



REQUEST FOR QUOTATION

ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT RE-CERTIFICATION ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)

AMP-053-22 (SVP)

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, C, D, and E).

Lot No.	Item/Description	Quantity	UOM	Unit Price	Approved Budget for the Contract
1	ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT RE-CERTIFICATION ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)	1	LOT	P330,000.00	P330,000.00

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **16 December 2022; 2:00 PM** at the address indicated below:

JS

Ms. Czarina Christine Pelayo

Secretariat, Internal BAC

Procurement Division IV

2nd Floor, PS-DBM Complex

Procurement Service-PhilGEPS

Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **must be submitted manually** at *2nd Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box* or **electronically** to internal-bacsec@ps-philgeps.gov.ph on or before the deadline of submission as stated in this RFQ.

Unsealed or unmarked envelopes shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals and labeled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

SIGNATURE REDACTED

MARIA JENNIFER R. JIMENEZ

Chairperson, Internal Bids and Awards Committee

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, C, D, and E) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents shall also be submitted during submission of offers:

- 1. Mayor's Permit for the year 2022;*
- 2. PhilGEPS Registration Number;*
- 3. Annual Income Tax Return or Business Tax Return for CY2021 filed through (EFPS); and*
- 4. Omnibus Sworn Statement (Annex "D") and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or*

Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

- 5. Copy of Curriculum Vitae (CV) of each individual member of the Audit Team.*
- 6. Certificate of Accreditation by the Certifying Bodies (please refer to V-2 of Annex "C-1" : Terms of Reference)*
- 7. Certificate that the Key personnel assigned has at least fifteen (15) years for the lead Auditor and ten (10) for the team members.*
- 8. Certificate that the Audit and Surveillance Team have jointly or individually audited at least five (5) government agencies for ISO QMS certification.*
- 9. Certificate of satisfactory performance from previous clients.*
- 10. List of all on-going government and private contracts (Annex "E").*

PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 1 and 2.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

*Note: Please indicate statement of compliance of the Technical Requirements Form by clearly indicating **"COMPLY"***

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. AMP-053-22 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT RE-CERTIFICATION ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)**.

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	1	LOT	ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT RE-CERTIFICATION ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)		
Total Price in Words:					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.



We understand that you are not bound to accept the lowest or any Proposal you may receive.

.....
Date

.....
Company Name

.....
Authorized Representative
Name/Signature

.....
Address

.....
Official Contact Number



SCHEDULE OF REQUIREMENTS

LOT NO.	QTY.	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	1	LOT	ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT RE-CERTIFICATION ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS - DBM)	Within Thirty (30) calendar days from receipt of the Notice to Proceed.

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed Name
of the Authorized
Representative**

Date

TECHNICAL REQUIREMENTS

PROJECT TITLE	ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT
LOT NO.	: 1 lot
QUANTITY	: 1 unit
APPROVED BUDGET FOR THE CONTRACT	: P 330,000.00

REQUIREMENTS/DELIVERABLES			SPECIFICATIONS	BRAND SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
I. Re-certification Audit - December 2022 1. Stage 1 - two (2) days 2. Stage 2 - three (3) days No. of sites: 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No. of divisions: <i>Frontline Services</i> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> 3. Legal Division 4. IT Service Division 5. General Service Division 6. Human Resource Development Division			Engagement of the services of a certifying body to conduct assessment and audit of the QMS enrolled frontline services and support offices of PS-DBM based on the ISO 9001:2015 standard requirements.	6 man-days	
Division	Number of Personnel	Number of Auditee			
• Inspection	13	13			
• PhilGEPS	12	12			
<i>Customer Service</i>					
• General Service	75	6			
• IT Service	8	4			
• Legal	5	2			
• Human Resource Development	13	4			
II. Issuance of ISO 9001:2015 Certificate valid for three (3) years			Issuance of a valid ISO 9001:2015 certifications for Inspection Division and PhilGEPS Customer Service.	Certification Fee	

III. Surveillance Audit for the 2nd year (2024) - Two (2) days			Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity to ISO 9001:2015 standard or documented procedures, and suggestions on addressing the same not later than five (5) working days after the conduct of the on-site audit.	3 man-days	
No of sites: 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No of divisions: <i>Core Services</i> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> 3. Legal Division 4. IT Service Division 5. General Service Division 6. Human Resource Development Division					
Division	Number of Personnel	Number of Auditee			
• Inspection	13	13			
• PhilGEPS	12	12			
<i>Customer Service</i>					
• General Service	75	6			
• IT Service	8	4			
• Legal	5	2			
• Human Resource Development	13	4			
IV. Surveillance Audit for the 3rd year (2025) - Two (2) days			Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity to ISO 9001:2015 standard or documented procedures, and suggestions on addressing the same not later than five (5) working days after the conduct of the on-site audit.	3 man-days	
No of sites: 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No of divisions: <i>Core Services</i> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> 3. Legal Division 4. IT Service Division 5. General Service Division 6. Human Resource Development Division					
Division	No. of Personnel	No. of Auditee			
• Inspection	13	13			
• PhilGEPS	12	12			
<i>Customer Service</i>					
• General Service	75	6			
• IT Service	8	4			
• Legal	5	2			
• Human Resource Development	13	4			
Conforms with the attached Terms of Reference (Annex "C-1")					

*[Bidders must state here either "**Comply**" or "**Not Comply**" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" ,or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of

compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

<hr/>	<hr/>	<hr/>
Name of Company	Signature Over Printed Name of Authorized Representative	Date



TERMS OF REFERENCE

ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY TO CONDUCT ASSESSMENT AND AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS FOR THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT

I. OVERVIEW

ISO 9001 is an international standard, published by the International Organization for Standardization, specifying the requirements for a Quality Management System (QMS) for the purpose of ascertaining an organization's ability to consistently provide products and services that meet its stakeholders and applicable statutory and regulatory requirements through the effective application of its system.

Pursuant to the Administrative Order No. 161, s. 2006, as amended by Executive Order 605, s. 2007, all department and agencies of the Executive branch, including all Government-Owned and/or Controlled Corporation (GOCC) and Government Financial Institutions (GFI) are directed to adopt ISO aligned Government Quality Management System Standards (GQMSS) as part of the implementation of a Government-wide Quality Management Program to be recognized and certified for demonstrating conformance to applicable Philippine National Standards.

Under Memorandum Circular No. 2022-1 issued by the Inter-Agency Task Force on the Harmonizing of National Government Performance Monitoring, Information and Reporting System, ISO QMS certification/recertification shall serve as evidence for compliance with the Process Results Criteria for the grant of the Performance-Based Bonus.

The Procurement Service - Department of Budget and Management (PS-DBM) pursued the certification of its Quality Management System for two (2) core services, Inspection Division and PhilGEPS Customer Service, and four (4) support offices, Human Resource Development Division, General Service Division, Legal Division, and IT Service Division, using the ISO 9001:2015 standard. The PS-DBM ISO 9001:2015 certification is valid only for three (3) years which shall expire on January 31, 2023.

In view thereof, the PS-DBM shall engage the services of a certification body to conduct a re-certification assessment and audit of the covered Agency's Quality Management System in accordance with ISO 9001:2015 Standards.

II. OBJECTIVE

This project aims to engage the services of a certification body to conduct the recertification assessment and audit of the two (2) core services of PS-DBM i.e. Inspection Division (ID) and PhilGEPS Customer Service (CS), and its four (4) support offices i.e. Human Resource Development Division (HRDD), General Services Division (GSD), Legal Division (LD) and IT Service Division (ITSD) based on ISO 9001:2015 Standard.

III. SCOPE OF WORK

1. The scope of service to be provided by the Certifying Body shall be as follows:

REQUIREMENTS/DELIVERABLES			SPECIFICATIONS
I. Re-certification Audit - December 2022 1. Stage 1 - two (2) days 2. Stage 2 - three (3) days No. of sites: 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No. of divisions: <i>Frontline Services</i> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> 3. Legal Division 4. IT Service Division 5. General Service Division 6. Human Resource Development Division			Engagement of the services of a certifying body to conduct assessment and audit of the QMS enrolled frontline services and support offices of PS-DBM based on the ISO 9001:2015 standard requirements.
Division	Number of Personnel	Number of Auditee	
• <i>Inspection</i>	13	13	
• <i>PhilGEPS Customer Service</i>	12	12	
• <i>General Service</i>	75	6	
• <i>IT Service</i>	8	4	
• <i>Legal</i>	5	2	
• <i>Human Resource Development</i>	13	4	

II. Issuance of ISO 9001:2015 Certificate valid for three (3) years			Issuance of a valid ISO 9001:2015 certifications for Inspection Division and PhilGEPS Customer Service.
III. Surveillance Audit for the 2nd year (2024) - Two (2) days No of sites: <ol style="list-style-type: none"> 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No of divisions: <i>Core Services</i> <ol style="list-style-type: none"> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> <ol style="list-style-type: none"> 3. Legal Division 4. IT Service Division 5. General Service Division 6. Human Resource Development Division 			Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity to ISO 9001:2015 standard or documented procedures, and suggestions on addressing the same not later than five (5) working days after the conduct of the on-site audit.
Division	Number of Personnel	Number of Auditee	
• Inspection	13	13	
• PhilGEPS Customer Service	12	12	
• General Service	75	6	
• IT Service	8	4	
• Legal	5	2	
• Human Resource Development	13	4	
IV. Surveillance Audit for the 3rd year (2025) - Two (2) days No of sites: <ol style="list-style-type: none"> 1. PS Main (Paco, Manila) 2. PhilGEPS (Automobile Association of the Philippines Tower, Aurora Blvd, Quezon City) No of divisions: <i>Core Services</i> <ol style="list-style-type: none"> 1. Inspection Division 2. PhilGEPS Customer Service <i>Support Offices</i> <ol style="list-style-type: none"> 3. Legal Division 4. IT Service Division 			Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity to ISO 9001:2015 standard or documented procedures, and suggestions on addressing the

5. General Service Division			same not later than five (5) working days after the conduct of the on-site audit.
6. Human Resource Development Division			
Division	Number of Personnel	Number of Auditee	
• <i>Inspection</i>	13	13	
• <i>PhilGEPS Customer Service</i>	12	12	
• <i>General Service</i>	75	6	
• <i>IT Service</i>	8	4	
• <i>Legal</i>	5	2	
• <i>Human Resource Development</i>	13	4	

2. The Certifying Body (CB) shall issue the ISO 9001:2015 certification to the PS-DBM upon satisfactory compliance to the requirements of the standard. The conduct and actual certification of the two (2) processes shall be separate, distinct, and independent from each other hence, the finding shall be independent of each other. Subject to the terms and conditions under this Terms of Reference, it is understood that the findings and audit results of one core process shall not affect the other. In the event that only one process of the covered processes is compliant with requirements under ISO 9001:2015, the complying process shall be duly certified. The remedial processes shall be similarly distinct and independent. In this regard, it is understood that the certification of the two (2) frontline services shall be separate and distinct which shall be subject of two (2) certifications at the end of the process.
3. The CB shall adhere to the scope of work/deliverables approved by the PS-DBM QMS Core Team.
4. The CB shall conduct the Reassessment Audit for the re-certification of PS-DBM's Quality Management System of the two (2) frontline services.
5. The CB shall provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to PS-DBM within five (5) working days from each initial, surveillance, re-surveillance audits, unless otherwise extended by PS-DBM.
6. The CB shall conduct at least one (1) Surveillance Audit every year for two (2) consecutive years after the issuance of the certificates.
7. The CB shall implement a procedure for appeals on the adverse findings in the audited QMS of frontline services. In case the disputes between PS-DBM and the

CB cannot be resolved, PS-DBM shall be afforded the right to lodge appeals on the decisions of the audit team to an arbitration panel.

The mutually agreed-upon arbitration panel shall consist of three (3) members: one chosen by PS-DBM, one chosen by the CB and one acceptable to both parties (i.e., a certified auditor with proven familiarity on Philippine Government Quality Management Systems). The arbitration panel shall resolve the dispute on submitted evidence and make a final decision. If the arbitration panel decides in favor of PS-DBM, all fees and expenses incurred for the conduct of arbitration shall be paid by the CB.

IV. RESPONSIBILITIES OF THE CERTIFICATION BODY

1. The CB shall provide PS-DBM its company profile including related projects which the CB have already conducted indicating the scope of work and methodology used. Curriculum vitae of the proposed certification team shall also be submitted.
2. The representatives from the CB shall conduct the following:
 - a. Documentation, preparation, planning and submission of recertification audit plan;
 - b. Conduct of On-site/Remote Recertification Audit;
 - c. Reporting of audit findings;
 - d. Issuance of ISO 9001:2015 certificate to two (2) frontline services, after the completion of recertification audit, subject to satisfactory results;
 - e. First On-site/Remote Surveillance Audit of PS-DBM QMS to ISO 9001:2015;
 - f. Confirmation of the validity of certification to ISO 9001:2015 after completion of the first surveillance audit, subject to satisfactory results;
 - g. Second On-site/Remote Surveillance Audit of PS-DBM QMS to ISO 9001:2015; and
 - h. Reconfirmation of the validity of certificate to ISO 9001:2015 after completion of second surveillance audit, subject to satisfactory results.
3. At least one (1) auditor of the initial team should participate in all audits of the three-year audit cycle.



4. The CB audit team shall abide with the auditing principle, terminologies and guidelines as specified in the ISO 9001:2015 - Guidelines for Auditing Management Systems.
5. The representatives from the CB shall inform the PS-DBM management, through and in coordination with the PS-DBM QMS Core Team and Secretariat, regarding any changes on the schedule of audits or any delays in the activities related to ISO 9001:2015 assessment and surveillance of PS-DBM QMS. Any changes or delay shall be subject for approval of the PS-DBM management.
6. Audit activities and procedure for client appeals shall be included in the proposal. Any dispute which may arise between PS-DBM and the CB shall be resolved amicably in good faith.
7. The CB shall sign a Non-Disclosure Agreement (NDA) to be provided by PS-DBM prior to conduct of assessment and audit. Except with the prior written consent of the PS-DBM, the CB shall not, at any time, communicate to any person or entity any confidential information acquired during the course of the services, nor shall the CB make public the findings/observations/recommendations formulated in the course of, or as a result of, the services conducted by the CB, unless otherwise authorized by PS-DBM with a prior written consent

V. QUALIFICATIONS OF THE CERTIFYING BODY

1. In order to avoid any conflict of interest, certifying bodies that have provided quality management system consulting services or site-specific auditor training to a particular group/unit within PS-DBM shall not be contracted as a certifying body for this Project.
2. The CB must show proof of being duly accredited by the Department of Trade and Industry - Philippine Accreditation Bureau (DTI-PAB), accredited CB with Philippine National Standard/International Organization for Standardization (PNS), ISO/IEC 17021:2015 (Conformity Assessment-Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant IAF Mandatory Documents (MDs) to provide QMS certification to ISO 9001:2015 for International Accreditation Forum (IAF) 36: Public Administration.
3. The Audit and Surveillance Team must satisfy the following:
 - a. The key personnel of the CB shall have QMS audit experience in private and government institutions for ISO QMS certification of at least fifteen (15) years for the Lead Auditor and ten (10) years for the Team Members.



- b. The Audit and Surveillance Team must have jointly or individually audited at least five (5) government agencies for ISO QMS certification.
- c. The Audit Team Members must have at least completed a Bachelor's Degree relevant to Accountancy, Management, Public Administration, Industrial Engineering, and/or related fields.
- d. The Lead Auditor must preferably have a Master's Degree relevant to Management, Public Administration, Industrial Engineering, and/or related fields.

VI. DURATION OF ENGAGEMENT

- 1. The services of the CB shall be engaged for a period of three (3) years.
- 2. The engagement of the Assessment and the certification Surveillance Audits will end after completion, presentation and submission of Audit reports and other deliverables covered by this project.

VII. EVALUATION AND CRITERIA

The CB should have adequate technical and management capability in conducting the audit. Likewise, the CB shall have the capacity to deploy a team composed of at least two (2) qualified experts (lead auditor and member of the audit team) in accordance with the qualification and competencies of key personnel. Hence, the CB shall be evaluated based on quality-cost based evaluation. The criteria and the rating system shall be as follows:

Criteria	Percentage
1. Has at least fifteen (15) years of experience conducting ISO QMS audits with clients from private and government firms	30%
2. Has experience in conducting ISO QMS audits related to the nature of the process of the Procurement Service.	25%
3. Has competent auditors with at least ten (10) years audit experience who have jointly or individually audited at least five (5) government agencies	15%
4. Has audited at least (15) government organizations	10%

5. Provided positive feedback from previous clients especially on delivering services on time and quality work	10%
6. Current workload relative to capacity	10%
TOTAL	100%

VIII. SCHEDULE OF REQUIREMENTS

ACTIVITIES	DURATION	START DATE	END DATE
Notice to Proceed			
Start Project	-	Upon receipt of NTP	
Stage 1 Audit	3 man-days	Nov-2022	Nov-2022
Stage 2 Audit	3 man-days	Nov-2022	Nov-2022
Prepare and submission of Audit Report	Within 5 man-days	Nov-2022	Nov-2022
Issuance of ISO 9001:2015 Certification	Within 30 calendar days from receipt of Assessment Audit Report without non-conformities, or 30 calendar days from submission of PS-DBM's corrective action plan that is determined by the Certification Body as compliant.	Dec-2022	Dec-2022
1st Surveillance Audit 1. Submission of Audit Plan and	3 man-days	Not later than 12 months from the day	2023

Schedule 2. Completion of Surveillance Audit 3. Submission of 1st year Surveillance Audit Reports		of completion of the Assessment Audit for year 2023	
2nd Surveillance Audit 4. Submission of Audit Plan and Schedule 5. Completion of Surveillance Audit 6. Submission of 2nd year Surveillance Audit Reports	3 man-days	Not later than 12 months from the day of completion of 1st Surveillance Audit for year 2024	2024

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Three Hundred Thirty Thousand Pesos (330,000)**, inclusive of all taxes, fees and charges, such as, but not limited to value-added tax and expanded withholding tax.

X. PAYMENT SCHEDULE

1. Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables for the identified processes:

Deliverables/Issuance of Certificates	Percent share on the total ABC	Date of Payment
1st Year: <ul style="list-style-type: none"> • Stage 1 Audit • Stage 2 Audit • Issuance of ISO 9001:2015 Certificate (valid for three (3) years) • PS-DBM Logo on Certificates 	60%	<ul style="list-style-type: none"> • Mobilization fee (15% percent share) - upon signing of agreement and submission of security bond of the equivalent amount • The remaining 85% of the percent share shall be paid upon issuance of the ISO 9001:2015 certificate

		and acceptance of the Audit report
2nd Year: Surveillance Audit (2023)	20%	Upon submission and acceptance of the surveillance audit report
3rd Year: Surveillance Audit (2024)	20%	Upon submission and acceptance of the surveillance audit report

2. PS-DBM reserves its right to hold payments when the terms and conditions of the services are not satisfactorily performed by the CB.

Prepared by:

SIGNATURE REDACTED

Renzo M. De Leon

Procurement Management Officer II, Planning and Budget Division

Reviewed by:

SIGNATURE REDACTED

Maria Joanna Victoria L. Maglay

Planning and QMS Head, Planning and Budget Division

Recommended by:

SIGNATURE REDACTED

Arnold James M. Dupla

OIC/Chief, Planning and Budget Division

7

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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] with office address at [address 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 relation, membership, association, affiliation, or controlling interest 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;

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 examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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;

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.

Statement of: (i) Ongoing Contracts and; (ii) Awarded But Not Yet Started Contracts

This is to certify that _____ (company) _____ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. **The day before the deadline** of submission of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document. **"Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Paper Products"**