



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 23-0014

CANVASS PERIOD: 21 to 27 March 2023

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 RECERTIFICATION, 1ST SURVEILLANCE, 2ND SURVEILLANCE AUDITS FOR 2023 TO 2025**. Attached is Purchase Request No. 23-0014 with an Approved Budget for the Contract (ABC) of Two Hundred Fifty Thousand Pesos Only (**₱250,000.00**).

All submissions via email must be sent to procurement@gcg.gov.ph with subject name: *“Submission for the Procurement of One (1) Lot Quality Management System Standard ISO 9001:2015 Recertification, 1st Surveillance, 2nd Surveillance Audits for 2023 to 2025.”*

All physical submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 RECERTIFICATION, 1ST SURVEILLANCE, 2ND SURVEILLANCE AUDITS FOR 2023 TO 2025 .

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2023 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**

4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable**, documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 27 March 2023, 10:00 am** renders the submission, **NON-COMPLIANT.**

For further inquiries, you may reach us at 5310 4177 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS

1. Accomplish this Quotation Form Correctly and Accurately
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
4. In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
5. 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 ITEMS AS FOLLOWS:

ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 RECERTIFICATION, 1ST SURVEILLANCE, 2ND SURVEILLANCE AUDITS FOR 2023 TO 2025. (PERIOD OF CANVASS: 21 TO 27 MARCH 2023)			
Specifications	Yes	No	Comments
1. One (1) Lot Quality Management System Standard ISO 9001:2015 Recertification, 1 st Surveillance, 2 nd Surveillance Audits for 2023 to 2025. Number of Employees: 152			
QUALIFICATION OF THE SERVICE PROVIDER			
2. The Service Provider must meet and demonstrate the following minimum qualification:			
a. The Certifying Body possesses a proof of qualification to provide ISO 9001:2015 Quality Management System audit and certification services. <i>(Please include proof in your submission)</i>			
b. The Certifying Body must possess an accreditation by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB). <i>(Please include proof in your submission)</i>			
c. The Certifying Body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.			
d. The Certifying Body must be able to conduct the audit services for the current and following two (2) years (2023-2025) before the expiration of the Governance Commission’s ISO Certification.			
e. The Certifying Body must meet the minimum requirements under the provisions of R.A. 9184, otherwise known as the “Government Procurement Reform Act” specifically under the Mode of Procurement on Negotiated Procurement-Small Value Procurement.			
f. The Certifying Body must sign a Non-Disclosure Agreement to prevent divulging confidential information.			

ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 RECERTIFICATION, 1ST SURVEILLANCE, 2ND SURVEILLANCE AUDITS FOR 2023 TO 2025. (PERIOD OF CANVASS: 21 TO 27 MARCH 2023)			
Specifications	Yes	No	Comments
SCOPE OF WORK OF THE CERTIFYING BODY AND DELIVERABLES			
1. Prepare and plan for the recertification, first, and second surveillance audits of the Governance Commission's formulation, implementation, and coordination of Corporate Policies and Standards and Corporate Governance;			
2. Conduct the recertification, 1 st Surveillance, and 2 nd Surveillance audits per the agreed timeline;			
3. Report the results of the audits;			
4. Recommend the maintenance of the ISO 9001:2015 certificate (if passed), taking into consideration the validity period of GCG's current certification;			
5. If applicable, conduct necessary activities to transfer the GCG's current ISO 9001:2015 certificate; and			
6. Should a re-audit become necessary due to any major non-conformity by GCG based on standards, the Certifying Body must provide a re-audit mechanism under a new contract and budget, subject to the terms and conditions agreed upon by both parties.			
CONFIDENTIALITY			
1. The service provider will ensure that all information shared by GCG under this project will remain confidential, consistent with the NDA, even after the termination of the contract.			
2. The service provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.			
TIME FRAME AND PAYMENT			
1. The project shall last (including the delivery of final outputs) until the submission of the audit report per year.			
2. Approved Budget for the Contract is inclusive of all applicable government taxes and charges, professional fees, and other incidental administrative costs applicable for contractor of services.			
3. Processing of payment will begin upon receipt by GCG of the invoice and complete supporting documents, and the issuance of the acceptance report by GCG per submission with applicable government rules and regulations.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

The proposals will be subjected to the evaluation of the GCG as to the provided service, service fee, mode of audit, schedule of the conduct of audit, and other requirements/technical specifications. Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT:		
YEAR	APPROVED BUDGET FOR THE CONTRACT	OFFERED QUOTATION
2023 - Recertification Audit	₱100,000.00	
2024 - 1 st Surveillance	₱75,000.00	
2025 - 2 nd Surveillance	₱75,000.00	
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)		TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Two Hundred Fifty Thousand Pesos Only (₱250,000.00).		In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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 specified technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant 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 account of the supplier, contractor, or consultant.

Signature over Printed Name of Authorized Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es