



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Tanggulang Pambansa
Department of National Defense

Request for Quotation

18 May 2018

Greetings:

For a negotiated procurement under Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, please quote your lowest price on the **lot item** listed below, subject to the General and Special Conditions, as required.

You should be able to submit a sealed quotation, duly signed by your authorized representative to the Negotiation Team at the DND Proper BAC Conference Room, Beside DND Multi-Purpose Center, DND, Camp General Emilio Aguinaldo, Quezon City, not later than **09:00 AM on 23 May 2018 (Wednesday)**.

Lot No.	Nomenclature	QTY	ABC (In Php)
1	Procurement of Third Party Certifying Body for ISO 9001:2015 Certification (see supplier's quotation for details)	1 lot	280,000.00
GRAND TOTAL			280,000.00

General and Special Conditions:

1. All entries must be legibly written.
2. The Certification for ISO 9001:2015 should be conducted within fifteen (15) calendar days upon receipt of the Notice to Proceed and Job Order.
3. Price validity shall be for a period of not less than sixty (60) calendar days from the date of quotation.
4. Proponent must submit, together with its Quotation, the following:
 - a. **Certified true copy** of Mayor's/ Business Permit;
 - b. **Certified true copy** of the proof of PhilGEPS Registration Number;
 - c. **Certified true copy** of the latest Income/ Business Tax Returns;
 - d. **Original copy** of a **duly accomplished and notarized** Omnibus Sworn Statement (with Secretary's Certificate or Special Power of Attorney) in the form prescribed under the 2016 RIRR of RA 9184;
 - e. **Certified true copy** of the Accreditation Certificate for ISO 9001:2015 specializing in public administration and defense by the Philippine Accreditation Board Office of the DTI;
 - f. **Certified true copy** of the certifying body's company profile highlighting related projects, scope of work and implementation methodology; and
 - g. **Certified true copy** of the Curriculum vitae of the proposed certification team.
5. Considering that time is of the essence, the opening of quotations for examination of eligibility documents and the actual negotiation shall be conducted on the same schedule, thus, the presence of the **proponent** or its **authorized representative (must have a Board resolution/SPA) is a must during the negotiation/ opening of quotations**; otherwise, the submitted quotation will not be opened and the same will be considered ineligible for this project.

FOR THE CHAIRPERSON:

WAHAB SHERWIN S. SURIAN, JR.
Head, DND Proper BAC Secretariat

SUPPLIER'S QUOTATION

LOT NO.	NOMENCLATURE	QTY	COMPLY/ NOT COMPLY	Total Price (In Peso)
1	Procurement of Third Party Certifying Body for ISO 9001: 2015 Certification – Quality Management System	1 LOT		
	* Terms of Reference			
	The certifying body must provide a certification audit service on the ISO 9001:2015 standard to the Department.			
	The certifying body shall include their audit activities a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certification body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team an independent arbitrator. Independently from this, the legal path is open to both parties.			
	All information reviewed and recorded by the certification body audit team would be treated in the strictest confidence at all times.			
	The certification body shall adhere to the agreed scope of work/ deliverables which were prior approved by the agency's selection committee.			
	The certifying body team shall provide full report on the operations audited consistent with the content of the approved scope of work/ deliverables to the agency within five (5) working days of audit unless otherwise agreed by the agency.			
	<p>The certifying body audit teams, including surveillance, shall satisfy the following:</p> <ul style="list-style-type: none"> a. Consist of qualified auditors to conduct audit in the name of certification body. <p><i>Note: The audit team may use external experts on the specified QMS process scope as necessary</i></p> <ul style="list-style-type: none"> b. At least one team leader shall have relevant sector specific experience for all commodity codes which apply to the scope of certification at the site, c. Have team members with actual hands-on experience on the QMS Process Scope, d. No member of the audit team should have provided consultancy for the agency in the two (2) years prior to the audit e. At least one auditor of the initial team should participate in all audits of the thee-year cycle. For each subsequent audit cycle, different auditors should be used. f. Replacement of any team shall require prior 			

	written approval from the agency.			
	The certifying body audit shall abide with the auditing principles, technologies and guidelines in the ISO1900011:2002 – Guidelines for quality and/or environmental management systems auditing.			
GRAND TOTAL -----				

DELIVERY PERIOD : _____ calendar days
PRICE VALIDITY : _____ calendar days

After having carefully read, understood and accepted the General and Special Conditions,
I/We quote at prices as above-indicated.

Printed Name/Signature

Business Address

Telephone No./Mobile No./E-Mail Address

Date