

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2022-016 NP SVP
Date: 23-Feb-22
PR No./End-User : 2022-02-0060/OACŞC

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

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 **09:00 A.M. of 28 February 2022**.


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


JULIUS B. REMUDARO
Chief, Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
2. Goods/Services shall be rendered on Details on Annex A
3. Place of Delivery: CSC-CO, IBP Road, Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
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."**

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RFQ No. 2022-016 NP SVP
 Date: 23-Feb-22
 PR No./End-User: 2022-02-0060/QACSC

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 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 (PhilGEPS) 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; | | | | | | | |
| | 2. Conduct an onsite/remote 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; | | | | | | | |

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|---|--|--|--|--|--|--|--|--|--|
| 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; and | | | | | | | | | |
| 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 the issuance of Notice to Proceed (NTP) | | | | | | | | | |
| APPROVED BUDGET FOR THE CONTRACT: PHP650,000.00 | | | | | | | | | |



GLAMOUR FE MONTANO

Procurement Officer

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

Printed Name/Signature
 Authorized Representative of the Service Provider