

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
Camp General Emilio Aguinaldo, Quezon City

**REQUEST FOR QUOTATION (RFQ) No. PDPS-1018-025**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.7 Highly Technical Consultant** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The OCD hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

<b>Name of Project</b>	: Hiring of a Certifying Body for OCD's Certification to ISO 9001:2015 Quality Management System
<b>Project Duration</b>	: Three Years (Expected to commence in 2018 and will end in 2021)
<b>Terms of Payment</b>	: <b>Progress Billing</b> <ul style="list-style-type: none"><li>• Conduct Certification Audits (Stage 1 and 2) – 50% after completion</li><li>• Conduct 1<sup>st</sup> Annual Surveillance Audit – 25% after completion</li><li>• Conduct 2<sup>nd</sup> Annual Surveillance Audit – 25% after completion</li></ul>
<b>ABC (Approved Budget for the Contract)</b>	: Php.441,740.00
<b>Fund Source</b>	: PDPS APB CY 2018

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form) **non-submission shall automatically be disqualified** not later than **9:00 AM on 29 October 2018**, at the OCD BAC Secretariat Office, 2<sup>nd</sup> Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **sealed quotation (indicate the project name) duly signed by your authorized representative**. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oecd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:


- Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- Professional License/Curriculum Vitae (Consulting Services)
- PhilGEPS Registration Number

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

  
**MR. CHRISTOPHER B. GACUTAN**  
Vice-Chairperson  
OCD Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Hiring of a Certifying Body for OCD's Certification to ISO 9001:2015  
Quality Management System**

Bidders must state either "**Comply**" or "**Not Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

**Legend:** \*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<p><b>Scope of Work:</b> The ISO Certifying Body shall conduct the following to OCD's 9001:2015 QMS</p> <ul style="list-style-type: none"> <li>• Initial/Certification Audit: Stage 1 Audit and Stage 2 Audit;</li> <li>• Issue ISO 9001:2015 Certificate to OCD upon satisfactory compliance to the standard;</li> <li>• Conduct at one surveillance audit every year for two consecutive years after the issuance of certificate.</li> </ul> <p><b>Qualification of the Certifying Body:</b> The Certifying Body should have adequate technical and management capability in conducting the audit. Likewise, the Certifying Body shall have the capacity to deploy a team composed of two (2) key experts (lead auditor and member of the audit team) based on the qualifications of key personnel. Hence, the Certifying Body shall be evaluated based on the following criteria:</p> <ol style="list-style-type: none"> <li>a. The certifying body must have the applicable experience and good track record with more than 12 years of auditing experience and must provide the following: <ul style="list-style-type: none"> <li>- Company profile highlighting a minimum of related government certification projects for Quality Management Systems and at least 10 successful certification to the 2015 version of the ISO 9001 standard</li> <li>- Complete and clear scope of work and implementation methodology</li> <li>- Curriculum Vitae of the proposed certification audit team with audit experience relevant to this project.</li> <li>- PhilGEPS Platinum registration certificate.</li> </ul> </li> <li>b. The certifying body shall be accredited to the Department of Trade and Industry – Philippines Accreditation Bureau with PNS ISO/IEC 17021:2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2015. Furthermore, the certifying body shall have a locally SEC-registered office accredited to the both the Philippine Accreditation Bureau and an international accreditation body.</li> </ol> <p><b>Qualification of the Audit Team:</b> The key personnel of the Certifying Body shall have QMS audit experience on government institutions of at least 7 years for the Lead Auditor and 5 years for the Team Members supported with the audit team's profile or auditor's curriculum vitae;</p> <p><b>Lead Auditor</b></p> <ul style="list-style-type: none"> <li>• Completion of Bachelor's and/or master's degree relevant to management</li> <li>• Have at least 7 years' experience in auditing government institutions to ISO QMS Certification, including ISO 9001:2015</li> </ul> <p><b>Audit Team Members</b></p> <ul style="list-style-type: none"> <li>• Completion of bachelor's degree</li> <li>• Have at least 5 years' experience in auditing government institutions to ISO 9001:2015</li> </ul>	

II.	<p><b>Duration of Engagement, Timeline, and Level of Effort</b></p> <ul style="list-style-type: none"> <li>• The services of the Certifying Body will be engaged for three (3) years. The project is expected to commence in 2018 and will end in 2021.</li> <li>• The conduct of initial assessment will take place in 2018 or upon commencement of engagement. Stage 1 audit will be conducted upon mutual agreement of the parties, while Stage 2 audit is conducted within 2 months after the Stage 1 audit.</li> <li>• Surveillance audits after certification will be done for two consecutive years.</li> <li>• The engagement of the Certifying Body will end after the 2<sup>nd</sup> annual surveillance audit.</li> </ul>	
III.	<p><b>Mode of Payment:</b> Progressive Billing</p> <ul style="list-style-type: none"> <li>• Conduct Certification Audits (Stage 1 and 2) – 50% after completion</li> <li>• Conduct 1<sup>st</sup> Annual Surveillance Audit – 25% after completion</li> <li>• Conduct 2<sup>nd</sup> Annual Surveillance Audit – 25% after completion</li> </ul>	

I hereby certify to comply and deliver all the above requirements.

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

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Complete Name : \_\_\_\_\_  
 Date : \_\_\_\_\_

**ANNEX "B"**  
**Price Quotation Form**

**The Bids and Awards Committee**  
OFFICE OF CIVIL DEFENSE  
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTIONS	Quantity	Total Price
<p><b>Hiring of a Certifying Body for OCD's Certification to ISO 90012015 Quality Management System</b></p> <p><b>Project Duration:</b> Three Years (Expected to commence in 2018 and will end in 2021)</p> <p><b>Terms of Payment:</b> <u>Progress Billing</u></p> <ul style="list-style-type: none"> <li>• Conduct Certification Audits (Stage 1 and 2) – 50% after completion</li> <li>• Conduct 1<sup>st</sup> Annual Surveillance Audit – 25% after completion</li> <li>• Conduct 2<sup>nd</sup> Annual Surveillance Audit – 25% after completion</li> </ul>	<p align="center">1 lot</p>	<p align="center">PhP</p>

**AMOUNT IN WORDS:**

Note: The above quoted prices are VAT Inclusive

2. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
3. The above-quoted price is inclusive of all costs and applicable taxes.

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

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

Office Tel. No. & Mobile No. : \_\_\_\_\_

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

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

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

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