <sup>nd</sup> Year	One (1) day	<ul style="list-style-type: none"> <li>• Conduct surveillance audit.</li> </ul>
(d) Surveillance Audit for 3 <sup>rd</sup> Year	One (1) day	<ul style="list-style-type: none"> <li>• Submit surveillance audit report detailing observations, areas for improvement, non-conformity to standards and recommendations (within thirty(30) calendar days after conduct of on-site audit).</li> </ul>

### 3. Technical Specifications

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

- (a) The Certifying Body should be duly accredited by Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry;
- (b) The Certifying Body must have at least five (5) years of ISO 9001 auditing experience;
- (c) The Certifying Body must have a good track record of certifying government agencies for quality management; 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 Latest Mayor's/Business Permit;  
4.2 PhilGEPS Registration Number;  
(Certificate of Platinum Membership may be submitted in lieu of documents (a) and (b) above)  
4.3 Original and 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 Conformity with the Terms of Reference (TOR)

#### 5. Engagement Fee

- 6.1. 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>	40% 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

- 6.2. 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.

- 6.3 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