



Republic of the Philippines  
Department of Science and Technology  
Philippine Science High School System  
**PHILIPPINE SCIENCE HIGH SCHOOL – BICOL REGION CAMPUS**  
**Bids and Awards Committee**  
Tagongtong, Goa, Camarines Sur 4422  
<http://www.brc.pshs.edu.ph>



*Pursuit of Truth*



*Passion for Excellence*



*Commitment to Service*

## **REQUEST FOR QUOTATION**

Date: 23 July 2021

RFQ No.: 2021-07-01

Name of Consultant/Consulting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No: \_\_\_\_\_

The **Philippine Science High School-Bicol Region Campus**, through its Bids and Awards Committee, intends to engage services of a Certification Audit Provider for the conduct of its Recertification of the PSHS-BRC Quality Management System (QMS) in conformity with ISO 9001:2015 Standard through **Small Value Procurement (SVP) under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

DESCRIPTION	Approved Budget for the Contract (ABC) in PHP
Recertification of the PSHS-BRC Quality Management System (QMS) in conformity with ISO 9001:2015 Standard	PhP 200,000.00

The **Terms of Reference (TOR)** is attached for your guidance/reference.

Please quote your **best offer** for the items described herein, subject to the specifications attached to this request. Submit your quotation duly signed by you or your duly authorized representative **not later than August 2, 2021 (Monday) at 10:00 AM**.

A **copy** of each of the following are required to be submitted during the opening :

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;



- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
- (e) Omnibus Sworn Statement (GPPB-prescribed form);
- (f) List of at least five (5) similar engagements within the last 2 years for government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
- (g) List of names, qualifications and audit logs of each key auditors to be assigned every audit

Open quotations may be submitted, manually or through facsimile or email, at the address and contact numbers indicated below. Quotations exceeding the Approved Budget for the Contract shall be rejected.

For any clarification, you may contact us at 09175801318 or email address at bac@brc.pshs.edu.ph.

  
**SEVEDEO J. MALATE**  
BAC Chairperson



**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All of the technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows: (Please Check your compliance)

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
1. Must be a Department of Trade Industry – Philippine Accreditation Bureau (DTI - PAB) Accredited with PNS ISO/IEC 17021- 1:2015 to provide Certification/Recertification services to ISO 9001:2015 (QMS);			
2. The Certifying Body must have at least two (2) years ISO 9001:2015 auditing experience;			
3. Certifying Body must have conducted at least five (5) similar engagements within the last two (2) years, of which at least two (2) are for government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.			
4. Its audit team should satisfy the following: <ul style="list-style-type: none"><li>• Consist of auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;</li><li>• Audit Team members with a minimum of three (3) years ISO 9001:2015 auditing experience; and</li><li>• With at least two (2) team members with actual hands-on experience on the Government QMS Process.</li></ul>			

5. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship;			
6. Must be duly registered with PhilGEPS;			
7. Must be able to submit the stated deliverables in accordance with the Schedule of Requirements (Section III of TOR);			
8. Must be able to provide a copy of the Certification on or before the scheduled due date;			
9. Shall coordinate with the designated Project Coordinator and/or Quality Management Representative on all matters relating to contract Implementation;			
10. Shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the Project Coordinator and/or the Quality Management Representative; and,			
11. Shall turnover all the documents pertaining to the implementation of the project, such as but not limited to, pending documentary requests within its custody or control or within custody or control of any person/entity operating on its behalf within seven (7) days from the end of the contract.			

## TERMS OF REFERENCE

### I. PROJECT NAME

Engagement of the Services of a Certifying Body for the Recertification of the PSHS-BRC Quality Management System (QMS) in conformity with ISO 9001:2015 Standard

### II. SCOPE OF THE PROJECT

This project shall include the conduct of recertification audit (remote/virtual or face-to-face, as applicable) on or before October 18, 2021. Further, the following details are hereby provided to define the project scope:

<b>SCOPE OF CERTIFICATION</b>	Provision of Public Education (Special Science Secondary Education Program and Student Support Services) including the support services function of the organization (excluding design)
<b>AUDIT SITE</b>	Brgy. Tagongtong, Goa, Camarines Sur, Philippine 4422
<b>TOTAL NUMBER OF PERSONNEL (AS OF 28 JUNE 2021)</b>	84, consisting of 76 permanent employees; 8 personnel on Contract of Services; and 22 personnel outsourced through a manpower services provider
<b>OUTSOURCED SERVICES</b>	General support services such as security services and technical services such as construction management services and construction implementation.

### III. SCHEDULE OF REQUIREMENTS

TARGET DATE	ACTIVITY	PARTICULAR DELIVERABLES
On or before 30 July 2021	Pre-Audit activities	Data gathering
		Finalization of Audit Schedule
On or before 16 August 2021		Publishing of Audit Plan
On or before 18 October 2021	Audit Activity	Conduct of Recertification Audit
Not later than 30 November 2021	Post-Audit Activity	Addressing of findings, if any *Issuance of ISO 9001:2015 (Recertification) Certificate

*\*Subject to the satisfactory results of the audit*

### IV. ALLOCATED BUDGET FOR THE CONTRACT

200,000.00 from GAA 2021

### V. TECHNICAL SPECIFICATIONS

The Certifying Body should have the following qualifications:

- Must be a Department of Trade Industry – Philippine Accreditation Bureau (DTI - PAB) Accredited with PNS ISO/IEC 17021- 1:2015 to provide Certification/Recertification services to ISO 9001:2015 (QMS);

- b. The Certifying Body must have at least two (2) years ISO 9001:2015 auditing experience;
- c. Certifying Body must have conducted at least five (5) similar engagements within the last two (2) years, of which at least two (2) are for government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
- d. Its audit team should satisfy the following:
  - Consist of auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;
  - Audit Team members with a minimum of three (3) years ISO 9001:2015 auditing experience; and
  - With at least two (2) team members with actual hands-on experience on the Government QMS Process.
- e. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship;
- f. Must be duly registered with PhilGEPS;
- g. Must be able to submit the stated deliverables in accordance with the Schedule of Requirements (Section III of TOR);
- h. Must be able to provide a copy of the Certification on or before the scheduled due date;
- i. Shall coordinate with the designated Project Coordinator and/or Quality Management Representative on all matters relating to contract Implementation;
- j. Shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the Project Coordinator and/or the Quality Management Representative; and,
- k. Shall turnover all the documents pertaining to the implementation of the project, such as but not limited to, pending documentary requests within its custody or control or within custody or control of any person/entity operating on its behalf within seven (7) days from the end of the contract.

Prepared by:



**MARK ANTHONY M. DEL ROSARIO**

SST IV

Quality Management Representative

Chairperson, BAC Technical Working Group (Services)

Approved:



**LORVI B. PAGOROGON, RPAE, MHWQ**

Campus Director