## **Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

## **REQUEST FOR QUOTATION**

Company Name	
Address :	
Tel No. & Fax No.	:
Mobile No.	:
PhilGEPS Reg. No.	:
TIN No.	:

RFQ No.	:	2021-060 NP-SVP
Date:	:	8/23/2021
PR No./End-User	:	2021-08-0292/OACSC

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. As a condition for award, you will be required to submit a copy of your **\*Mayor's/Business Permit**, together with your proposal. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a **\*duly notarized Omnibus Sworn Statement** in accordance with the attached format (Annex B), together with the **\*signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than <u>09:00 A.M. of</u> <u>27 August 2021</u>.

GLAMOUR FEN. MONTANO Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

JULIUS B. EMUDARO

Chief, Procurement Management Division Office for Financial & Assets Management (OFAM)

### TERMS AND CONDITIONS:

1.	Award shall be made o	n per: 🛛 Iter	m Basis	Lot Basis	Total Quoted Price						
2.	Goods/Services shall be	e rendered on	Details on Annex	A							
3.	Place of Delivery: 0	CSC-CO, IBP Road,	Batasan Complex,	Constitution Hills, Quezon City							
4.	Please indicate Warran	ty:									
5.	Technical specification	with asterisks (*) are	mandatory. For g	oods, please indicate brand, model and c	ountry of origin.						
6.	Bidders shall provide correct and accurate information required in this form.										
7.	Quotations exceeding the	he Approved Budget	for the contract sha	all be rejected.							
8.	Price quotation/s must b	be valid for a period	of thrity (30) calen	dar days from the date of submission.							
9.	Terms of Payment: with	nin 15-30 days upor	n complete submis	ssion of supporting documents.							
10.	Payment shall be made Transfer Facility.	through Land Bank	s LDDAP-ADA (Lis	t of Due and Demandable Accounts Pa	yable-Advise to Debit Account)./Bank						
	Account Name:			Account Number:							
	Bank Name:			Branch:							
	"Note: Non-Land Bank	of the Philippines	accounts shall be	charged a service fee.							
11.	the unperformed porti	on for every day of t, the Procuring En	delay. Once the c tity may rescind o	ges shall be at least equal to one-tenth umulative amount of liquidated damage r terminate the contract, without prejud	es reaches ten percent (10%) of the						
			1								

- 12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".

15. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."

# **Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

#### **REQUEST FOR QUOTATION**

	RFQ No.	2021-061 NP SVP
	Date:	23-Aug-21
Company Name :	PR No./End-Us	ser: 2021-08-0292/OACSC
Address :		
Tel No. & Fax No. :		
Mobile No :		
PhilGEPS Reg. No.		
TIN No.		

						REMARKS/BIDDERS SPECIFICATIONS	1	
ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Procurement of Services of an ISO Certifying Body for the Re-Certification to ISO 9001:2015 Standards of the Quality Management System (QMS) for CSC's Core Processes							
	We are inviting QMS Certifying Bodies (CB) duly accredited with the Philippine Accreditation Bureau of the Department of Trade and Industry (PAB-DTI), and with the Philippine Government Electronics Procurement System (PhilsGEPS) of the Department of Budget and Management to conduct a third party audit of the Civil Service Commission Quality Management System's (CSC QMS) 6 Core Processes along with support processes for 13 sites with a total number of 305 employees, for the Civil Service Commission (CSC).							
	[Re-Certification to ISO 9001 Standard of Civil Service Commission Quality Management Systems (CSC QMS)]							
	The Civil Service Commission needs the services of an ISO Certifying Body (CB) to provide third- party audit/certification based on ISO 9001:2015 standard of the Civil Service Commission Quality Management Systems for CSC's Core Processes.							
	The project aims to enhance client satisfaction and service delivery through the effective application of the systems, including processes for its continual improvement. The ISO Certifying Body shall audit the CSC QMS and award the ISO 9001 Standard Certificate.							
	CONSULTING SERVICES AGREEMENT							
	I. The Certifying Body shall : 1. Prepare and submit certification audit plan and activities;							
	<ol> <li>Prepare and submit certification addition and activities,</li> <li>Conduct an onsite certification assessment of the CSC QMS in accordance with the ISO 9001 standard;</li> </ol>							
	3. Test the effectiveness of the CSC quality management system (QMS) manual, procedures, and other relevant documents by assessing the implementation of the QMS;							
	<ol> <li>Provide full audit report on the observations, opportunities for improvement and any non- conformity to ISO 9001:2015 standards on documented procedures;</li> </ol>							
	<ol> <li>Issue the ISO 9001 certificate once all criteria that show the integrity of CSC QMS and its compliance to ISO 9001 have been met;</li> </ol>							

<ol> <li>Conduct an annual su processes;</li> </ol>	rveillance audit to assist CSC in the continual optimization of its				
7. Directly coordinate wit (OACSC) relative to ISC	h the Office of the Assistant Commissioner for Special Concerns Certification matters.				
II. Technical Requirem	ents for the Certifying Body:				
	ernational accreditation for ISO certifying bodies such as ANAB, UKAS, at the certification of Quality Management Systems according to ISO				
2. Has its main headqua	rters in Europe;				
<ol> <li>Has been in the busin for at least 20 years;</li> </ol>	ess of providing third party audit and certification to ISO 9001 standard				
4. Has a valid and officia	address/office in the National Capital Region, Philippines;				
5. Is accredited with the Industry;	Philippine Accreditation Bureau of the Department of Trade and				
Contract Duration					
	o the services that will be provided by the ISO Certifying Body (CB) ree (3) years, from August 31, 2021 to August 30, 2024.				
APPROVED BUD	GET FOR THE CONTRACT: Php300,000.00				

GLAMOUR FEN. MONTANO

Procurement Officer 931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature Authorized Representative of the Service Provider