



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
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**OGCC-BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION (RFQ) No. 2019-04-003**

The Office of the Government Corporate Counsel (OGCC), through its Bids and Awards Committee (BAC), hereby invites all interested Certifying Bodies (CBs) to quote their lowest price on the items listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than 9 May 2019:

**NAME OF PROJECT** : HIRING OF A CERTIFYING BODY FOR THE  
OGCC ISO 9001:2015 CERTIFICATION

**LOCATION** : 3/F MWSS Bldg., Katipunan Road  
Balara, Quezon City

**TERMS OF REFERENCE:**

**I. BACKGROUND**

On 23 February 2007, the President of the Republic of the Philippines issued Executive Order No. 605, directing the Executive Branch, including all Government Owned or Controlled Corporations and Government Financial Institutions, to adopt a Quality Management System based on the ISO 9001 standard.

The Office of the Government Corporate Counsel (OGCC) is an agency attached to the Department of Justice. Thus being under the Executive Branch, it is mandated by law to comply with the aforementioned standards. At present, OGCC is on its journey to implement Quality Management System to ensure the delivery of efficient services and timely release of documents given by clients for its review.

**II. OBJECTIVE**

The OGCC intends to engage the services of a Certifying Body that will conduct an assessment of the OGCC's Quality Management System as a pre-requisite for its endeavour for ISO 9001:2015 Certification and periodic audits thereafter for the maintenance of the said ISO Certification.

..... committed to uphold<sup>1</sup> justice  
under the rule of law



### III. SCOPE OF SERVICES

The scope of services of the engagement shall include the following:

Certification Audit on _____ Stage 1 - one (1) day Stage 2 - two (2) days	→ Prepare and submit certification audit plan
Issuance of ISO 9001:2015 Certificate valid for three (3) years	→ Conduct Certification audit; and → Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address the within five (5) working days after the conduct of the on-site audit
Surveillance Audit for the 2 <sup>nd</sup> Year - one (1) day	→ Conduct surveillance audit; and → Submit surveillance audit report
Surveillance Audit for the 3 <sup>rd</sup> Year - one (1) day	→ Conduct surveillance audit; and → Submit surveillance audit report

Flexibility in the project schedule shall be allowed subject to OGCC approval.

### IV. RESPONSIBILITIES OF THE CERTIFYING BODY

The Certifying Body shall have the following responsibilities:

- a. Provide its company profile highlighting related projects, list, scope of work, and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.
- b. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2018 - Guidelines for Quality Management Systems Auditing
- c. Certifying Bodies that have provided quality management system consulting services or site-specific auditor training to a particular group/unit within the agency, shall not be contracted as a Certifying Body for OGCC in order to avoid conflict of interest.
- d. Include in the proposal, the audit activities and a procedure of client appeals. Any dispute which may arise between OGCC and the Certifying Body shall be resolved amicably in good faith. However, OGCC shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Further, the parties are not precluded from resorting to any legal remedy that may be available to them.
- e. Adhere to the agreed scope of work/deliverables which were approved the OGCC.
- f. Provide a full report on the operations audited, consistent with the content of the approved scope of work/deliverables to the Agency within the



stipulated time of each initial, surveillance and re-certification audits, unless otherwise agreed by OGCC.

- g. All information reviewed and recorded by the Certifying Body audit team would be treated in the strictest confidence at all times.

## V. QUALIFICATIONS OF THE CERTIFYING BODY

The Certifying Body must meet the following minimum qualifications:

- a. The Certifying Body must be duly accredited by an International Accreditation Forum (IAF) member organization.
- b. The Certifying Body must have a good track record of certifying government agencies for quality management; and
- c. Must not have provided quality management system consulting services to OGCC within two (2) years prior to the audit in order to avoid conflict of interest.
- d. Its audit teams, including surveillance, must satisfy the following:
  - i. Consist of auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;
  - ii. At least one (1) member must have actual hands-on experience on Government QMS Process;
  - iii. At least one (1) auditor of the initial team shall participate in at least 2 audits of the 3-year audit cycle;
  - iv. Replacement of any team shall require prior written approval from OGCC.

## VI. SELECTION CRITERIA

Evaluation shall be based on the Quality-Cost Based Evaluation (QCBE) Procedure wherein the Technical Proposal together with the Financial Proposal shall be considered.

The criteria and rating system for the selection of the winning Certifying Body are as follows:

<b>Evaluation Criteria</b>	<b>Weight</b>
Technical Proposal	60%
Financial Proposal	40%
<b>Total</b>	<b>100%</b>



**VI.1 The Technical Proposal shall have the following sub-criteria:**

<b>Evaluation Criteria</b>	<b>Weight</b>
a. Applicable Experience and Track record of Certifying Body	25%
b. Qualifications of Auditors who will be assigned to the project	25%
c. Approach and Methodology	10%
<b>Total</b>	<b>60%</b>

**a. Applicable Experience and Track Record of the Certifying Body**

<b>Number of Years of Auditing Experience (ISO 9001)</b>	<b>Equivalent Points (10%)</b>
At least five (5) years	3
Six (6) to Seven (7) years	4
More than Seven (7) years	5

<b>Number of Completed Similar Projects In the Government Sector (ISO 9001)</b>	<b>Equivalent Points (10%)</b>
Three (3) to Five (5) similar projects	2
Six (6) to Seven (7) similar projects	3
Eight (8) to Nine (9) similar projects	4
More than Nine (9) similar projects	5

<b>Number of Completed Similar Projects In the Private Sector (ISO 9001)</b>	<b>Equivalent Points (5%)</b>
Three (3) to Five (5) similar projects	1
Six (6) to Seven (7) similar projects	2
Eight (8) to Nine (9) similar projects	3
Ten (10) to Twelve (12) similar projects	4
More than Twelve (12) similar projects	5

**b. Qualifications of auditors who will be assigned to the project. The applicable score shall be the average score of the two (2) nominated personnel (25%). Each of the two (2) shall be assessed using the following sub-criteria:**

<b>Number of Years of Auditing Experience (ISO 9001)</b>	<b>Equivalent Points (10%)</b>
At least Three (3) years	3
Four (4) to Five (5) years	4
More than Five (5) years	5

<b>Number of Completed Similar Projects In the Government Sector (ISO 9001)</b>	<b>Equivalent Points (10%)</b>
Three (3) to Five (5) similar projects	3
Six (6) to Seven (7) similar projects	4
More than Seven (7) similar projects	5



Number of Completed Similar Projects In the Private Sector (ISO 9001)	Equivalent Points (5%)
Three (3) to Five (5) similar projects	3
Six (6) to Seven (7) similar projects	4
More than Seven (7) similar projects	5

The applicable score shall be the average score of two (2) nominated personnel.

**c. Approach and Methodology (10%)**

- c.1 Clarity of proposed methods and approaches to be used; their feasibility, soundness and practicability to site conditions (5%)
- c.2 Comprehensiveness (5%)
  - Completeness of activities as outlined in the TOR
  - Logical sequence of activities
  - Appropriate timing of the activities
  - Flexible enough, so that it can be modified easily, if necessary

**VI.2 Financial Proposal**

- a. The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for acceptable Financial Proposal. Financial Proposal received in excess of the ABC shall be automatically rejected.
- b. The Financial Proposal shall be computed as follows:
  - b.1 The lowest Financial Proposal shall receive the maximum score of 40%.
  - b.2 The scores of other Financial Proposals shall be computed using the formula:

Financial Score =

$$\frac{\text{Lowest Financial Proposal}}{\text{Financial Proposal of the Proponent}} \times 100 \times 40\%$$

**VI.3 Overall Rating**

The overall rating of the proponent shall be the sum of the ratings earned for the Technical Proposal and Financial Proposal.

The contract shall be awarded to the Highest Rated Bid.



**VII. REQUIRED SUBMISSIONS:**

The consultants are required to submit the following documents:

**Technical Proposal**

- a. Expression of Interest (**Please use Form 1**)
- b. Company Profile (**Please use Form 2**)
- c. Registration Certificate from SEC for corporation, or from the Department of Trade and Industry for sole proprietorship, or from CDA for cooperatives, or any proof of such registration;
- d. Mayor’s Permit issued by the City of Municipality where the principal place of business is located;
- e. Valid and Current PhilGeps Registration;
- f. Audited Financial Statement for CY 2013 stamped received by the BIR or its duly accredited and authorized institutions;
- g. Statement of all ongoing and completed government and private contracts including contracts awarded but not yet started, if any. Please include Certificates of Completion for each of the completed projects (**Please use Forms 3, 4, and 5**)
- h. List of auditors who will conduct the initial, surveillance and re-surveillance audits including the Curriculum Vitae, stating therein their complete qualifications and experience data (**Please use Forms 6 and 7**)
- i. Narrative Description of the Proposed Approach and Methodology (**Please use Form 8**); and

**FINANCIAL PROPOSAL**

- j. Please use Financial Proposal **Forms 9 and 10**

**VIII. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is FIVE HUNDRED THOUSAND pesos only (PhP500,000.00), and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

**IX. PAYMENT**

Payment shall be made in three (3) instalments upon completion of each of the following milestones and submission of the required deliverables, to wit:

<b>Activity/Deliverable</b>	<b>Payment</b>
A. After Certification Audit and Issuance of ISO 9001:2015 Certificate valid for three (3) years	50%
B. After Surveillance Audit for the 2 <sup>nd</sup> Year	25%
C. After Surveillance Audit for the 3 <sup>rd</sup> Year	25%



- X. OGCC reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.
- XI. OGCC reserves the right to reject the proposal of any proponent who:
- Does not offer the required services as provided for in this Terms of Reference;
  - Is discovered to have suppressed, disclosed, or falsified information; or
  - Failed to satisfactorily perform/complete any contract previously awarded to it.
- XII. OGCC reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, OGCC may disqualify the proponent from obtaining the award.

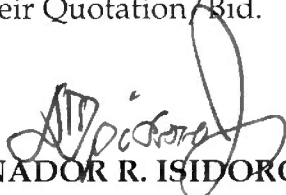
### XIII. GENERAL CONDITIONS

- All quotations must be typewritten in the company's letterhead.
- PhilGEPS Registration Number, Mayor's/Business Permit, Income/Business Tax Return, Omnibus Sworn Statement and Professional License/Curriculum Vitae shall be attached upon submission of the Quotation.
- All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
- Payment shall be prepared through Disbursement Voucher (DV) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Atty. Dominador R. Isidoro, Jr. at telephone numbers (02) 436-3773/3793. The quotation may be submitted through e-mail at [rgtejano.ogcc@gmail.com](mailto:rgtejano.ogcc@gmail.com) or delivered to the address below:

**Bids and Awards Committee Secretariat**  
3/F MWSS Bldg., Katipunan Road  
Balara, Quezon City

The OGCC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

  
**DOMINADOR R. ISIDORO, JR.**  
*Assistant Government Corporate Counsel & Chairperson*  
*OGCC-Bids and Awards Committee*

..... committed to uphold <sup>7</sup> justice  
under the rule of law