

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2021-061 NP SVP
 Date: 23-Aug-21
 PR No./End-User: 2021-08-0292/OACSC

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

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS 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.							
	<u>CONSULTING SERVICES AGREEMENT</u>							
	I. The Certifying Body shall :							
	1. Prepare and submit certification audit plan and activities;							
	2. Conduct an onsite certification assessment of the CSC QMS in accordance with the ISO 9001 standard;							
	3. Test the effectiveness of the CSC quality management system (QMS) manual, procedures, and other relevant documents by assessing the implementation of the QMS;							
	4. Provide full audit report on the observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards on documented procedures;							
	5. Issue the ISO 9001 certificate once all criteria that show the integrity of CSC QMS and its compliance to ISO 9001 have been met;							

6. Conduct an annual surveillance audit to assist CSC in the continual optimization of its processes;							
7. Directly coordinate with the Office of the Assistant Commissioner for Special Concerns (OACSC) relative to ISO Certification matters.							
II. Technical Requirements for the Certifying Body:							
1. Accredited with an international accreditation for ISO certifying bodies such as ANAB, UKAS, AIAC, or DGA to carry out the certification of Quality Management Systems according to ISO 9001 standard;							
2. Has its main headquarters in Europe;							
3. Has been in the business of providing third party audit and certification to ISO 9001 standard for at least 20 years;							
4. Has a valid and official address/office in the National Capital Region, Philippines;							
5. Is accredited with the Philippine Accreditation Bureau of the Department of Trade and Industry;							
Contract Duration							
The contract pertaining to the services that will be provided by the ISO Certifying Body (CB) shall be for a period of three (3) years, from August 31, 2021 to August 30, 2024.							
APPROVED BUDGET FOR THE CONTRACT: Php300,000.00							



GLAMOUR F. N. MONTANO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider