

REQUEST FOR QUOTATION

REFERENCE NO.: MR19-11-191

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF SERVICES OF AN ISO 9001:2015 QMS CERTIFYING BODY AND RE-CERTIFICATION AUDITOR.**

REQUIREMENTS:

I. QUALIFICATIONS

1. Must be accredited by the DTI – Bureau of Product Standards (DTI-BPS); and
2. Must be accredited by JAS-ANZ or by an equivalent certifying body.

II. SCOPE OF SERVICES

A. ISO 9001:2015 QMS Re-Certification Audit

1. Prepare and submit recertification audit plan;
2. Conduct of recertification audit;
3. Prepare and submit audit report detailing observations, risks and opportunities and any non-conformity to the ISO 9001:2015 standards and suggest on how to address them within five (5) working days after the conduct of the site audit.

B. Issuance of ISO 9001:2015 Certification valid for three (3) years

C. Surveillance Audit for year 2 (2021), same activities as in B

D. Surveillance Audit for year 3 (2022), same activities as in B

E. Add on Service:

1. Complimentary A4 size Certificate with frame and A3 size Certificate without frame;
2. Complimentary Tarpaulin Banner and Stickers to be given upon release of certificate;
3. Electronic copy of logo to be issued upon release of certificate;
4. Updates on new standards;
5. Customer feedback mechanism for continuous improvement;
6. Events and networking with other clients; and
7. Customer support.

III. APPROVED BUDGET OF THE CONTRACT

Year 1	–	₱ 57,500.00
Year 2	–	₱ 35,000.00
Year 3	–	<u>₱ 35,000.00</u>
Total		₱ 127,500.00
12% VAT		<u>₱ 15,300.00</u>
		<u>₱ 142,800.00</u>

IV. TERMS OF PAYMENT

Payment shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverable for the identified business process:

1. Recertification Audit;
2. Issuance of ISO 9001:2015 certificate (valid for three (3) years); and
3. 2nd and 3rd year surveillance audits.

V. TARGET DATE

Recertification Audit – March 2020

Submission of Proposal : November 22, 2019

Method of Procurement : Small Value Procurement

Eligibility Requirements:

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2018 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized)
5. Proof of accreditations from the DTI-BPS, and JAS-ANZ or an equivalent certifying body
6. List of completed contracts similar to the project within the last three (3) years
7. Company Profile

Please submit your quotation in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE

National Development Company
7/F NDC Building, 116 Tordesillas St.

Salcedo Village, Makati City

Fax: 840-4862

Attention: BAC Secretariat

Reference Number: MR19-11-191

All prices should be inclusive of VAT and other applicable taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As required.
2. Delivery Period – As required.

(SGD.) SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee