



REQUEST FOR QUOTATION (RFQ)

*For Negotiated Procurement under the condition of Sec. 53.9 (Small Value Procurement)
of the Revised IRR of R.A. 9184*

Date: February 13, 2018
Quotation No.: 2018-SVP-001

THE DIRECTOR/MANAGER
Consultancy Office

Dear Sir/Madam:

The NEDA Regional Office No. 2 is pleased to invite you to quote your lowest bid on the Consulting Service/Certifying Body for ISO 9001:2015 QMS Certification as indicated on the second page of this RFQ and its attachment. Please submit your quotation duly signed by you, or by your authorized representative **not later than March 2, 2018 at 10:00 in the morning.**

In computing your quotation, please note the following conditions:

1. Your Quotation must be **INCLUSIVE** of TAX;
2. Must not higher than the Approved Budget for the Contract; and
3. Payment releases is based on the completion of the required deliverables as per Terms of Reference herein attached as "Annex A".


RONILO H. BULSECO
NRO2 PBAC Acting Chairperson

Signature Over Printed Name
(Head of Consultancy Office/Authorized Representative)

After having carefully read and accepted your **Conditions** as stated above and on the **Specifications** indicated in the Terms of Reference, I/We quote on the following, to wit:

PR No.	Unit	ITEM & DESCRIPTION	BID PRICE
	lot	Consultancy Service/Certifying Body for ISO 9001:2015 QMS Certification as per attached Terms of Reference in consideration of the engagements, as follows: <ul style="list-style-type: none"> ➤ Reassessment Audit with Transition Audit; ➤ Issuance of ISO 9001:2015 Certificate valid for three years; and ➤ Surveillance Audit for Two (2) Consecutive Years after the issuance of certificate. 	

 Signature Over Printed Name
 (Head of Consultancy Office/Authorized Representative)

 Tel. No. /Cellphone No./E-mail Address

**Note: This second page shall be submitted with the first page.
 The first page should likewise be signed.**



Regional Government Center, Carig, Tuguegarao City
 Telephone Nos. (078) 304-12-43,304-06-64
 Fax No.: (078) 304-93-00 Email: neda_ro2@yahoo.com

I. Title: Terms of Reference

II. Type of Service or Product: Certifying Body for the Reassessment with Transition Audit of ISO 9001:2015 Certification

III. Client: National Economic Development Authority – Region 2

A. Background:

The National Economic and Development Authority (NEDA) is the country's premier socioeconomic planning body. In line with this mandate, the NEDA Regional Office 2 has established a quality management system that covers the core processes for regional development coordination, namely:

- plan/policy formulation and monitoring,
- investment programming and budgeting,
- program and project monitoring and evaluation, and
- development research.

These major functions are executed with the aid of the following support processes, namely:

- Data Banking;
- Resource Management;
- Procurement; and
- Finance

B. Objective:

General Objectives: To certify the NEDA Region 2's Quality Management System.

Specific Objectives:

- a. To conduct reassessment with transition audit based on ISO 9001:2015 standards within **May 2018**; and
- b. To conduct surveillance audits in relation to the NEDA RO2's ISO 9001:2015 Certification.

C. Scope of Work:

The ISO Certifying Body shall:

1. Conduct Audits for the certification of NEDA Region 2'S QMS
 - **Reassessment with Transition Audit**
2. Issue ISO 9001:2015 Certificate to the organization upon satisfactory compliance with the standard
3. Conduct at least one surveillance audit every year for two consecutive years after the issuance of certificate

D. Implementing Arrangements:

The NEDA REGION 2'S ISO Core Team shall be responsible for the project. The point persons shall be as follows:

Contact persons and Designation: ENGR. FERDINAND P. TUMALIUAN, OIC-Regional Director
ENGR. RONILO H. BULSECO, OIC-Asst. Regional Director
MS. DJONIMAR LO C. DUMLAO, QMR

Contact info (email/landline/mobile number): neda_ro2@yahoo.com / (078) 304-1243/ 304-9300

Responsibilities of the Certifying Body:

1. The representatives from the Certifying Body shall submit audit reports and conduct other deliverables on the schedule mutually agreed.
2. The representatives from the Certifying Body shall coordinate with the NEDA Region 2 through the Office of the Regional Director or the QMR regarding any changes on the date of schedule of audit or any delay in the activities related to ISO certification.

Responsibilities of the NEDA Region 2:

1. The NEDA REGION 2 through the QMR shall closely coordinate with the representatives of the Certifying Body in the conduct of audit and other related certification activities.
2. The NEDA REGION 2 shall cooperate in the conduct of audit activities ensuring that the process owners and concerned officials and staff are available on the scheduled date of audits.
3. Prior to any execution of activities related to this Terms of Reference, the NEDA REGION 2 shall coordinate with the representatives of the Certifying Body. A close anchoring and monitoring of all activities as indicated herein shall be undertaken by the QMR.
4. The NEDA REGION 2 shall provide transportation, meals/snacks, and accommodation for a **maximum of two (2) auditors** during the entire duration of each audit in Tuguegarao City.

Qualification of the Certifying Body:

The Certifying Body should have adequate technical and management capability in conducting the audit. Likewise, the Certifying Body shall have the capacity to deploy a team composed of two (2) key experts (lead auditor and member of the audit team) based on the qualifications of key personnel. Hence, the certifying body shall be evaluated based on the following criteria:

CERTIFYING BODY

- Has at least **20 years** experience in conducting ISO QMS audits with clients from the private and government sector
- Has experience in conducting ISO QMS audits in at least one (1) NEDA Regional Office
- Has competent auditors with at least 15 years audit experience, has audited at least five (5) government agencies
- Accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry
- Has audited at least 15 government organizations
- Positive feedback from previous clients especially on delivering services on time and quality work

KEY PERSONNEL

The key personnel of the Certifying Body shall have QMS audit experience on government institutions of at least 15 years for the Lead Auditor and 5 years for the Team Members

Lead Auditor

1. Completion of Bachelor's and master's degree relevant to management.
2. Have at least 15 years' experience in auditing both private and government institutions to ISO QMS certification.
3. Have experience in conducting ISO QMS audits related to the nature of the processes of NEDA Regional Office or have audited at least one (1) NEDA Regional Office

Audit Team Members

1. Completion of bachelor's degree
2. Have at least 5 years' experience in auditing both private and government institutions to ISO QMS certification.

All records or supporting documents pertaining to these qualifications must be submitted to NEDA RO2 for review and verification.

E. Duration of engagement, timeline and level of effort:

- a. The services of the Certifying Body will be engaged for three (3) years. The project is expected to commence in 2018 and will end in 2020.
- b. The conduct of reassessment with transition will take place upon commencement of engagement.
- c. Surveillance audits after certification will be done for two consecutive years.

The engagement of the Certifying Body will end after the 2nd surveillance audit.

F. ENGAGEMENT FEE

The agency budget ceiling for the services is **Php195,000.00 (inclusive of tax)**, broken down as follows:

Activity/Cost Item	Required Output	Cost
Reassessment Audit with Transition Audit	Issuance of ISO 9001:2015 Certificate valid for 3 years	94,000.00
1 st Surveillance Audit	Continued certification to ISO 9001:2015	40,053.57
2 nd Surveillance Audit	Continued certification to ISO 9001:2015	40,053.57
Tax (12% VAT)		<u>20,892.86</u>
TOTAL COST		195,000.00

The cost of engagement with the certifying body shall be based on the agreed contract. Payments shall be based on the completion of the specified activities and required outputs.

G. OTHER COSTS DURING EACH AUDIT FOR A MAXIMUM OF 2 AUDITORS
(to be shouldered by NEDA RO2)

Item	Estimated Cost (PHP)
Airfare	14,000.00
Accommodation	10,000.00
Meals and Snacks	4,200.00
Total	28,200.00

Prepared by:


DJONIMAR LO C. DUMLAO
Quality Management Representative

Reviewed by:


RONILO H. BULSECO
OIC-Assistant Regional Director and
Concurrent Chief, Finance and Administrative Division

Approved by:


FERDINAND P. TUMALIUAN
OIC-Regional Director