



**REQUEST FOR QUOTATION NO.: 2022-02-004**

Date: February 23, 2022

**Procurement Title** : **Procurement of Training Service Provider for the Conduct of the ISO:9001:2015 Quality Management System Online Training for Twenty Five (25) Participants**

**PR No.** : **2022-02-012**  
**Approved Budget for the Contract** : **PHP 196,000.00**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the online training listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **March 02, 2022, 1:00 P.M.**

**I. General Terms and Condition:**

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
  - **PhilGEPS Registration Number/Certificate**
  - **Mayor's/Business Permit**
  - **BIR Form 2303 Certificate**
  - **SEC or DTI Certificate**
  - **Notarized Omnibus Sworn Statement**
  - **Certification/Proof that the Training Provider is a bonafide ISO 9001:2015 certification body in the Philippines**
  - **Course outline/Training Program**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.



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**COMMISSION ON FILIPINOS OVERSEAS**  
**KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT**



COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
PhilGEPS REGISTRATION NO.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

ITEM DESCRIPTION	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
<b>Procurement of Training Service Provider for The Conduct of the ISO:9001:2015 Quality Management System Online Training</b>	<b>₱ 196,000.00</b>	<b>₱ 196,000.00</b>	
<b>No of Participants: Twenty Five (25) participants</b>			
<b>No. of days: Seven (7) days</b>			
<b>Training Inclusions:</b> 1. ISO 9001:2015 Awareness Course (One Day) 2. Process and Risk Based Internal Audit ISO 9001:2015 (Two Days) 3. Risk Management Training for ISO 31000 ( Two Days) 4. ISO 9001:2015 Documentation Course (One Day) 5. Organizational Knowledge Management for ISO 9001:2015 (One Day)			

**TRAINING SCHEDULE: March to April, 2022**

After careful evaluation of the General Terms and Conditions, Training Inclusions and Training Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_

For Further information, please refer to:

**KEESHIA MAE L. ACEDERA**  
Procurement Officer

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)  
Tel. No: [8552-4792](tel:8552-4792)

