



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(RFQ No. 2018- 11- 119)

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., 12 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).



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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

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