



0-C-2022-407



Republic of the Philippines
VISAYAS STATE UNIVERSITY
OFFICE OF THE HEAD FOR PROCUREMENT

REQUEST FOR QUOTATION

PR No: **STF-2022-07-00884 (Page 1 of 1)**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2022-407**

Date: **07-26-2022**

Mode of Procurement : NP - Small Value Procurement

Delivery Period: **within 15 calendar days from receipt of P.O**

Deadline for Submission of RFQ: **7 Calendar days**

Item No	Articles (Complete description and specification)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	Authorized By:
1	ISO 9001:2015 Certifying Body		500,000.00	1	unit				 JESSAMINE C. ECLEO Head, Procurement
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxx								Canvassed By:
									 LESTER G. LAYOLA Canvasser
									Signature of Authorized Canvasser I hereby certify that I am in a position to furnish the articles at the prices shown and in quantities called for
								(Printed Name & Signature of Supplier)	

**Please see attached specification*

***If item does not have a brand/model specify "brandless" or "ordinary" or the place of origin of the item or a picture of the item, whichever is convenient to you.*

End-User: ODQA

Purpose: for VSU ISO 9001:2015 Re-certification

- Baybay
- Ormoc
- Manila
- Tacloban
- Samar
- Cebu
- Leyte
- So. Leyte
- Davao

Instructions:

- Please quote your **best offer** for the items listed above in your **least government price** inclusive of taxes, delivery, and other applicable charges.
- Accomplish this RFQ correctly and accurately. Please put initials for erasures.
- Submit along with this RFQ the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documentary requirements in VSU need not to re-submit.
- Quotations that are above the set ABC or with no indicated brand and model shall be rejected.
- Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

- Business Permit
- PhilGEPS Registration No.
- Income / Business Tax Return

Terms of Reference

I. GENERAL INFORMATION

- 1.1 Project: Re-certification Services for ISO 9001:2015 for the Visayas State University (VSU) Main Campus
- 1.2 Approved Budget of the Contract : PhP 500,000.00
- 1.3 Project Duration : Three (3) years [2024-2026]

II. OBJECTIVE

To contract a Certifying Body competent and qualified to assess conformity to ISO 9001:2015 standards of the QMS of the Visayas State University Main Campus.

III. SCOPE OF SERVICES

The Certifying Body is expected to provide the following services:

- 1. Prepare and submit audit plan;
- 2. Conduct Certification audit;
- 3. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by the two (2) parties;
- 4. Issuance of ISO 9001:2015 Certificate valid for three (3) years within one (1) month from the date of VSU's receipt of the written recommendation for certification;
- 5. Conduct Surveillance Audit for the 2nd year (2024);
- 6. Conduct Surveillance Audit for the 3rd year (2025);
- 7. Provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to VSU within five (5) working days after each initial, surveillance and re-certification audit unless otherwise agreed by the VSU. The report should include suggestions on how to address the audit findings; and
- 8. Provision of regular updates and assistance to new versions of ISO 9001 standards.

IV. SELECTION CRITERIA

4.1 The Certifying Body must comply with the following requirements:

4.1.1 Accredited for ISO 9001:2015 certification activities by a national accreditation agency duly recognized by the Philippine government, such as the Bureau of Products Standards (BPS) under the Department of Trade and Industry (DTI).

4.1.2 Must not have provided quality management system consulting services or site-specific auditor training to the agency within two (2) years prior to the audit in order to avoid conflict of interest.

4.1.3 The certifying body audit teams, including surveillance, must satisfy the following:

- a. Consist of qualified auditors to conduct audits in the name of certification body;
- b. At least one team member shall have relevant sector specific experience for all commodity codes which apply to the scope of certification at that site;
- c. Have team members with actual hands-on experience on auditing government services particularly on the QMS Process Scope such as Plan/Policy Formulation and Project Monitoring and Evaluation;
- d. At least one auditor of the initial team should participate in all audits of the three year audit cycle;
- e. Replacement of any team member shall require prior written approval from the agency.

V. ENGAGEMENT FEE

The total budget for the services is Php 500,000.00 (inclusive of tax). The cost of engagement of the Certifying Body shall be based on the agreed contract between the two parties. Payment shall be based on the completion of the following activities as evidenced by the submission of the Certifying Body and acceptance by the owner (VSU) of the required deliverables for the identified business process:

- Audit Plan;
- Certification Audit;
- Report writing;
- Issuance of ISO 9001:2015 certificate valid for three years; and
- 2nd and 3rd year Surveillance Audit

VI. MANNER OF PAYMENT

- | | | |
|-----|---|---|
| 1.0 | Application Fee | - 10% upon signing of the agreement |
| 2.0 | Audit Plan | - 10% upon submission of Audit Plan |
| 3.0 | Report Writing | - 10% upon submission of audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures. |
| 4.0 | Issuance of Certificate | - 30% upon issuance of ISO 9001:2015 certificate (Valid for 3 years) |
| 5.0 | 2 nd year Surveillance Audit - | - 20% after submission of audit report. |
| 6.0 | 3 rd year Surveillance Audit | - 20% after submission of audit report. |

VII. CONDITIONS OF ENGAGEMENT

- 6.1 Price to be quoted should exclude travel and accommodation costs and food expenses during the certification audit.
- 6.2 The certifying body must provide its company profile highlighting related projects, scope of work and implementation methodology. The Curriculum Vitae of the proposed certification team should also be submitted.
- 6.3 The certifying body should include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certification body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team through an independent arbitrator independently from this, the legal path shall be open to both parties.
- 6.4 All information reviewed and recorded by the Certifying Body Audit Team would be treated in the strictest confidence at all times.
- 6.5 The Certifying Body shall adhere to the agreed scope of work/deliverables that were approved by the VSU Bids and Awards Committee (BAC).

IX. CRITERIA IN AWARDING THE CONTRACT

- 9.1 Bids should not exceed the ABC
- 9.2 The Bid Proposal shall be evaluated following Quality Cost Based Evaluation (QCBE) procedure.
- 9.3 Final ranking of Bid Proposals will be based on the Technical Proposal.
- 9.4 The criteria for the evaluation of the Technical Proposal shall be as follows:

1. Experience and capability of firm (Maximum of 50 points)

1.1 Record of Previous Engagement and Quality of Performance in Similar Projects in terms of number of projects.(Certificate facilitation in ISO implementation project)

- Less than 5 projects - 10 points
- 6-10 projects - 20 points
- 11-20 projects - 30 points
- 21-30 projects - 40 points
- 31 and above - 50 points

2. Skills and Competencies (Maximum of 40 points)

2.1 Professional Experience of the team leader (15 pts.)

- Between 10 to 15 years -10 points
- Above 15 years -15 points

2.2 Team leader qualification (15 pts.)

- BS graduate and Registered/
Qualified Lead Assessor -10 pts.
- Post graduate and Registered/
Qualified Lead Assessor -15 pts.

2.3 Quality of Personnel to be assigned (10 pts.)

2.3.1 General qualifications and competence including education

and training with supporting documents:

- Registered/Licensed of fields relevant to the project-
10pts

- College level Staff relevant to the project -5 pts.

3. Company Size (Maximum of 10 points)

- Up to 5 licensed ISO auditors -5 pts.
- More than 5 -10 pts.

9.5 Evaluation will be based on documentary evidence submitted by the applicant/bidder with respect to evaluation/selection criteria.

9.6 The technically qualified auditor will be ranked based upon their points.

9.7 The financial proposals of the certifying body getting above 70 points only will be opened.

VIII. DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO VSU BY THE CERTIFYING BODY

- Company Profile of the Certifying Body
- Copy of DTI-PAB Accreditation Certificate
- Valid and Current Tax Clearance issued by BIR Head Office
- Copy of valid and current BIR Registration Certificate
- Copy of Business/Mayor's Permit for 2019 issued by the City or Municipality where place of business is located
- Copy of SEC Registration
- Proposal for ISO Certification
- Request for Expression of Interest/Proposal
- PhilGEPS Registration
- List of on-going and completed projects being certified
- Certificate of Accreditation for the Philippine office from an international accreditation body