

REQUEST FOR QUOTATION

REFERENCE NO.: **MR23-03-047**

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

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 a recertification audit plan;
2. Conduct of recertification audit;
3. Prepare and submit an 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 (2024)

1. Prepare and submit a surveillance audit plan;
2. Conduct of surveillance audit;
3. Prepare and submit an 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.

D. Surveillance Audit for year 3 (2025), same activities in C

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 the 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	–	₱ 76,750.00
Year 2	–	₱ 55,500.00
Year 3	–	<u>₱ 55,500.00</u>
Total		₱ 187,750.00
12% VAT		<u>₱ 22,530.00</u>
		<u>₱ 210,280.00</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 – May 2023

- Approved Budget** : ₱ 210,280.00 (VAT Inclusive)
- Submission of Quotation and Eligibility Requirements** : March 29, 2023
- Mode of Procurement** : Small Value Procurement (53.9)
- Eligibility Requirements** :
1. Valid and current Mayor's Permit (certified true copy)
 2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
 3. Omnibus Sworn Statement (Notarized)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements 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: **MR23-03-047**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – as stated above
2. Delivery Period – May 2023

(SIGNED)

AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee