



REQUEST FOR QUOTATION

REFERENCE No.: BAC-RFQ-067-2023

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF SERVICES OF AN ISO 9001:2015 QMS CERTIFYING BODY.**

Requirements:

I. QUALIFICATION AND COMPETENCIES

1. The Certifying Body must be duly accredited by the Department of Trade and Industry - Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for L75: Public Administration. Furthermore, the Certifying Body shall have a locally SEC-registered office accredited to both the DTI-PAB and an international accreditation body.
2. The Certifying Body must possess the following: a) Minimum of three (3) years' experience in conducting ISO QMS audits/certification; and b) Minimum of three (3) ISO QMS government certification projects conducted.
3. The Certifying Body shall field a team of one (1) lead auditor and at least four (4) auditors with the following qualifications:

Team Member	Qualifications
Lead Auditor	<ul style="list-style-type: none">• Degree relevant to the job.• At least three (3) similar projects (i.e., ISO QMS Certification) for government institutions;• At least five (5) relevant projects (i.e., ISO QMS Certification) for private companies.
Audit Members	<ul style="list-style-type: none">• Degree relevant to the job.• At least three (3) similar projects (i.e., ISO QMS Certification) for government institutions;• At least five (5) relevant projects (i.e., ISO QMS Certification) for private companies.

II. SCOPE OF WORK

The Certification and Surveillance Audits shall cover the PNCC QMS, in particular, the toll road business and Realty Management and support processes of PNCC. The said Third Party Certification Audit shall involve the following activities:

1. Conduct ISO 9001:2015 Certification Audits of PNCC QMS as follows:
 - a. Stage 1 Audit-ISO 9001:2015 QMS adequacy and readiness review; and
 - b. Stage 2 Audit-ISO 9001:2015 QMS implementation audit.
2. Issue ISO 9001:2015 Certificate to PNCC QMS upon satisfactory compliance to the Standard and Certificate requirements;
3. Conduct at least one surveillance audit every year for two consecutive years after the issuance of Certificate to maintain PNCC QMS Certification.

III. DURATION OF ENGAGEMENT

The services of the Certifying Body will be engaged from the time the NTP is issued in 2023 up to the time the second surveillance audit has been accomplished in 2025.

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IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is PhP450,000.00 inclusive of all taxes and other charges imposed under applicable laws.

V. DELIVERABLES

Activity	Output	Timeline
a. Submission of Draft Certification audit plan.	Stage 1 Audit Plan Draft) Stage 2 Audit Plan (Draft)	Within 10 calendar days upon CB's receipt of the Notice to Proceed (NTP)
b. Conduct certification audits	Stage 1 Audit Plan conducted Stage 2 Audit Plan conducted	Within 1 week from approval of audit plans. Immediately after Stage 1 Audit.
c. Submission of audit reports	Stage 1 Audit Plan report Stage 1 Audit Plan report	Two days after Stage 1 Audit Two days after Stage 1 Audit
d. Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate	Within 2 months upon receipt of NTP
e. Conduct of two (2) surveillance audits and confirmation of ISO 9001:2015 Certificate within Year 1 and Year 2	Annual surveillance audits, plans, procedures, schedules and reports: 1 st Surveillance Audit 2 nd Surveillance Audit	Within Year 1 after the certification Within Year 2 after the certification

VI. TERMS OF PAYMENT

Payment shall be made in five (5) installments upon completion of each of the following milestone and submission of the required deliverables:

Activity/Deliverables	Payments (PhP)
a. After Stage 1 Audit	75,000
b. After Certification Audit	75,000
c. Issuance of ISO 9001:2015 Certificate valid for three (3) years	100,000
d. After Surveillance Audit for the 1 st Year	100,000
e. After Surveillance Audit for the 2 nd Year	100,000

Submission of Proposal: August 7, 2023

Method of Procurement: Small Value Procurement

Eligibility Requirements:

1. Valid and current mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. SEC Registration



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4. 2022 Income Tax Return or Latest Business Tax Return (certified true copy)
5. Omnibus Sworn Statement (Notarized)
6. Proof of accreditation from the DTI-PAB
7. Professional License/Curriculum Vitae
8. List of completed contracts similar to the project within the last three (3) years
9. Company Profile

IMPORTANT :

Please refer to the attached Terms of Reference.

Please submit your quotation in a sealed envelope at the address stated below.

Name of Bidder

BIDS AND AWARDS COMMITTEE

Philippine National Construction Corporation

Km. 15 East Service Road, Bicutan, Paranaque City

Telephone No. 8846-3414

Email Address: bacsecretariat@pncc.ph

Attn.: BAC Secretariat

Reference No.: BAC-RFQ-067-2023

All prices should be inclusive of VAT and other applicable taxes. Further, please indicate in the proposal the following:

1. Terms of Payment -As required.
2. Delivery Period – As required.

ILIE LIONEL B. GRAMATA

Chairman, Bids and Awards Committee