



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Region XIII (Caraga Region) Butuan City

Mode of Procurement	NEGOTIATED PROCUREMENT - SVP	RFQ No.:	2018 - 091
Name of Procuring Entity	DILG Region XIII (Caraga Region)	Date:	November 5, 2018
Office/End-User	Finance and Administrative Division (FAD)		
Company Name			
Address			
Business Permit No.			
TIN No.			
PhilGEPS Registration No.			

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed.

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote by lots.
- Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.
- Price quotation(s) to be denominated in Philippine Peso shall include all taxes duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The item(s) shall be delivered within TEN (10) calendar days from receipt of Purchase Order (PO).
- The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent of one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- Payment shall be made after 100% delivery of the service(s).
- Only quotations submitted on or before **November 9, 2018 / 12:00 nn.**, the deadline, shall be accepted.
- The DILG reserved the right to accept or reject any or all quotations and to impose additional requirements as it may deem proper.

APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 640,000.00	IMI LOUDA B. ESPINA BAC Secretariat	Approved by RAY GREGORY F. MARANILLA BAC Chairperson
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ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT	TOTAL PRICE
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Purpose: Payment of the External Certifying Body of the QMS-ISO 2001:2015 CERTIFICATION

PROCUREMENT OF CERTIFYING BODY (CB) for ISO 9001:2015 CERTIFICATION	1	lot	640,000.00			
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TERMS OF REFERENCE		
Scope of work	Output	Target Date
1. Conduct of Stage 1 Initial Audit and Reporting	Stage 1 Audit conducted	4th week of November 2018
2. Conduct of Stage 2 Certification Audit and Reporting	Stage 2 Audit conducted	2nd week of December 2018
2.1 Evaluation of Correction / Corrective Actions		
2.2 Issuance of ISO 9001:2015 Certification	Certificate issued	before December 31, 2018
3. Conduct of Year 2 Surveillance Audit and Reporting	last week of October 2019	
4. Conduct of Year 3 Surveillance Audit and Reporting	last week of October 2020	
Duration of the Engagement		
1. The services of the CB shall be engaged for three (3) years. It will commence in 2018 and end in 2021.		
2. The conduct of the initial assessment (Stage 1 and Stage 2) will take place upon commencement of engagement.		
3. Surveillance audits after the Certification will be done for two consecutive years. The engagement of the CB will expire after the validity of the Certificate that will be issued upon reconfirmation during the 2nd annual surveillance.		
Specific Qualifications		
1. The CB must provide the procuring entity with the following documents:		
1.a Track record with more than twelve (12) years of auditing experience;		
1.b Company profile highlighting a minimum of thirty (30) related government certification projects (national and local) for Quality Management System		
1.c Complete and clear scope of work and implementation methodology		
1.d Curriculum vitae of the certification audit team with relevant experience to this project		
1.e PhilGEPS Platinum registration Certificate		

LOT 1

Warranty

Price Validity

After having carefully read and accepted your General Conditions, I / WE quote you on the item(s) at prices noted above.

Printed Name / Signature / Date

Tel. No. / Cellphone No.



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LOT 1	2. The CB shall have the accreditation by the Dept. of Trade & Industry-Phil. Accreditation Bureau with PNS ISO/IEC 17021:2011 to provide QMS certification to ISO 9001:2015
	3. The CB shall have a locally SEC-registered office
	Payment Schedule
	Stage 1 Audit
	Stage 2 Audit
	1st Annual Surveillance
	2nd Annual Surveillance
	Output
	Upon Submission of the Audit Report based on the billing / Sales Invoice
	Add-On Services
1. Entitlement to regular updates to the relevant Systems Standards as they become available	
2. Complimentary Certificate Logo which can be affixed by the DILG Region XIII on their business cards, letterheads & marketing materials	
3. ISO 9001:2015 Stickers	

REQUIREMENT	
1	In order to be eligible for this procurement, suppliers /service providers must submit, together with the quotation/proposal the following eligibility requirements Applicable Registration Certificate, any of the following: a) SEC Registration Certificate for Corporations [] b) DTI Registration Certificate for Sole Proprietorship [] c) Cooperative Development Authority Registration Certificate for Cooperatives [] 2 Valid Business Permit [] 3 Valid PhilGEPS Registration Certificate [] 4 Income / Business Tax Return [] 5 Omnibus Sworn Statement []

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