



Republic of the Philippines
Department of Education
PROCUREMENT MANAGEMENT SERVICE

BIDS AND AWARDS COMMITTEE IV

Request for Quotation (RFQ)

Reference No.:	2024-BHROD(002)-BIV-NPSVP-022
End-user Unit:	BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT – ORGANIZATION EFFECTIVENESS DIVISION (BHROD – OED)
Due date:	May 27, 2024
If further information is required, please contact:	BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT – ORGANIZATION EFFECTIVENESS DIVISION (BHROD – OED) Contact Nos. 8633-7218 / 8687-1449

May 22, 2024

To: All Prospective Proponents

1. The **Department of Education**, through its **Bids and Awards Committee (BAC) IV**, requests price quotation for the project *Procurement of ISO 9001:2015 Third Party Audit & Certifying Body - 2nd Surveillance Audit for Pilot Offices* particularly described and detailed in the **Project Reference**, hereto attached as **Appendix "A"**.
2. Said quotation shall be received on or before **10:00 A.M. on May 27, 2024** by courier or by hand-delivery at the address given below:
Bids and Awards Committee IV
Rm. M-511, 5th Floor, Mabini Bldg.
DepEd Complex, Meralco Avenue, Pasig City, Philippines
depedcentral.bacsecretariat@deped.gov.ph
3. The successful Proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions** provided as Item V of the Project Reference-as may be applicable, as well as the provisions of the IRROf R.A. 9184 are deemed to be read into this project.
 - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - 3.3. The **Technical Specifications** which lists the details of the requirements as indicated in Item VII of the Project Reference.

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Authorized Representative's Signature over Printed Name and Designation:		Date:	

4. The Proponent is required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract **PHILIPPINE PESOS TWO HUNDRED TWENTY THOUSAND and 00/100 (PhP220,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Bids and Awards Committee (BAC) IV.
5. The quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 5.1. It is the exclusive responsibility of the Proponent to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotation must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the Proponent and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
 - 5.2. Based on the above-stated provisions, the Proponent's quotation sent by email will not be accepted and will be considered as rejected.
6. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
7. DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
8. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
9. DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
10. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.


DIR. SAMUEL R. SOLIVEN

Vice-Chairperson, Bids and Awards Committee IV

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Procurement of ISO 9001:2015 Third Party Audit & Certifying Body - 2nd Surveillance Audit for Pilot Offices

II. PROJECT OWNER:

Department of Education - Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHRD - OED)

III. OBJECTIVE:

To procure the project *Procurement of ISO 9001:2015 Third Party Audit & Certifying Body - 2nd Surveillance Audit for Pilot Offices* in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/DOCUMENTS:

The Proponent with the Single / Lowest Calculated Quotation (SCQ or LCQ) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the BAC, which documents shall be validated to determine if the Proponent is technically, legally and financially capable prior to the award:

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number;
- (iii) Duly Notarized Omnibus Sworn Statement
(See attached **Annex "A"**)
 - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in Item no. 2 of the attached Omnibus Sworn Statement);
- (iv) Income Tax Returns (Annual Income Tax Returns of the preceding tax year);
- (v) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months);

In addition, the supplier with the SCB or LCB shall submit the samples indicated below within five (5) calendar days from receipt of notice from the BAC

- (vi) Company profile highlighting related government and private certification projects, scope of work and implementing methodology;
- (vii) Curriculum vitae of the proposed certification audit team with audit experience relevant to this project;
- (viii) The certifying body must have a track record of at least 10 years of experience in the assessment and certification of management systems;
- (ix) The certifying body must be accredited with the Department of Trade and Industry- Philippine Accreditation Bureau with PNS ISO/IEC 17021-1:2015 to provide Quality Management Systems (QMS) certification to ISO 9001:2015 (for L75: Public Administration and IAF 37 Education)

Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body;

- (x) The certifying body must have relevant experience in the audit and certification of organizations under Public Administration; at least 30 certified organizations consist of LGUs, government agencies, GOCCs.

To facilitate post-qualification, the Proponent **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

V. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. The Proponent shall be responsible for sourcing its goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award. Failure of the Proponent to comply with this provision shall be ground for cancellation of the award issued to the proponent.

2. The Proponent shall pick-up the Contract or Purchase Order (PO), and Notice to Proceed (NTP) issued in its favor within three (3) calendar days from the date of receipt of notice to that effect. Afax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the Contract or PO remains unclaimed, the Contract or PO shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. The Proponent who accepted a Contract or PO, and NTP but failed to deliver the required goods within the time called for in the Contract or PO shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the Proponent.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the Proponent subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.

6. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in the Schedule of Requirements, as indicated in **Annex "B"** and Technical Specifications as indicated in **Annex "C"**.

C. Schedule of Payment

The Approved Budget for the Contract (ABC) on the project is Two Hundred Twenty Thousand (Php 220,000.00) for the ISO 9001:2015 Certification Audit, inclusive of all incidental costs, applicable taxes and fees. Financial proposals received in excess of the ABC shall be automatically rejected.

Full payment shall be made through Land Bank's LDDAP-LAND Bank Transfer facility, within thirty (30) days after submission of billing and user acceptance of the service provided. Bank transfer fee shall be charged against the creditor's account

D. Inspections

Pre-delivery

Where applicable for goods to be delivered, pre-delivery inspections shall be conducted by DepEd thru the duly designated Inspectorate Team. The said inspections shall be made upon notice to the DepEd of the readiness of the goods for inspection.

VI. SCHEDULE OF REQUIREMENTS as indicated in **Annex "B"**.

VII. TECHNICAL SPECIFICATIONS as indicated in **Annex "C"**.

VIII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Proponents shall submit their quote for one (1) lot. Quotation that exceeds the ABC for the said lot shall be rejected.
3. The Proponent must fill up the spaces with the required and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

6. The Proponent shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial Proposal (**Annex "D"**) otherwise, non-submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Purchase Order (PO) under **Annex "E"**.
7. The Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Bids and Awards Committee IV
Department of Education
Room M-511, 5th Floor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depedcentral.bacsecretariat@deped.gov.ph
Look for: Ms. Daisy E. Adriatico (Project in Charge)

IX. FINANCIAL PROPOSAL QUOTATION FORM as indicated in **Annex "D"**.

Omnibus Sworn Statement**For the Conduct of Procurement Activities under Republic Act No. 11494 or the *Bayanihan* to Recover as One Act**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF

_____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]*;

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

Schedule of Requirements

Lot No.	Description	Output	Man-days	Target Date
1	Preparatory engagement with the Client	Agreements regarding the conduct of the 1st Surveillance Audit	1 calendar day	1 day upon receipt of Notice to Proceed (NTP)
	Preparation and Communication of the 2 nd Surveillance Audit Plan	Surveillance Audit Plan	calendar days	14 calendar days after output of milestone 1
	Conduct of 2 nd Surveillance Audit and Submission of audit report	Audit Report of 2 nd Surveillance Audit	4 calendar days	10 calendar days after output of milestone 2
	Confirmation of ISO Certification Maintenance	Confirmed and maintained ISO Certificate	1 calendar day	9-7 calendar days after output of milestone 3

A. Delivery Schedule

The consultancy services shall start from the receipt of the Notice to Proceed (NTP), or from the commencement date indicated therein, in coordination with DepEd BHRD-OED.

B. Project Site

Goods shall be delivered to **Records Division-Administrative Service, Department of Education, DepEd Complex, Meralco Avenue, Pasig City**. Goods/Services shall be delivered to **DepEd Central Office, Meralco Avenue, Pasig City**.

Others: Region 4-A, SDO Binan, Binan INHS, Binan ES

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Proponent shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance and shall ensure that the authorized receiving personnel of the DepEd is present during the date and time of delivery.
- 3) The Proponent shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The authorized receiving personnel reserves the right to refuse to receive/accept delivered goods made before 8:00 A.M. to 2:00 P.M., and on non-working days.
- 4) The Proponent shall coordinate with DepEd Administrative Service- Records Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR) (see attached Annex "C")
- 3) Evaluation Criteria (see attached Annex "C")

Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- Bids and Awards Committee IV reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative

Terms of Reference

Lot No.	Terms of Reference	Bidder's Statement of Compliance	Bidder's Actual Offer
1	<p>Procurement of ISO 9001:2015 Third Party Audit & Certifying Body – 2nd Surveillance Audit for Pilot Offices</p> <p>GENERAL TERMS AND CONDITIONS</p> <p>The certifying body must comply with the following:</p> <p>1. Provide the procuring entity with the following information and/or supporting documents:</p> <ul style="list-style-type: none"> a. Company profile highlighting related government and private certification projects, scope of work, and implementation methodology; b. Curriculum vitae of the proposed certification audit team with audit experience relevant to this project; c. The certifying body must have a track record of at least 10 years of experience in the assessment and certification of management systems; d. The certifying body must be accredited with the Department of Trade and Industry- Philippine Accreditation Bureau with PNS ISO/IEC 17021-1:2015 to provide Quality Management Systems (QMS) certification to ISO 9001:2015 (for L75: Public Administration and IAF 37 Education) Furthermore, the certifying body shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body; e. The certifying body must have relevant experience in the audit and certification of organizations under Public Administration; at least 30 certified organizations consist of LGUs, government agencies, GOCCs; and f. PhilGEPS platinum registration certificate. <p>2. The Bureau of Human Resource and Organizational Development shall take the lead and provide guidance and instructions to the certifying body on the Organizational Development expectations for the Department of Education.</p>		

SCOPE OF SERVICES

Activity	Output	Man-days	Target Date
1. Preparatory engagement with the Client	Agreements regarding the conduct of the 1st Surveillance Audit	1 calendar day	1 day upon receipt of Notice to Proceed (NTP)
2. Preparation and Communication of the 2 nd Surveillance Stage 1 Audit Plan	2nd Surveillance Audit Plan	4 calendar days	14 calendar days after output of milestone 1
3. Conduct of 2nd Surveillance Audit and Submission of audit report	Audit Report of 2nd Surveillance Audit	4 calendar days	10 calendar days after output of milestone 2
4. Confirmation of ISO Certification Maintenance	Confirmed and maintained ISO Certificate	1 calendar day	9-7 calendar days after output of milestone 3
TOTAL		10 calendar days	

QUALIFICATION OF SERVICE PROVIDER

Below are the minimum qualifications of the service provider:

1. Expertise required	Working experience in the conduct of ISO 9001:2015 certification audit for business organizations; preferably in the Philippine Basic Education Sector
2. Minimum no. years of experience	10 years
3. Minimum no. of projects undertaken/managed of similar nature	At least five (5) similar projects Similar projects include: 1. the conduct of ISO 9001:2015 certification audit in the education sector. 2. Multi-site ISO 9001:2015 certification audit
4. Accreditation	Must be accredited by an international Accrediting Body (AB), but preferably accredited by the Philippine Accreditation Bureau (PAB)

Minimum Qualifications of Team Members

Key Staff	Educational Qualification	Experience
One (1) Lead Auditor	Bachelor's Degree Graduate Degree is a plus	1. At least seven (7) years of experience in ISO 9001 Auditing 2. Active certification of a CQI-IRCA certified ISO 9001:2015 Lead Auditor Training Course 3. At least five (5) similar projects - ISO 9001:2015 Certification for Philippine Basic Education Sector 4. At least ten (10) relevant projects - ISO 9001:2015 Certification for government and private organizations

	<p>At least three (3) Auditor Members</p>	<p>Bachelor's Degree Graduate Degree is a plus</p>	<p>1. At least five (5) years of experience in ISO 9001 Auditing 2. Active certification of a CQI-IRCA certified ISO 9001:2015 Lead Auditor Training Course 3. At least three (3) similar projects - ISO 9001:2015 Certification for Philippine Basic Education Sector 4. At least five (5) other relevant projects - ISO 9001:2015 Certification for government and private organizations</p>		
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I. TECHNICAL EVALUATION

1. Qualification of Key Personnel to be Assigned in the Job – 50 points

1.A. LEAD AUDITOR

a. Years of Experience in ISO 9001 Audit

i. 7 years	1 point
ii. more than 7 up to 9 years	3 points
iii. more than 9 years	5 points

b. ISO 9001 Audit projects in Basic Education Sector

i. 5 similar projects	1 point
ii. 6-9 similar projects	3 points
iii. more than 9 similar projects	5 points

c. ISO 9001 Audit projects in other organizations

i. 10 other projects	1 point
ii. 11-14 other projects	3 points
iii. more than 14 other projects	5 points

d. Training and Eligibility

i. Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points
ii. Included in the IRCA registry (IRCA membership)	5 points

e. Education

i. Bachelor's Degree	1 point
ii. Bachelor's Degree in Education or Public Administration	3 points
iii. Graduate degree or at least 18 units	4 points
iv. Graduate degree (or at least 18 units) in Education or Public Administration	5 points

1.B. MEMBER AUDITORS

Note: All Auditor members must meet the minimum criteria. The average score of all the member auditors shall be reflected in the technical evaluation.

a. Years of Experience in ISO 9001 Audit

i. 5 years	1 point
ii. more than 5 up to 9 years	3 points
iii. more than 9 years	5 points

b. ISO 9001 Audit projects in Basic Education Sector

i. 3 similar projects	1 point
ii. 4-5 similar projects	3 points
iii. more than 5 similar projects	5 points

c. ISO 9001 projects in other organizations

i. 5 other projects	1 point
ii. 6-9 projects	3 points
iii. more than 9 projects	5 points

d. Training and Eligibility

i. Trained with a CQI-IRCA certified Lead Auditor Training Course on ISO 9001:2015	3 points
ii. Included in the IRCA registry (IRCA membership)	5 points

e. Education

i. Bachelor's Degree	1 point
ii. Bachelor's Degree in Education or Public Administration	3 points
iii. Graduate degree or at least 18 units	4 points
iv. Graduate degree (or at least 18 units) in Education or Public Administration	5 points

2. Experience and Capability of the Firm – 30 points

a. Years of experience in ISO 9001 Certification Audit

i. 10 years	3 points
ii. more than 10 up to 15 years	5 points
iii. more than 15 up to 19 years	7 points
iv. more than 19 years	10 points

b. No. of Multisite projects in ISO 9001 Certification Audit

i. 5 multisite project	1 points
ii. 6-9 multisite projects	3 points
iii. more than 9 multisite projects	5 points

c. ISO 9001 Audit projects in Basic Education Sector

i. 5 similar projects	1point
ii. 6-9 similar projects	3points
iii. more than 9 similar projects	5 points

3. Plan of Approach and Methodology – 20 points

i. The proposed timeline is in adherence with the set relationship between the effective number of personnel and audit time	5 points
ii. The certifying body has a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body	7 points
iii. Feasibility and Sustainability as evidenced by previous and current projects	10 points

II. RECOMMENDED TERMS OF PAYMENT

The Approved Budget for the Contract (ABC) on the project is **Two Hundred Twenty Thousand Pesos Only (220,000.00)** for the ISO 9001:2015 Certification Audit, inclusive of all incidental costs, applicable taxes, and fees. Financial proposals received in excess of the ABC shall be automatically rejected.

Full payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of billing and user acceptance of the service provided. Bank transfer fee shall be charged against the creditor's account.

III. EVALUATION PROCEDURE

Minimum Technical Score is 65 points.

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Procurement of ISO 9001:2015 Third Party Audit & Certifying Body - 2nd Surveillance Audit for Pilot Offices**

Name and Signature of Authorized representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:			Date:

ANNEX "D"

Lot No.	Description	Price Ceiling(Php)	Supplier's Offer (state brand, model, make and specifications)	Unit Price	Total Price
1	1. Preparatory engagement with the Client	220,000.00			
	2. Preparation and Communication of the 2nd Surveillance Audit Plan				
	3. Conduct of 2nd Surveillance Audit and Submission of audit report				
	4. Confirmation of ISO Certification Maintenance				
	Preparatory engagement with the Client				
TOTAL ABC		Php220,000.00	Total Price Offer		
Total Price Offer (in words)					
After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.					
We undertake, if our Quotation is accepted, to deliver the above items/goods/consultancy services within ten (10) calendar days from the date of receipt of the NTP or the date indicated in the NTP.					
We agree to abide by this Quotation for a period of thirty (30) calendar days-bid validity after the deadline for submission specified in the RFQ.					
We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered.					
The above-quoted prices are inclusive of all costs and applicable taxes.					
Name and Signature of Authorized Representative					
Name of the Company:			Company Address:		
Contact Number/s:			Email Address:		