

REQUEST FOR QUOTATION

REFERENCE NO.: **MR26-02-021**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF THE SERVICES OF AN ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CERTIFYING BODY AND RECERTIFICATION AUDITOR:**

TERMS OF REFERENCE

I. QUALIFICATIONS

1. Must be accredited by the Department of Trade and Industry – Bureau of Product Standards (DTI-BPS); and
2. Must be accredited by JAS-ANZ or by an equivalent certifying body.

II. SCOPE OF WORK

A. ISO 9001:2015 QMS Recertification Audit

1. Prepare and submit a recertification audit plan;
2. Conduct of recertification audit;
3. Prepare and submit an audit report detailing observations, risks, and opportunities, and any non-conformity to the ISO 9001:2015 standards; and
4. Suggest ways on how to address the observations within five (5) working days after the conduct of the site audit.

B. Issuance of ISO 9001:2015 Certification valid for three (3) years

C. Surveillance Audit for Year 2 (2027)

1. Prepare and submit a surveillance audit plan;
2. Conduct of surveillance audit;
3. Prepare and submit an audit report detailing observations, risks and opportunities, and any non-conformity to the ISO 9001:2015 standard; and
4. Suggest ways on how to address the observations within five (5) working days after the conduct of the site audit.

D. Surveillance Audit for Year 3 (2028), same activities listed in Item C

E. Add-on Service:

1. Complimentary A4-sized Certificate with frame and A3-sized Certificate without frame;
2. Complimentary Tarpaulin Banner and Stickers to be given upon the release of the certificate;
3. Electronic copy of the logo to be issued upon the release of the certificate;
4. Updates on new standards;
5. Customer feedback mechanism for continuous improvement;
6. Events and networking with other clients; and
7. Customer support.

III. APPROVED BUDGET OF THE CONTRACT

Year 1	-	₱ 76,500.00
Year 2	-	₱ 61,000.00
Year 3	-	₱ 61,000.00
Total		<u>₱ 198,500.00</u>
12% VAT		₱ 23,820.00
		<u>₱ 222,320.00</u>

IV. TERMS OF PAYMENT

Payment shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverable for the identified business process:

1. Recertification Audit;
2. Issuance of ISO 9001:2015 certificate (valid for three (3) years); and
3. 2nd and 3rd year surveillance audits.

V. TARGET DATE

Recertification Audit – May 2026

Approved Budget : ₱222,320.00 (inclusive of all applicable taxes)

Mode of Procurement : Small Value Procurement

Submission of Quotation and Eligibility Requirements : February 26, 2026

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: MR26-02-021

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment: Government Terms
2. Delivery Period: As stated on the Terms of Reference

(SIGNED)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee