



REQUEST FOR QUOTATION NO.: 2025-01-009

Date: February 03, 2025

Procurement Title : ISO 9001:2015 QMS RECERTIFICATION AND CONDUCT OF ISO 9001:2015 TRAININGS FOR THE COMMISSION ON FILIPINOS OVERSEAS

Purchase Request No. : 2025-01-005

Approved Budget for the Contract : PHP 685,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sct. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to bac.secretariat@cfo.gov.ph on or before **February 12, 2024, by 9:00 A.M.**

Documents submitted via email must be **secured with password protection**. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat on the opening date by the representatives of the bidders attending via ZOOM.

I. General Terms and Conditions:

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate; and**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Brochure/additional supporting documents**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PHILGEPS REGISTRATION NO.: _____ VALID UNTIL: _____
 EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____
 MOBILE NUMBER: _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	BID OFFER (VAT Inclusive)
<p>ISO 9001:2015 QMS RECERTIFICATION AND CONDUCT OF ISO 9001:2015 TRAININGS FOR THE COMMISSION ON FILIPINOS OVERSEAS</p> <p>Scope and Inclusions:</p> <ul style="list-style-type: none"> ▪ Conduct a pre-certification audit to assess readiness for recertification. ▪ Perform a full recertification audit (Stage 1 and Stage 2), including documentation review and on-site audit. ▪ Issue the ISO 9001:2015 Certificate upon compliance. ▪ Provide annual surveillance audits for the certification period (three years). ▪ Conduct an exit conference to discuss findings, observations, and recommendations. ▪ Provide detailed audit reports for each audit stage. <p>Eligibility Requirements for Certification Bodies:</p> <ul style="list-style-type: none"> ▪ Accredited by the International Accreditation Forum (IAF) or an equivalent accreditation body. ▪ Must have at least three (3) years of experience certifying government agencies in the Philippines. ▪ Demonstrated expertise in certifying Quality Management Systems (QMS). <p>Deliverables:</p> <p>-ISO 9001:2015 Certificate valid for three (3) years. -Audit findings and recommendations report.</p>	<p>PHP 685,000.00</p>	
<p>Conduct of ISO 9001:2015 Trainings</p> <p>Training Details:</p> <p>1. QMR's Role, Responsibilities and Competence Requirements Mode: Face to Face Participants: 5 pax Duration: 2 days</p> <p>2. Risk Management as per ISO 31000:2018 Guidelines Mode: Face to Face Participants: 20 pax Duration: 1 day</p>		

3. ISO 9001:2015 Documentation

Mode: Face to Face

Participants: 20 pax

Duration: 1 day

4. ISO 9001:2015 Quality Management System Awareness

Mode: Online

Participants: 50 pax

Duration: 1 day

5. 7s Training

Mode: Online

Participants :20 pax

Duration: 1 day

6. ISO 9001:2015 Internal Audit

Mode: Face to Face

Participants :20 pax

Duration: 2 days

Scope of Work:

The service provider will be responsible for the following:

- Delivery of the specified trainings in the specified modes, durations, and participant counts.
- Provision of resource persons/trainers with extensive expertise in ISO 9001:2015 standards and related guidelines.
- Provision of training materials, including workbooks, handouts, and presentations, for all participants.
- Conduct of pre- and post-training assessments to evaluate learning outcomes.
- Submission of training documentation, including attendance sheets, assessment results, and training reports, to the CFO.

Eligibility Requirements for Training Providers:

- Must be a registered Training Provider with proven expertise in ISO 9001:2015 trainings.
- Trainers must have at least five (5) years of experience in delivering ISO-related trainings.
- Must have conducted similar training programs for government agencies or private institutions within the last three (3) years.

<p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Successful delivery of all training sessions as outlined in the table above. ▪ Training certificates for participants upon completion. ▪ Comprehensive training report for each session, including evaluation and recommendations. 		
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See attached "ANNEX A" for the Terms of Reference

After carefully evaluating the General Terms and Conditions, Inclusions, Specifications, Delivery, and Other Requirements, 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)

Date

For further information, please refer to:

KEESHIA MAE A. BIENDIMA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792 / 8552-4703 / 8552-4756



TERMS OF REFERENCE
PROCUREMENT OF ISO 9001:2015 CERTIFICATION BODY AND QMS TRAINING

I. ICT PROJECT SCOPE

1. The scope of services to be provided by the certification body shall include the following:

<p>a. ISO 9001:2015 Trainings: (See Annex A)</p>	<ul style="list-style-type: none"> • Submit Training Plan and Schedule • Conduct Training
<p>b. Certification Audit (See Annex B)</p> <ul style="list-style-type: none"> • Stage 1 – one (1) day • Stage 2 – one (1) day • Surveillance Audit 	<ul style="list-style-type: none"> • Prepare and submit certification audit plan • Conduct certification and surveillance audit; • Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 suggestions on how to address them within five (5) working days after the conduct of the on-site/online audit
<p>c. Issuance of ISO 9001:2015 Certification valid for three (3) Years</p>	<ul style="list-style-type: none"> • ISO 9001:2015 is issued and Certification valid for three (3) Years

2. The certification body shall adhere to the agreed scope of work or deliverables with the prior approval of the CFO QMR.
3. The certification body audit team shall provide a full report on the operations audited consistent with the approved scope of work/deliverables to the CFO within five (5) working days of each initial assessment, surveillance and recertification audit unless otherwise agreed by the CFO.

II. TECHNICAL SPECIFICATIONS

Item	Specification
a. Detailed Minimum Specifications of the Items to be Procured	
Services of ISO 9001:2015 Trainings	(See Annex A)
Services of ISO 9001:2015 Certification Body	<ol style="list-style-type: none"> 1. Stage 1 audit 2. Stage 2 audit 3. Issuance of ISO 9001:2015 Certificate (valid for three (3) years) 4. Surveillance Audit (Year 2 and 3)
b. Support Service Requirements	
	<p>Responsibilities of the Certification Body</p> <ol style="list-style-type: none"> 1. At least one (1) auditor of the initial team should participate in all audits of the three-year audit cycle. 2. The certification body shall provide the CFO its company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.



	<ol style="list-style-type: none">3. The certification body audit team shall abide by the auditing principles, terminologies, and guidelines4. In cases of appeals and/or complaints against the audit content or the certification process, the head auditor is the only person who can escalate such matters.5. The certification body must address and respond to any concerns/inquiries/questions raised by the CFO within a maximum period of 48 hours or else it may lead to poor performance.
c. Special Conditions	
	<p>Qualifications of Certification Body</p> <ol style="list-style-type: none">1. The certification body shall be duly accredited by Philippine Accreditation Office, Bureau of Product standards, Department of Trade and Industry.2. Experience in the Philippine government's ISO auditing, certification, and training is required.3. The certification body composed of audit and surveillance teams shall satisfy the following:<ol style="list-style-type: none">a) The certification body must have at least five (5) years experience in the industry;b) The certification body must have at least two (2) Accreditation on ISO 9001:2015 from the International Accreditation Forum;c) The certification body must have at least six years auditing and training experience in ISO 9001d) Audit team members shall have relevant experience in public sector audit and ISO training. <p>Selection of Certification Body</p> <ol style="list-style-type: none">1. The CFO Bids and Awards Committee shall select the most qualified certification body using the quality cost-based methodology and shall strictly adhere to the pertinent provisions of Republic Act No. 9184, the Government Procurement Reform Act and its Revised Implementing Rules and Regulations.2. The CFO Bids and Awards Committee will adopt the applicable evaluation procedure embodied under the Revised Implementing Guideline of RA No. 9184.
d. Accreditation Requirement	
	<p>The certification body must provide an accreditation certificate obtained/secured for the current year from the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry.</p>



III. SCHEDULE AND TERMS

The services required shall be for ISO 9001:2015 3rd Party Audit services including surveillance audits.

Item Number	Description	Delivery/Schedule	Total Quantity
1	Services of ISO 9001:2015 Certification Body	Prepare and submit a certification audit plan from the issuance of the Notice of Proceed (NTP)	1 Lot
	ISO Training	1 st Quarter to 2 nd Quarter 2025	
	Stage 1 audit	2 nd Quarter to 3 rd Quarter 2025	
	Stage 2 audit		
	Issuance of ISO 9001:2015 Certificate (valid for three (3) years)	3 rd Quarter to 4 th Quarter 2025	

IV. PAYMENT TERMS

1. In consideration of the services performed by the certification body, the CFO shall make to the former the following payments which shall be made in Philippine Pesos:

Deliverables/Issuance of Certificates	Amount
<ul style="list-style-type: none">• ISO 9001:2015 Training• Stage 1 audit• Stage 2 audit• Issuance of ISO 9001:2015 Certificate (valid for three (3) years)	₱ 685,000.00 (VAT-inclusive)
TOTAL	₱ 685,000.00

2. Payments thereof shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables for the identified processes.
3. Provided, further that the CFO may refuse to make payments when the terms and requirements of the services are not satisfactorily performed by the certification body.



V. MUTUAL AGREEMENT AND NON-DISCLOSURE AGREEMENT

1. Shall follow the CFO template on the mutual agreement and non-disclosure agreement.
2. Except with the prior written consent of the CFO, the certification body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the certification body make public the findings/observations/recommendations formulated in the course of, or as a result of, the services.
3. The certification body shall value the importance of impartiality in the certification of the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

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

Signature over Printed Name of Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____