



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 10 September 2018

RFQ No.: 52-2018 - A

Name of Consultant/Consulting Firm: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (**Required prior to award**): _____

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO)**, through its Bids and Awards Committee, intends to engage services of a Certification Audit Provider for the conduct of its initial certification audit for QMS Implementation towards ISO 9001:2015 Certification through **Small Value Procurement (SVP) under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

DESCRIPTION	Approved Budget for the Contract (ABC) in PHP
Procurement of ISO 9001:2015 Quality Management System (QMS) Certification and Surveillance Audits for Government Procurement Policy Board–Technical Support Office (GPPB–TSO)	PhP 200,000.00

The **Terms of Reference (TOR)** is attached for your guidance/reference.

Please quote your **best offer** for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than the extended deadline on 13 September 2018 (Thursday) at 3:00 PM.**

A **copy** of each of the following are also required to be submitted **prior to award**:

- (a) Latest **Mayor's/Business Permit (for consulting firm)**
- (b) **BIR Certificate of Registration (for individual consultant)**
- (c) **Omnibus Sworn Statement (GPPB-prescribed form)**

Open quotations may be submitted, manually or through facsimile or email, at the address and contact numbers indicated below. For any clarification, you may contact us at telephone no. **(02) 900-6741 to 44** or email address at bacsecgppb@gppb.gov.ph.

(Sgd.)
ABDULRASID M. HADJIRASID
Procurement Officer

BIDS AND AWARDS COMMITTEE

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605
(+632) 900-6741 to 44 | www.gppb.gov.ph | bacsecgppb@gppb.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All of the technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
1. Must be, at the minimum, a Department of Trade Industry – Philippine Accreditation Bureau (DTI - PAB) Accredited with PNS ISO/IEC 17021-1:2015 to provide QMS Certification to ISO 9001:2015 for L75:Public Administration			
2. Must have adequate technical and management capability in conducting the audit			
3. Provide company profile highlighting related government and private certification projects, scope of work and implementation methodology			
4. Must provide the names, qualifications and audit logs of each key auditors to be assigned every audit			
5. Must be able to submit the stated deliverables in accordance with the Schedule of Requirements (Section IV of TOR)			
6. Must be able to provide a copy of the Certification on or before the scheduled due date			
7. Shall coordinate with the designated Project Coordinator and/or Quality Management Representative on all matters relating to contract implementation			
8. Shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the Project Coordinator and/or the Quality Management Representative.			
9. Shall turnover all the documents pertaining to the implementation of the project, such as but not limited to, pending documentary requests within its custody or control or within custody or control of any person/entity operating on its behalf within seven (7) days from the end of the contract.			

**Submission of documents supporting compliance with the technical specifications may be required during evaluation of proposal.*

Terms of Payment:

Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal,** and does not reflect the guaranteed price.

Project Name:	
Procurement of ISO 9001:2015 Quality Management System (QMS) Certification and Surveillance Audits for Government Procurement Policy Board–Technical Support Office (GPPB–TSO)	
Approved Budget for the Contract (ABC)	Your Quotation
Two Hundred Thousand Pesos (PhP 200,000.00)	<hr/> <i>(Please state your quotation in words and in figures)</i>

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11. After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through check/Advice to Debit Account (ADA) in favor of the contractor.
If paid through the ADA, our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. 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 per day of delay. The GPPB-TSO shall rescind 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.

Signature over Printed Name

Position/Designation

Office Telephone No. / Fax No.

Mobile Phone No. / Email address/es



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 04 September 2018

RFQ No.: 52-2018

Name of Consultant/Consulting Firm: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (**Required prior to award**): _____

The **Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO)**, through its Bids and Awards Committee, intends to engage services of a Certification Audit Provider for the conduct of its initial certification audit for QMS Implementation towards ISO 9001:2015 Certification through **Small Value Procurement (SVP) under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

DESCRIPTION	Approved Budget for the Contract (ABC) in PHP
Procurement of Services for ISO 9001:2015 Quality Management System (QMS) Initial Certification Audit for the Capacity Development Services of GPPB-TSO	PhP 200,000.00

The **Terms of Reference (TOR)** is attached for your guidance/reference.

Please quote your **best offer** for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than 10 September 2018 (Monday) at 3:00 PM.**

A **copy** of each of the following are also required to be submitted **prior to award**:

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- (b) **BIR Certificate of Registration (for individual consultant)**
- (d) **Omnibus Sworn Statement (GPPB-prescribed form)**

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
1. Must be, at the minimum, a Department of Trade Industry – Philippine Accreditation Bureau (DTI - PAB) Accredited Certification Body with PNS ISO/IEC 17021-2:2015 to provide QMS Certification to ISO 9001:2015 for L75:Public Administration			
2. Must have adequate technical and management capability in conducting the audit			
3. Must provide the names and qualifications of each key personnel to be assigned every audit			
4. Must be able to submit the stated deliverables in accordance with the Schedule of Requirements (Section IV of TOR)			
5. Must be able to provide a copy of the Certification on or before the scheduled due date			
6. Shall coordinate with the designated Project Coordinator and/or Quality Management Representative on all matters relating to contract implementation			
7. Shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the Project Coordinator and/or the Quality Management Representative.			
8. Shall turnover all the documents pertaining to the implementation of the project, such as but not limited to, pending documentary requests within its custody or control or within custody or control of any person/entity operating on its behalf within seven (7) days from the end of the contract.			

**Submission of documents supporting compliance with the technical specifications may be required during evaluation of proposal.*

Terms of Payment:

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Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal,** and does not reflect the guaranteed price.

Project Name: Procurement of Services for ISO 9001:2015 Quality Management System (QMS) Initial Certification Audit for the Capacity Development Services of GPPB-TSO	
Approved Budget for the Contract (ABC)	Your Quotation
Two Hundred Thousand Pesos (PhP 200,000.00)	<hr/> <i>(Please state your quotation in words and in figures)</i>

TERMS AND CONDITIONS:

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If paid through the ADA, our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
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Signature over Printed Name

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Office Telephone No. / Fax No.

Mobile Phone No. / Email address/es