



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mabrusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(RFQ No. 2018- 10 - 117)

Name of Supplier:
Address:
Registered Business Name:
Address:
Business Permit No.
TIN:
PhilGEPS Reg. No.

The Department of the Interior and Local Government Region XII (DILG-XII), through its Bids and Awards Committee, hereby invites all interested suppliers registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the item listed below, subject to the General Conditions stated herein, and submit their quotation duly signed by their representatives not later than **10:00 A.M., 05 NOVEMBER 2018 (MONDAY)**:

NAME OF PROJECT : **PROCUREMENT OF CERTIFYING BODY (CB) SERVICES TO CONDUCT THE CERTIFICATION AUDIT AND PERIODIC SURVEILLANCE AUDITS FOR THE THREE-YEAR ISO 9001:2015 REGISTRATION CERTIFICATE.**

LOCATION / AREA OF DELIVERY : **DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City**

APPROVED BUDGET : **Three Hundred Thousand Pesos (Php 300,000.00)**

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877-2971

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

A. SCOPE OF WORK:

Activity	Output	Target Date
1) Preparation of Audit plan	Stage 1 Audit Plan Stage 2 Audit Plan	2nd Week, November 2018
2) Conduct the Certification audits	Stage 1 Audit conducted Stage 2 Audit conducted	4th Week, November 2018 1 st – 3 rd Week, Dec. 2018
3) Preparation of Audit reports	Stage 1 Audit Report Stage 2 Audit Report	1st to 3rd Week, December 2018
4) Evaluation of correction/ corrective and preventive actions	Acceptance Report of Correction / Corrective and Preventive Actions	
5) Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate	3rd to 4th Week, December 2018
6) Conduct of Annual Surveillance Audit	Annual Surveillance audit, plans procedures, schedules and reports - 1st Surveillance Audit - 2nd Surveillance Audit	2019, 2020
TOTAL AMOUNT		PHP 300,000.00

The total amount of the above item shall determine the most advantageous price for DILG-XII. The ABC shall cover only the 2018 Certification Audit (Item Nos.: 1 – 5).

B. IMPLEMENTING ARRANGEMENTS

Responsibilities of the Certifying Body:

1. Prior to any execution of activities related to this Request for Quotation, the CB's representative shall present to DILG XII with the presence of QMS Secretariat and Deputy QMR the mechanics of the Certification rules;
2. The CB shall coordinate all audit activities with the QMS Secretariat for confirmation of schedules, including any changes on dates or any delay in the activities related to ISO certification. The representatives from the CB shall coordinate with the DILG XII's QMS Secretariat regarding any changes in the date of schedule of audit or any delay in the activities related to ISO certification;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

3. The CB shall appoint an audit team to conduct the audit of DILG XII's QMS based on the recommended list of auditors for DILG XII;
4. The designated representative or audit team leader from the CB shall submit a typewritten Audit Report within 3 days after completion of the Audit.

Responsibilities of the DILG XII:

1. The DILG XII, through the QMS Secretariat, under the supervision of Quality Management Representative (QMR), shall closely coordinate with the representative of the CB in the conduct of audit and other related certification activities;
2. The DILG XII's QMS Core Team shall ensure that the process owners and concerned officials and staff are available on the scheduled date of audits;
3. The DILG XII shall provide transportation for the auditors which will be picked up from and to the CB's Office.

C. DURATION OF THE ENGAGEMENT:

1. The services of the CB will be engaged for three (3) years. The project is expected to commence in 2018 and will end in 2020;
2. The conduct of initial assessment (Stage 1 and 2 audits) will take place upon commencement of engagement. Stage 2 audit will be done within 10 days after Stage 1 audit but before December 21, 2018.
3. Surveillance audits after certification will be done for two consecutive years. The engagement of the CB will end after the validity of the certificate upon reconfirmation during the 2nd annual surveillance audit.

D. SPECIFIC QUALIFICATIONS

The Certifying Body must provide the procuring entity with the following information and/or supporting documents:

- a. The certifying body must have the applicable experience and good track record with more than 12 years of auditing experience and must provide the following:
 - Company profile highlighting a minimum of 30 related government certification projects (national and local) for Quality Management System and at least 15

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

successful transitions or certification to the 2015 version of the ISO 9001 standard

- Complete and clear scope of work and implementation methodology
- Curriculum vitae of the proposed certification audit team with audit experience relevant to this project
- PhilGEPS Platinum registration certificate

b. The certifying body shall be accredited with the Department of Trade and Industry – Philippine Accreditation Bureau with PNS ISO/IEC 17021: 2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2015. Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body.

E. COST OF ENGAGEMENT

The total cost of engagement shall be comprised of:

1. The project cost to be charged by CB as indicated in the accepted proposal; and
2. The amount of applicable taxes.

Payment Schedule:

Phase	Output	Payment
1 st Payment – Stage 1 Audit	Upon submission of the Audit Report	Based on billing/ sales invoice
2 nd Payment – Stage 2 Audit		
3 rd Payment – 1 st Annual Surveillance		
4 th Payment – 2 nd year Surveillance Audit		

LOCATION/AREA OF DELIVERY

DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City.

LOCATION OF QUALIFIED BIDDERS/SUPPLIERS are Nationwide.

OTHER CONDITIONS

Mode of payment to the winning supplier shall be made via Landbank’s Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the supplier will bear the bank charges deducted from such transaction.

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System’s effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (IUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel./Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

All quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation.

For further inquiries or clarifications, you may contact **ARD Lailyn A. Ortiz, CESE, Ms. Mary Ann R. Traspe, and/or Ms. Katherine M. Llano** at telephone numbers **(083)228-1421** or **(083) 228-7960** or email address at **dilg_ro12@yahoo.com**.

The DILG-XII reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous for the Government.

The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

Approved by:

RILIMIN H. SANDOVAL
LG00 VII
 Chairperson, DILG XII RBAC

31 OCTOBER 2018

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Please quote your best offers for the item(s) below. **Please submit your quotations not later than 05 November 2018 (Monday).** The information stated below shall be the basis for the evaluation and calculation of your quotation.

Offered Quotation			
Procurement Project	A Offered Rate (Php)	B Qty.	Sub-Total
Procurement of Certifying Body (CB) services to conduct the certification audit and periodic surveillance audits for the three-year ISO 9001:2015 Registration Certificate.		1	
TOTAL OFFERED QUOTATION			

Signature over Printed Name

Telephone or Mobile Number

Email Address

Date Accomplished

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Terms and Conditions

1. Any modifications in the service/s listed above during contract implementation must be approved by DILG-XII. The rate of each item shall not exceed the amount equal to the said service's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of items shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. 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.
8. The charge for additional services shall be contained in an Amendment to Contract.
9. The DILG-XII shall have the right to inspect the output/s to confirm their conformity to the technical specifications.
10. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
11. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG-XII shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasaban"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

TERMS OF REFERENCE
For ISO 9001:2015 Certifying Body Services

A. RATIONALE:

In compliance with Executive Order No. 605 and in conjunction with the thrust of the DILG XII in strengthening its internal governance to improve the organization's productivity and to elicit stronger work commitment of its employees towards efficiency, quality and productivity, the DILG XII established its Quality Management System (QMS) consistent with ISO 9001:2015.

In this endeavor, the DILG XII will need the services of a Certifying Body (CB) to conduct the certification audit and periodic surveillance audits thereafter for the three-year ISO 9001:2015 Registration Certificate.

B. SCOPE OF WORK:

Activity	Output	Target Date
(1) Preparation of Audit plan	Stage 1 Audit Plan Stage 2 Audit Plan	2 nd Week, November 2018
(2) Conduct the Certification audits	Stage 1 Audit conducted Stage 2 Audit conducted	4 th Week, ✓ November 1 st -3 rd Week, December 2018
(3) Preparation of audit reports	Stage 1 Audit Report Stage 2 Audit Report	1 st to 3 rd Week, December 2018
(4) Evaluation of correction/corrective and preventive actions	Acceptance Report of Correction/Corrective and Preventive Actions	
(5) Issuance of ISO 9001:2015 certificate	ISO 9001:2015 Certificate	3 rd to 4 th Week, December 2018
(6) Conduct of annual surveillance audit	Annual surveillance audit, plans procedures, schedules and reports - 1 st Surveillance Audit - 2 nd Surveillance Audit	2019, 2020

C. IMPLEMENTING ARRANGEMENTS:

Responsibilities of the Certifying Body:

1. Prior to any execution of activities related to this Terms of Reference, the CB's representative shall present to DILG XII with the presence of QMS Secretariat and Deputy QMR the mechanics of the certification rules;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).

2. The CB shall coordinate all audit activities with the QMS Secretariat for confirmation of schedules, including any changes on dates or any delay in the activities related to ISO certification. The representatives from the CB shall coordinate with the DILG XII's QMS Secretariat regarding any changes on the date of schedule of audit or any delay in the activities related to ISO certification;
3. The CB shall appoint an audit team to conduct the audit of DILG XII's QMS based on the recommended list of auditors for DILG XII;
4. The designated representative or audit team leader from the CB shall submit a typewritten Audit Report within 3 days after completion of the Audit.

Responsibilities of the DILG XII:

1. The DILG XII, through the QMS Secretariat, under the supervision of Quality Management Representative (QMR), shall closely coordinate with the representative of the CB in the conduct of audit and other related certification activities;
2. The DILG XII's QMS Core Team shall ensure that the process owners and concerned officials and staff are available on the scheduled date of audits;
3. The DILG XII shall provide transportation for the auditors which will be picked up from and to the CB's Office.

D. DURATION OF THE ENGAGEMENT:

1. The services of the CB will be engaged for three (3) years. The project is expected to commence in 2018 and will end in 2020;
2. The conduct of initial assessment (Stage 1 and 2 audits) will take place upon commencement of engagement. Stage 2 audit will be done within 10 days after Stage 1 audit but before December 21, 2018;
3. Surveillance audits after certification will be done for two consecutive years. The engagement of the CB will end after the validity of the certificate upon reconfirmation during the 2nd annual surveillance audit.

E. SPECIFIC QUALIFICATIONS

The Certifying Body must provide the procuring entity with the following information and/or supporting documents:

- a. The certifying body must have the applicable experience and good track record with more than 12 years of auditing experience and must provide the following:
 - Company profile highlighting a minimum of 30 related government certification projects (national and local) for Quality Management System and at least 15 successful transitions or certification to the 2015 version of the ISO 9001 standard
 - Complete and clear scope of work and implementation methodology

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).

- Curriculum vitae of the proposed certification audit team with audit experience relevant to this project
 - PhilGEPS Platinum registration certificate
- b. The certifying body shall be accredited with the Department of Trade and Industry-Philippine Accreditation Bureau with PNS ISO/IEC 17021:2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2015. Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body.

F. COST OF ENGAGEMENT

The total cost of engagement shall be comprised of:

1. The project cost to be charged by CB as indicated in the accepted proposal; and
2. The amount of applicable taxes.


Payment Schedule:

1 st Payment- Stage 1 Audit	Upon submission of the Audit Report	Based on billing/ sales invoice
2 nd Payment- Stage 2 Audit		
3 rd Payment- 1 st Annual Surveillance		
4 th Payment- 2 nd year Surveillance Audit		

RECOMMENDING APPROVAL:


LAILYN A. ORTIZ, CESE
 DILG XII Quality Management Representative

APPROVED:


REYNALDO M. BUNGUBUNG, CESO IV
 DILG XII Top Management