



Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines
 Telephone Nos. 09178004526(Globe) ; 09178130852 (Globe) loc. 144/142/143/144
 Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : 23-08-723
 PR No. : 23-08-E-483

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than August 29, 2023.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

RJM AUG 24 2023

RAYMUND JOSEPH P. MACARANAS
 Authorized Official

 Buyer/Canvasser

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	1	standard	Hiring of Certifying Body for the Integrated Management System Re-Certification Audit of PHilMech <i>Please see attached Term of Reference</i>			

Delivery Period : _____
 Price validity : _____
 Warranty : _____
 Terms of Payment : _____



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General Conditions

1. The Approved Budget for the Contract (ABC) is 500,000.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1 | Current Mayor's/Business Permit |
| <input type="checkbox"/> | 7.2 | DTI/SEC Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.3 | BIR Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.4 | PhilGEPS Registration Certificate (Platinum) all pages |
| <input checked="" type="checkbox"/> | 7.5 | Omnibus Sworn Statement |
| <input checked="" type="checkbox"/> | 7.6 | Income/Business Tax Return |
| <input checked="" type="checkbox"/> | 7.7 | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | 7.8 | PCAB License (Infra.) |
| <input type="checkbox"/> | 7.9 | Net Financial Contracting Capacity (NFCC) |
| <input type="checkbox"/> | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/> | 7.11 | Others |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:
Name of Bank: _____
Bank Branch: _____
Account Name: _____
Account No.: _____

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

Printed name and signature of Authorized Representative

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

TIN: _____

Contact No/s.: _____

Email Address: _____



August 9, 2023

(Annex A of PR No. _____)

TERM OF REFERENCE

Hiring of Certification Body for the Recertification Audit of the Integrated Management System (IMS): ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 of the Philippine Center for Postharvest Development and Mechanization (PHilMech)

In acknowledgment of the felt imperative to improve its operational and/or service delivery efficiency in order to gain the trust and confidence of the general public, particularly its clients, other stakeholders and institutional partners; and, government's active promotion of a quality management program through several issuances, including Executive Order (E.O.) No. 605 which provided for the Institutionalization of the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, and amended Administrative Order No. 161, S. 2006. PHilMech applied for and obtained recertification of its Integrated Management System: ISO 9001:2015, ISO 1400:2015, ISO 45001:2018 in April 2021.

In consonance with established procedures and/or practice, there is a need to conduct a surveillance audit by a third party registrar to assess the PHilMech's Integrated Management System, and ensure its continued compliance with the ISO standards. Hence, the need for the selection and engagement of a reputable and capable certification body, through a duly authorized and licensed local partner.

I. Contract Requirements / Scope of Services:

1. Contract Requirement

The selection and engagement of a reputable and capable auditor, through its duly authorized and licensed local partner, for the surveillance audit of a PHilMech Integrated Management System (PHilMech-IMS) ISO 9001:2015, ISO 14001:2015, ISO 45001:2018

2. Eligibility Requirements

To be eligible for the project, the following minimum qualifications / requirements must be complied with:

Certification Body:

- *must be International Accreditation Forum (IAF) Certified;*



- with proven track record in IMS Certification within the last five (5) years, and has provided IMS/ISO Certification to both private and government institutions in the Philippines, at least one of which is with an agriculture research and development agency;
- with prior experience in the audit and/or certification of institutions / entities with machinery fabrication, chemical, biological and food engineering laboratories.

Auditor

- must be a certified principal auditor in QMS, EMS, and OHSASM/OHSHS.
- He / she must have a firm grasp or in-depth knowledge in process documentation, implementation of QMS System, corporate goals and objectives, Key Performance Indicators (KPI's) at various management levels;
- must have more than ten (10) years of global experience in quality management system, with a minimum of 250 audits of various natures in the last ten (10) years;
- must be a certified ISO Auditor by the Internal Register of Certified Auditors.

Local Partner / Representative

- must be a business entity duly licensed and/or eligible for the purpose;
- with a written authority as representative of the certification body;

3. Contract Obligations

The project or contract contemplates the conduct of the surveillance audit of PHilMech and encompasses all services requisite or related thereto, including but not limited to the following, to wit:

- a. submission of Inception Report;
- b. submission of Audit Plan (at least two weeks before the audit);
- c. conduct of Opening Meeting;
- d. conduct of Closing Meeting;
- e. submission of Official Audit Report right after the Audit;
- f. submission of Non-conformity Report, if any; and,
- g. submission of Acceptance of Corrections and Corrective Actions Report, if any.



II. Other Contract Obligations

The contract shall be awarded using the **Quality-Cost Based Evaluation Procedure** in accordance with the pertinent provisions of Republic Act No. 9184.

Pursuant thereto, proposals shall be evaluated / awarded based on the following criteria:

Criteria	Percentage Weight
Technical Qualifications	75%
1. Experience and Capability	
A. Certification Body	40%
(a) Track record in IMS (ISO 9001, ISO 14001, OHSHS 45001) audit / certification within the last five (5) years:	
- with agricultural research and development institutions (20%)	
- with institutions / entities with machinery fabrication, chemical, biological and food engineering laboratories (10)	
- with other government agency clients (10%)	
- with foreign clients (5%)	
- with local private clients (5%)	
B. Auditor	25%
- Length of experience as IMS Auditor; (5%)	
- Length / quality of experience on quality management, occupational health, safety and environment management; (5%)	
C. Local Representative / Partner	10%
- Length /quality of experience on quality management, occupational health and safety and environment management certification; (5%)	
Financial Proposal	25%



III. Contract Representations and Warranties

IV. Payment

Payment shall be made after the full and satisfactory completion of all required services.

V. Other Contract Provisions

Any information of whatever nature, personal, financial, etc. which the certifying body, auditor or local representative may receive from or come across with in the PHilMech in the course of and/or during the implementation of its obligations shall be treated with utmost confidentiality and shall not be revealed for whatever reason to any other entity, firm or organization without the express written consent of the PHilMech.

VI. Contract Effectivity and Grounds for Termination

The recertification audit shall be conducted in January 2024.

Prepared by:


ZHALMAR J. BARZA
IMS Champion

Reviewed and Recommended by:


NELSON C. SANTIAGO, Ph.D.
OIC-Assistant Director/Integrated
Management Representative

Approved:


DIONISIO G. ALVINDIA, Ph.D.
Director IV