



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Procurement of Certification Body to Conduct Assessment and Audit of the CIAP AFMD ISO Quality Management System in Conformity with ISO 9001 2015 Standard

P.R. No./Date Received: **23-01003 | 03 January 2023**

RFQ/P No. / Date: **2023-01-003 | 06 January 2023**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Professional License/Curriculum Vitae for consulting services**
- 4 **Notarized Omnibus Sworn Statement**
- 5 **BIR Certificate of Registration (BIR Form No. 2303)**
- 6 **Signed Terms of Reference or Technical Specifications, if applicable**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph or russellracelis@construction.gov.ph on or before 12 January 2023, 04:00 PM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

| Item | QTY | ABC | Technical Specifications | Brand/Model | Unit Price | Total Amount |
|----------------------------------|-----|--------------|--|------------------------------------|------------|--------------|
| | | | | (To be filled-out by the supplier) | | |
| 1 | 1 | ₱ 150,000.00 | Please see attached Terms of Reference | | | |
| | | | | | | |
| | | | (Please see attached Technical Specifications) | | | |
| | | | xxxxx NOTHING FOLLOWS xxxxxxxx | | | |
| Total ABC | | ₱ 150,000.00 | TOTAL Amount | | | |
| Delivery and Other Instructions: | | | Engagement commences immediately after the acceptance of Notice to Proceed by the Certifying Body. | | | |

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

PROCUREMENT OF A CERTIFICATION BODY TO CONDUCT ASSESSMENT AND AUDIT OF THE CIAP-AFMD ISO QUALITY MANAGEMENT SYSTEM (QMS) IN CONFORMITY WITH ISO 9001:2015 STANDARD

I. Background and Rationale

In compliance with Executive Order 605 s. 2007 directing all government agencies to adopt an ISO-certified Quality Management System (QMS) and in adherence to subsequent issuances of the AO 25 Interagency Task Force, the Administrative Financial Management Division (AFMD) of the Construction Industry Authority of the Philippines (CIAP) has established and implement a Quality Management System (QMS) that is committed to consistently deliver effective, efficient and timely services to the construction industry and its stakeholders with the standards of ISO 9001:2015 as reference.

In line with this, CIAP-AFMD has adopted and implemented the ISO 9001:2015 Standards to enhance productivity and efficiency by clearly identifying work responsibilities and standard system procedures, and ensuring transparency and guidance by the Top Management.

In view thereof, there is a need to engage the services of a qualified ISO Certification Body that will provide expert knowledge and expertise on the Quality Management System (QMS) that will be certifiable to ISO 9001:2015.

II. Objective

The Construction Industry Authority of the Philippines (CIAP) intends to engage a qualified Certification Body that shall provide independent confirmation that the QMS complies with ISO9001:2015 requirements, and if found compliant, issue the corresponding ISO Certification valid for three (3) years. This engagement only covers the certification audit, the conduct of surveillance audits for two (2) years will be a separate engagement.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **One Hundred Fifty Thousand Pesos (PhP150,000.00)**, inclusive of all applicable government taxes and service charges.


The project shall commence upon receipt of the Notice to Proceed (NTP) up to the issuance of ISO 9001:2015 Certification.





CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES


An Attached Agency of the Department of Trade and Industry

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 www.ciap.dti.gov.ph

 (+632) 8.897.9336

 ciap@dti.gov.ph / ciapdti@yahoo.com

 + (632) 8 895.6826 / 8 895.4424

IV. Mode of Procurement

The procurement of the Consulting Services shall be undertaken through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

V. Scope of Works

- i. The Certification and Surveillance Audits shall cover the ISO QMS of CIAP-AFMD and its selected divisions and units. The certification body shall execute the following activities:
 - a) Conduct ISO 9001:2015 Certification Audit of CIAP-AFMD ISO QMS, as follows:
 - Stage 1 Audit – ISO 9001:2015 QMS adequacy and readiness review, and
 - Stage 2 Audit – ISO 9001:2015 QMS implementation audit;
 - b) Issue a Certificate to CIAP-AFMD upon satisfactory compliance with the ISO 9001:2015 Standard and Certification requirements; and
 - c) Conduct at least one surveillance audit every year for two consecutive years after the issuance of the Certificate to maintain CIAP-AFMD ISO QMS Certification
- ii. The processes to be audited are limited to the following:

Administrative Financial Management Division

- a.1 Receiving and Storage of Supplies and Properties
- a.2 Issuance of Supplies and Properties
- a.3 Procurement (Public Bidding)
- a.4 Procurement (Shopping 52.1 B)
- a.5 Procurement (Negotiated- Emergency Cases)
- a.6 Recruitment, Selection, and Placement

VI. Deliverables and Timelines

The following are the expected deliverables from the Training Service Provider for this engagement, with a corresponding timeline of submission:

| DELIVERABLES | ACTIVITIES |
|---|--|
| <ol style="list-style-type: none">1. Audit Plan2. Certification Audit (4TH week of January to 2nd week of February 2023)3. Audit Report (7 calendardays after the conduct of audit) | <ul style="list-style-type: none">• Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement |

| | |
|---|--|
| 4. Issuance of ISO 9001:2015 Certificate valid for three (3) years (Not later than February 28, 2023) | <ul style="list-style-type: none"> • Conduct Stage 1 and Stage 2 Certification Audit; • Prepare and submit Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within seven (7) calendar days after the conduct of the off-site or onsite audit • Issue ISO 9001:2015 Certification valid for 3 years |
|---|--|

VII. Qualifications and Evaluation of the Training Service Provider

i. Eligibility Requirements

To determine if the prospective bidder is eligible to participate in the bidding, legal, technical and financial documents shall be submitted by the bidder, and the submission of documentary requirements prescribed in Annex "H" Appendix A of the revised IRR of R.A. No. 9184.

ii. Minimum Qualifications and Selection Criteria

The CIAP shall select the most qualified provider using the quality-cost-based evaluation pursuant to the pertinent provisions of R.A. No. 9184. The 75%-25% quality-to-cost ratio shall be used for this purpose, following the criteria below and evaluation below:

| Evaluation Criteria | Minimum Qualifications | Bases | Weight (%) |
|---|--|---|------------|
| Applicable experience and capability of the bidder | <ul style="list-style-type: none"> • The Certifying Body shall be duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) to provide QMS Certification to ISO 9001:2015. • The Certifying Body shall submit a photocopy of the Certificate of Accreditation and their Scope of Accreditation • The Certifying Body must have at least (5) five years of experience in conducting ISO QMS audits with clients from the government sector and private sector. • Certifying Body shall submit its company profile, list of ongoing and completed projects highlighting related government and private certification projects | (a) DTI or Sec registration certificate indicating the year of registration and/or other relevant documents; (b) list of completed and ongoing contracts; (c) copies of Certificates of Satisfactory Service Rendered/Certificates of Completion; | 30 |

| | | | |
|--|---|---|----|
| | <ul style="list-style-type: none"> • At least five (5) years of ISO and Quality Management consultancy-related works/engagements, including the provision of ISO/QMS training programs/courses • Engaged with at least three (3) organizations in consultancy experience in ISO and Quality Management consultancy-related works/engagements, including the provision of ISO/QMS training programs/courses; and • Engaged with at least two (2) national government agencies on consultancy experience in ISO and Quality Management consultancy-related works/engagements, including the provision of ISO/QMS training programs/courses | | |
| Qualification of personnel who may be assigned to the Project | <u>Audit Team</u> <ul style="list-style-type: none"> • The team shall consist of one (1) lead auditor and at least two (2) other member auditors qualified to conduct an audit in the name of the Certifying Body; • The audit team may use external experts on the specified QMS process scope as necessary. • Auditors must have a bachelor's degree preferably in any of the following: Public Administration/Management, Business Administration/Management, or another allied course • With at least four (4) years of experience in the conduct/facilitation of ISO Quality Management System Audit • Engaged with at least five (5) organizations' consultancy experience in ISO and Quality Management consultancy-related works/engagements, including the provision of ISO/QMS training programs/courses as a lead lecturer/resource speaker/facilitator | Signed extensive curriculum vitae submitted indicating the relevant work experience and educational background, trainings attended (preferably supported by certificates of training) | 20 |

| | | | |
|---|---|--|----|
| Plan of approach and methodology | Clarity, feasibility, timelines, written proposal, overall quality of proposed work | Submitted proposed technical proposal with plan of approach and methodology. | 50 |
|---|---|--|----|

The hurdle score for this project to pass the evaluation is **80**.

VIII. Mode of Payment

Payment shall be endorsed to the Executive Director of CIAP, and the payment shall be released within 15 to 30 days upon receipt of the billing statement supported by a Certificate of Satisfactory Service Rendered, and the CIAP's acceptance of the deliverables listed above.

IX. Liquidated Damages

If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

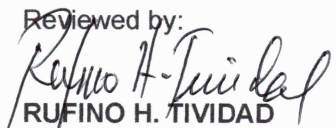
X. Confidentiality of Data and Information

The service provider that will be engaged by CIAP shall submit outputs directly to the designated and authorized CIAP personnel for review, acceptance, approval, and eventual endorsement for payment. All materials, data, and information used and generated through this engagement will be the sole property of CIAP. The service provider shall neither use nor disseminate these documents for their own purposes without written consent from the head of the CIAP.

Prepared by:


JAMILA A. MARANDA
 Management and Audit Analyst III

Reviewed by:


RUFINO H. TIVIDAD
 Chief Administrative Officer

Approved by:


DORIS U. GACHO
 Executive Director-in-Charge, CIAP

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the Procurement of a qualified ISO Certifying Body for the conduct an assessment and audit of CIAP-AFMD Quality Management System FY 2023

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date