



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 21-0010**

**CANVASS PERIOD: 01 to 04 June 2021**

**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 1<sup>st</sup> and 2<sup>nd</sup> Surveillance Audits for 2021 and 2022 Respectively.**

Attached is Purchase Request No. 21-0010 with an Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only (PHP 100,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

The ABC (***Financial Proposal is based on the ABC and***) is inclusive of all applicable government taxes and charges, professional fees and other incidental administrative costs applicable for contractor of services such as, but not limited to, 15% Expanded Withholding Tax (EWT) and 5% Withholding Tax on Government Money Payments (GMP).

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b><i>ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 1ST AND 2ND SURVEILLANCE AUDITS FOR 2021 AND 2022 RESPECTIVELY.</i></b>

The submission must likewise contain the following documentary requirements:

1. Proof of Certifying Body's qualification to provide ISO 9001:2015 Quality Management System audit and certification services;
2. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
3. PhilGEPS Certificate of Registration or Registration Number;

4. Omnibus Sworn Statement (Please see attached template); and

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself
c.) A Partnership	c.1.) Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself; and, c.2.) Resolution conferring authority to transact if the authorized representative is not a partner, for and in behalf of such supplier/service provider

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 04 June 2021, 10:00am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: [procurement@gcq.gov.ph](mailto:procurement@gcq.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:

<b>ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 1ST AND 2ND SURVEILLANCE AUDITS FOR 2021 AND 2022 RESPECTIVELY</b> <b>(PERIOD OF CANVASS: 01 TO 04 JUNE 2021)</b>			
Technical Specifications	Yes	No	Comments
<b>QUALIFICATION OF SERVICE PROVIDER</b>			
1. The Certifying Body must have the capacity to conduct Remote Audit Services if needed aside from ordinary modes of conducting the audit.			
2. The Certifying Body must be able to conduct the audit services for the current and following year (2021 and 2022) before the expiration of the Governance Commission's ISO Certification.			
3. The Certifying Body must sign a Non-Disclosure Agreement to prevent divulging confidential information.			
<b>SCOPE OF WORK AND DELIVERABLES</b>			
1. Prepare and plan for the first and second surveillance audits of the Governance Commission's Provision of Corporate Policies and Standards Development and corporate Governance Services			
2. Conduct the first and second 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			
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.			
<b>CONFIDENTIALITY</b>			
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.			
<b>TIME FRAME AND PAYMENT</b>			
1. The project shall last (including the delivery of final outputs) until the submission of the audit report per year.			
2. The service provider's financial proposal is based on the ABC and is inclusive of all applicable government taxes and charges, professional fees and other incidental administrative costs applicable for contractor of services such as, but not limited to, 15% EWT and 5% Withholding Tax on GMP.			
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:**

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of inclusive of all applicable government taxes and charges, professional fees and other incidental administrative costs applicable for contractor of services such as, but not limited to, 15% EWT and 5% withholding tax on GMP.

<b>ONE (1) LOT QUALITY MANAGEMENT SYSTEM STANDARD ISO 9001:2015 1ST AND 2ND SURVEILLANCE AUDITS FOR 2021 AND 2022 RESPECTIVELY (PERIOD OF CANVASS: 01 TO 04 JUNE 2021)</b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <i>[IS INCLUSIVE OF ALL APPLICABLE GOVERNMENT TAXES AND CHARGES, PROFESSIONAL FEES AND OTHER INCIDENTAL ADMINISTRATIVE COSTS APPLICABLE FOR CONTRACTOR OF SERVICES SUCH AS, BUT NOT LIMITED TO, 15% EWT AND 5% WITHHOLDING TAX ON GMP]</i>	<b>TOTAL OFFERED QUOTATION</b> <i>[IS INCLUSIVE OF ALL APPLICABLE GOVERNMENT TAXES AND CHARGES, PROFESSIONAL FEES AND OTHER INCIDENTAL ADMINISTRATIVE COSTS APPLICABLE FOR CONTRACTOR OF SERVICES SUCH AS, BUT NOT LIMITED TO, 15% EWT AND 5% WITHHOLDING TAX ON GMP]</i>
One Hundred Thousand Pesos Only (PHP 100,000.00)	

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es