



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Contact Nos. (02) 7622 5119 / 0917 874 4396
Website: www.ogcc.gov.ph
E-mail: records@ogcc.gov.ph



REQUEST FOR QUOTATION

RFQ No. 2025-07-025

The **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)**, through its Bids and Awards Committee (BAC), is inviting all interested suppliers to submit a price quotation for the project with details as follows:

Project Title:	:	ENGAGEMENT OF A THIRD-PARTY CERTIFYING BODY FOR THE RE-CERTIFICATION OF ISO 9001-2015 QUALITY MANAGEMENT SYSTEM OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Approved Budget for the Contract	:	PhP250,000.00
Mode of Procurement	:	Small Value Procurement <i>[Section 53.9, RIRR of RA 9184]</i>
Location	:	Office of the Government Corporate Counsel 3rd Floor, MWSS Administration Building, Balara, Katipunan Ave., Quezon City
Commencement of Service	:	Must commence within 15 calendar days upon receipt of Notice to Proceed
End-User Unit	:	OGCC ISO Quality Management Representative
Specifications	:	Indicated in the Price Quotation Form (PQF)

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation	11 July 2025
Deadline for Submission of Quotation	15 July 2025, 1:00PM
Opening of the Quotation	15 July 2025, 1:30PM

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer using the attached PQF.

Submit your duly signed quotation not later than 15 July 2025, 1:00PM. Electronic submissions shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be sent to the address indicated below:

AGCC KATHRINA MARIA A. REYES
Chairperson
OGCC-Bids and Awards Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building, Balara
Katipunan Ave., Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to contract award without incurring any liability to the affected Supplier.

Sgd.
AGCC KATHRINA MARIA A. REYES
Chairperson

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none"> • Award of contract shall be made only to the Certifying Body (CB) with the Highest Rated Bid (HRB) which complies with the minimum technical specifications and other terms and conditions stated herein. • Suppliers shall provide correct and accurate information required in the PQF. • The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions. • A partial quotation is not allowed. • Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or any of her/his duly authorized representative/s. • Quotations must be valid for a period of sixty (60) calendar days from the date of submission which is the date indicated in the PQF. • Price Quotation must be denominated in Philippine Peso. • Price Quotation must include all taxes, delivery charge and other incidental expense. • Price Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected. • In case two or more CBs are determined to have submitted the same HRB, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winning Supplier in accordance with GPPB Circular 06-2005.
II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none"> • Submit the following eligibility requirements <u>together with your Quotation:</u> <ol style="list-style-type: none"> a. 2025 Mayor’s/Business Permit b. PhilGEPS Registration Number c. Professional License/Curriculum Vitae of Key Personnel/Auditors; d. Signed Omnibus Sworn Statement (OSS); <p style="text-align: center;">Additional Documentary Requirements:</p> <ol style="list-style-type: none"> e. Organizational Chart; f. List of Completed and Ongoing Projects for Government and Private Sector; g. Approach, work plan and schedule; h. List of Key Personnel to be assigned to the project with their complete qualification and experienced data; i. Board Resolution or Special Power of Attorney or Secretary’s Certificate proving that the Supplier’s representative is duly authorized to sign the PQF, Notice of Award, Contract/Purchase Order and Notice to Proceed

III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> • Within three (3) working days from receipt of Notice from the BAC Secretariat that the Supplier is determined as the one with the Highest Rated Bid, the winning Supplier shall submit the following as a condition for the award of the contract: <ul style="list-style-type: none"> a. Notarized Omnibus Sworn Statement (NOSS) b. Original Copies of Signed PQF, NOSS, and Certified True Copies of eligibility and additional requirements • The failure to submit above-mentioned documents shall not entitle the CB to the award of the contract.
IV. SELECTION CRITERIA	<ul style="list-style-type: none"> • Evaluation shall be based on Quality-Cost Based Evaluation (QCBE). • <i>Please refer to the attached Terms of Reference for the detailed explanation of the Selection Criteria, "Annex A."</i>
V. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> • Provision of the service must commence on the date stated in the Notice of Award (NOA) and/or Contract/Purchase Order (PO) / Notice to Proceed (NTP). The winning CB is directed to coordinate with the QMR Committee during contract implementation. . • After rendition of service, the OGCC, through its QMR Committee, shall issue the Certificate of Completion and Satisfactory Rendition of Service. • The winning CB shall notify the OGCC QMR Committee through mail/email upon performance of the required services at the details below: <p style="text-align: center;"> OGCC ISO Quality Management Representative OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City (02) 7978 2044 records@ogcc.gov.ph </p>
VI. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> • Advance payment is not allowed. • Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit: <ul style="list-style-type: none"> a. 50% of Contract amount: After re-certification audit and issuance of ISO 9001:2015 Certificate, valid for three (3) years b. 25% of Contract amount : After surveillance audit for the 2nd year c. 25% of Contract amount : After surveillance audit for the 3rd year • Payment shall be made <i>via</i> check within thirty (30) calendar days upon submission of the Certification by the OGCC ISO Quality Management Representative that services have been rendered and other necessary documents as may be required by the OGCC Accounting Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC ISO Quality Management Representative for the pick-up of the check. • Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the service not delivered/performed within the prescribed delivery period shall be imposed per day of delay. The OGCC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent

	(10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
VII. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION	<ul style="list-style-type: none"> The price quotation together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address: OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City The same may also be submitted electronically to bac@ogcc.gov.ph. The CBs who will opt to submit their quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> The email must indicate as subject: Quotation for the ENGAGEMENT OF A THIRD-PARTY CERTIFYING BODY FOR THE ISO 9001-2015 QMS RECERTIFICATION OF THE OGCC The price quotation must be in archive format and password protected; Include in the email the name of their authorized representative together with the contact details which the BAC may call during the opening and evaluation of quotations; and The Supplier's representative/s must disclose the password only during the scheduled opening of quotations. Quotation must be submitted via email on or before 15 July 2025 at 1:00PM: bac@ogcc.gov.ph <i>Late bids shall not be accepted.</i>
VIII. RESERVATION CLAUSE	The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected Supplier.
IX. NON-DISCLOSURE	The CB shall not, without the prior written consent of the OGCC, disclose to any person or entity any information or data related or involving employees of the OGCC acquired during the implementation of the contract.
X. OGCC'S CONTACT DETAILS	02 76172991 / 09178744417 / 09178720543 Email: bac@ogcc.gov.ph

CONFORME:

Name and Signature of the Supplier or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE

Office of the Government Corporate Counsel

3rd Floor, MWSS Building, Balara,

Katipunan Ave., Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our quotation for the **ENGAGEMENT OF A THIRD-PARTY CERTIFYING BODY FOR THE RE-CERTIFICATION OF ISO-9001:2015 QMS OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL** as follows:

Technical Specifications	Pls. Check Compliance <i>(Pls. put check mark)</i>
<p><i>The CB is expected to provide the following services:</i></p> <ol style="list-style-type: none"> 1. Re-certification Audit (2025) <ol style="list-style-type: none"> a. Prepare and submit re-certification audit plan not later than one (1) month prior to re-certification audit; and b. Conduct of re-certification audit (1 day), if applicable 2. Issuance of ISO 9001-2015 Certificate valid for three (3) years <ol style="list-style-type: none"> a. Prepare and submit audit report detailing observations, opportunities for improvements, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of audit or within five (5) working days after the conduct of the on-site or virtual audit; b. Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings; and c. ISO 9001:2015 Certificate valid for three (3) years. 3. Surveillance Audit for 2nd year (2026) and Surveillance Audit for 3rd year (2027) to maintain OGCC's QMS Certification <ol style="list-style-type: none"> a. Prepare and submit surveillance audit plan not later than one (1) month prior to audit; b. Conduct surveillance audit for one (1) day, if applicable; c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the audit or within five (5) working days after the conduct of on-site or virtual audit; and d. Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings. 	
<p><i>Qualification of the CB. The CB must meet the following minimum qualifications:</i></p> <ol style="list-style-type: none"> 1. The CB must be duly accredited by an International Accreditation Forum (IAF) member organization or Department of Trade and Industry - Philippine Accreditation Bureau (DTI-PAB). <p>However, the CBs which are duly accredited by the DTI-PAB to certify the agencies' ISO QMS shall be preferred for the latter's provision of certain degree of control over CBs engaged by government agencies on their ISO QMS certification. This will better address the challenges in the validation process on acquiring information from CBs, among others. The DTI-PAB, aside from being an IAF member, is the recognized national accreditation</p>	

<p>body in the Philippines pursuant to Executive Order No. 802, s. 2009.</p> <ol style="list-style-type: none"> 2. Must have a good track record of certifying government agencies for quality management or have at least three (3) years of experience in conducting 3rd Party Certification Audit with clients from the private and government sector, locally or abroad. 3. The CB has been accredited to audit and certify QMS for the specified scopes which are deemed relevant to the nature and functions of the OGCC. 4. Preferably with experience with clients from government sector that renders legal services. 5. The team of auditor/s assigned to do the audit must satisfy the following: <ol style="list-style-type: none"> a. Consists of auditors with actual hands-on experience on QMS who qualified to conduct audits in the name of the CB; b. International Register of Certificated Auditors (IRCA) certified for Audit Team Leader and must have passed the Lead Auditor Course for QMS (ISO 9001:2015) for audit team members; c. At least one (1) member must have actual hands-on experience on Government QMS Process; d. At least one (1) auditor of the initial team shall participate in at least 2 audits of the 3-year audit cycle; and e. Replacement of any team or team member shall require prior to written approval from OGCC. 	
<p><i>Deliverables and Time Schedule</i></p> <ol style="list-style-type: none"> 1. Re-certification Audit Plan – at least one (1) month before audit; 2. Issuance of ISO 9001:2015 Certificate valid for 3 years – 2nd week of October 2025; 3. Conduct of First (1st) Surveillance Audit – Within Year 1 after re-certification; 4. Conduct of Second (2nd) Surveillance Audit – Within Year 2 after re-certification <p>*This timeline may be changed by the OGCC provided that each activity shall be scheduled not later than one (1) year after the issuance of re-certification or conduct of surveillance audit.</p> <p>*All reports shall be submitted to the OGCC in electronic format and MS Word documenta (latest version) and printed in two (2) copies.</p>	
<p><i>Other requirements.</i> The CB shall:</p> <ol style="list-style-type: none"> 1. Accommodate requests of Government Quality Management Committee (GQMC)-DBM Secretariat, i.e., Systems and Productivity Improvement Bureau (SPIB) and/or other oversight/validating agencies for information or documents relative to their ISO QMS certification/recertification. 2. Agree to execute “Consent and Authorization to Disclose Information and/or Documentation” to be submitted to the Government Quality Management Committee- Department of Budget and Management (Systems and Productivity Improvement 	

Bureau) and other oversight/validating agencies as deemed necessary.	

Financial Offer:

Amount of Bid in Figures:	
Amount of Bid in Words:	

1. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 calendar days from the date of this quotation.

2. If our quotation or bid is accepted, we undertake to commence the provision of the service within 15 calendar days from our receipt of the NOA and/or Contract/PO/NTP.

3. We understand that payment for items delivered will be made *via* check within 30 calendar days following the date of receipt of the items, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

Very truly yours,

Name and Signature of the Supplier or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	

**ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE
RE-CERTIFICATION OF ISO 9001:2015 OF THE OFFICE OF THE GOVERNMENT
CORPORATE COUNSEL**

Requirements	Particulars
Background	<p>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.</p> <p>The Office of the Government Corporate Counsel (OGCC) is an agency attached to the Department of Justice (DOJ). Thus, being under the Executive Branch, it is mandated by law to comply with the aforementioned standards. The OGCC’s three-year certification of ISO 9001:2015 for its QMS was first awarded on 29 November 2019 which covered all its enrolled core and support-to-operation processes. It was successfully re-certified and maintained for the next 3-year re-certification cycles up to its last surveillance audit on 08 November 2024.</p> <p>The current contract with the CB is due to expire on 15 July 2025. In order to sustain continued certification in the implementation of OGCC’s ISO-certified QMS and ensure compliance to the above-mentioned directive, there is a need to avail of the services of a Certifying Body (CB) that will re-certify OGCC’s QMS to conform with ISO 9001 standards before it expires.</p> <p>In view of this, the OGCC shall engage a third-party CB to provide ISO 9001:2015 re-certification for its core and support to operation processes.</p>
Objectives	<p>The OGCC intends to engage the services of a CB that will conduct assessment and audit of the OGCC’s QMS for its core and support to operations processes for re-certification under the ISO 9001:2015 standard. The CB shall also conduct surveillance audits within a three-year period after the OGCC’s ISO 9001:2015 QMS secures re-certification.</p>
Scope of Services	<p>The CB is expected to provide the following services:</p> <p><u>1. Re-certification Audit (2025)</u></p> <ul style="list-style-type: none"> a. Prepare and submit re-certification audit plan not later than one (1) month prior to re-certification audit; and b. Conduct re-certification audit (1 day), if applicable.

	<p><u>2. Issuance of ISO 9001:2015 Certificate valid for three (3) years</u></p> <ul style="list-style-type: none"> a. Prepare and submit audit report detailing observations, opportunities for improvements, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the audit or within five (5) working days after the conduct of the on-site or virtual audit; b. Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings; and c. ISO 9001:2015 Certificate valid for three (3) years. <p><u>3. Surveillance Audit for 2nd year (2026) and Surveillance Audit for 3rd year (2027) to maintain OGCC’s QMS Certification</u></p> <ul style="list-style-type: none"> a. Prepare and submit surveillance audit plan not later than one (1) month prior to the audit; b. Conduct surveillance audit for one (1) day, if applicable; c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after completion of the audit or within five (5) working days after the conduct of the on-site or virtual audit; and d. Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings. <p>Flexibility in the project schedule shall be allowed subject to OGCC approval.</p>
<p>Responsibilities of the Certifying Body</p>	<p>The CB shall have the following responsibilities:</p> <ul style="list-style-type: none"> 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 engaged as a CB 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 CB shall be resolved amicably in good faith. However, the OGCC shall be afforded the right to lodge appeals about the decisions

	<p>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.</p> <p>e. Adhere to the agreed scope of work/deliverables which were approved by the OGCC.</p> <p>f. Provide a full report on the operations audited, consistent with the content of the approved scope of work / deliverables to the OGCC within the stipulated time of each initial, surveillance and re-certification audits, unless otherwise agreed to by OGCC.</p> <p>g. All information reviewed and recorded by the CB audit team would be treated in the strictest confidence at all times.</p>
<p>Qualification of the Certifying Body</p>	<p>The CB must meet the following minimum qualifications:</p> <ol style="list-style-type: none"> 1. The CB must be duly accredited by an International Accreditation Forum (IAF) member organization or Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB). <p>However, the CBs which are duly accredited by the DTI-PAB to certify the agencies' ISO QMS shall be preferred for the latter's provision of certain degree of control over CBs engaged by government agencies on their ISO QMS certification. This will better address the challenges in the validation process on acquiring information from CBs, among others. The DTI-PAB, aside from being an IAF member, is the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.</p> <ol style="list-style-type: none"> 2. Must have a good track record of certifying government agencies for quality management or have at least three (3) years of experience in conducting 3rd Party Certification Audit with clients from the private and government sector, locally or abroad. 3. The CB has been accredited to audit and certify QMS for the specified scopes which are deemed relevant to the nature and functions of the OGCC. 4. Preferably with experience with clients from government sector that renders legal services. 5. The team of auditor/s assigned to do the audit must satisfy the following:

	<p>5.1 Consists of auditors with actual hands-on experience on QMS who qualified to conduct audits in the name of the Certifying Body;</p> <p>5.2 International Register of Certificated Auditors (IRCA) certified for Audit Team Leader and must have passed the Lead Auditor Course for QMS (ISO 9001:2015) for Audit team members;</p> <p>5.3 At least one (1) member must have actual hands-on experience on Government QMS Process;</p> <p>5.4 At least one (1) auditor of the initial team shall participate in at least 2 audits of the 3-year audit cycle; and</p> <p>5.5 Replacement of any team or team member shall require prior written approval from OGCC.</p>												
<p>Deliverables and Time Schedule</p>	<ol style="list-style-type: none"> 1. Re-Certification Audit Plan - At least 1 month before audit 2. Issuance of ISO 9001:2015 Certificate valid for three (3) years - 2nd week of October 2025 3. Conduct of First (1st) Surveillance Audit - Within Year 1 after re-certification 4. Conduct of Second (2nd) Surveillance Audit - Within Year 2 after re-certification <p>Note 1: This timeline may be changed by the OGCC provided that each activity shall be scheduled not later than one (1) year after the issuance of re-certification or conduct of surveillance audit.</p> <p>Note 2: All reports shall be submitted to the OGCC in electronic format and MS Word document (latest version) and printed in two (2) copies.</p>												
<p>Selection Criteria</p>	<p>Evaluation shall be based on the Quality-Cost Based Evaluation (QCBE) Procedure wherein the Technical Proposal together with the Financial Proposal shall be considered.</p> <p>The criteria and rating system for the selection of the winning Certifying Body are as follows:</p> <table border="1" data-bbox="532 1814 1416 1976"> <thead> <tr> <th>Evaluation Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td>80%</td> </tr> <tr> <td>Financial Proposal</td> <td>20%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </tbody> </table> <p><u>Technical Proposal:</u></p> <p>The Technical Proposal shall have the following sub-criteria:</p> <table border="1" data-bbox="532 2173 1416 2287"> <thead> <tr> <th>Evaluation Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>a. Applicable experience and track record of the CB</td> <td>40%</td> </tr> </tbody> </table>	Evaluation Criteria	Weight	Technical Proposal	80%	Financial Proposal	20%	Total	100%	Evaluation Criteria	Weight	a. Applicable experience and track record of the CB	40%
Evaluation Criteria	Weight												
Technical Proposal	80%												
Financial Proposal	20%												
Total	100%												
Evaluation Criteria	Weight												
a. Applicable experience and track record of the CB	40%												

b. Qualifications of auditors who will be assigned to the project	30%
c. Approach and methodology	10%
Total	80%
A. Applicable Experience and Track Record of the Certifying Body - 40%	
Number of Years of Auditing Experience (ISO 9001)	Equivalent Points (10%)
At least five (5) years	5
Six (6) to seven (7) years	8
More than seven (7) years	10
Number of Completed Similar Projects In the Government Sector (ISO 9001)	Equivalent Points (20%)
Three (3) to five (5) similar projects	10
Six (6) to seven (7) similar projects	13
Eight (8) to nine (9) similar projects	16
More than nine (9) similar projects	20
Number of Completed Similar Projects In the Private Sector (ISO 9001)	Equivalent Points (10%)
Three (3) to five (5) similar projects	4
Six (6) to seven (7) similar projects	5.5
Eight (8) to nine (9) similar projects	7
Ten (10) to twelve (12) similar projects	8.5
More than twelve (12) similar projects	10
B. Qualifications of auditors who will be assigned to the project. The applicable score of the two (2) nominated personnel (30%). Each of the two (2) shall be assessed using the following sub-criteria:	
Number of Years of Auditing Experience	Equivalent Points (10%)

	(ISO 9001)	
	At least three (3) years	5
	Four (4) to five (5) years	7.5
	More than five (5) years	10
	Number of Completed Similar Projects In the Government Sector (ISO 9001)	Equivalent Points (15%)
	Three (3) to five (5) similar projects	10
	Six (6) to seven (7) similar projects	12.5
	More than (7) similar projects	15
	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 (7) similar projects	5
<p>The applicable score shall be the average score of the two (2) nominated personnel.</p> <p>C. Approach and Methodology (10%)</p> <ol style="list-style-type: none"> 1. Clarity of proposed methods and approaches to be used; their feasibility and practicability to site conditions (5%). 2. Comprehensiveness (5%) <ul style="list-style-type: none"> • 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. <p><u>Financial Proposal:</u></p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> b.1 The lowest Financial Proposal shall receive the maximum score of 20%. 		

	<p>b.2 The scores of other Financial Proposals shall be computed using the formula:</p> $\text{Financial Score} = \frac{\text{Lowest Financial Proposal}}{\text{Financial Proposal of the Proponent}} \times 100 \times 20\%$ <p>Overall Rating:</p> <p>The overall rating of the proponent shall be the sum of the ratings earned for the Technical Proposal and Financial Proposal.</p> <p>The contract shall be awarded to the Highest Rated Bid.</p>															
<p>Approved Budget for the Contract</p>	<p>The Approved Budget for the Contract (ABC) is TWO HUNDRED FIFTY THOUSAND PESOS only (PhP 250,000.00), and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.</p> <table border="1" data-bbox="532 986 1414 1864"> <thead> <tr> <th>COMPONENT</th> <th>MOOE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td> Certification Audit (2) stages <ul style="list-style-type: none"> • Application & Certificate Fee • Conduct of Site Audit </td> <td style="text-align: center;"> 65,000.00 60,000.00 </td> <td style="text-align: center;"> P125,000.00 </td> </tr> <tr> <td> Surveillance Audit (2nd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee </td> <td style="text-align: center;"> 60,000.00 2,500.00 </td> <td style="text-align: center;"> P62,500.00 </td> </tr> <tr> <td> Surveillance Audit (3rd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee <p><i>*Fees includes Professional Fees, representation expenses, incidental expenses and applicable taxes</i></p> </td> <td style="text-align: center;"> 60,000.00 2,500.00 </td> <td style="text-align: center;"> P62,500.00 </td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">P 250,000.00</td> </tr> </tbody> </table>	COMPONENT	MOOE	TOTAL	Certification Audit (2) stages <ul style="list-style-type: none"> • Application & Certificate Fee • Conduct of Site Audit 	65,000.00 60,000.00	P125,000.00	Surveillance Audit (2nd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee 	60,000.00 2,500.00	P62,500.00	Surveillance Audit (3rd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee <p><i>*Fees includes Professional Fees, representation expenses, incidental expenses and applicable taxes</i></p>	60,000.00 2,500.00	P62,500.00			P 250,000.00
COMPONENT	MOOE	TOTAL														
Certification Audit (2) stages <ul style="list-style-type: none"> • Application & Certificate Fee • Conduct of Site Audit 	65,000.00 60,000.00	P125,000.00														
Surveillance Audit (2nd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee 	60,000.00 2,500.00	P62,500.00														
Surveillance Audit (3rd year) <ul style="list-style-type: none"> • Conduct of Audit (Professional Fees, Supplies and Representation) • Certificate Fee <p><i>*Fees includes Professional Fees, representation expenses, incidental expenses and applicable taxes</i></p>	60,000.00 2,500.00	P62,500.00														
		P 250,000.00														
<p>Payment Schedule</p>	<p>Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:</p> <p>50% Payment: After Re-certification Audit and Issuance of ISO 9001:2015 Certificate valid for three (3) years.</p> <p>25% Payment: After Surveillance Audit for the 2nd year</p> <p>25% Payment: After Surveillance Audit for the 3rd year</p>															

	<p>Each payment shall be supported by a Certificate of Acceptance based on the work rendered comprising of the actual outputs as certified by the CB and duly accepted by the QMR Head or his/her authorized representative.</p>
<p>Other Requirements</p>	<p>The CB shall:</p> <ol style="list-style-type: none"> 1. Accommodate requests of Government Quality Management Committee (GQMC)-DBM Secretariat, <i>i.e.</i> Systems and Productivity Improvement Bureau (SPIB) and/or other oversight/validating agencies for information or documents relative to their ISO QMS certification/recertification. 2. Agree to execute '<i>Consent and Authorization to Disclose Information and/or Documentation</i>' to be submitted to the Government Quality Management Committee-Department of Budget and Management (Systems and Productivity Improvement Bureau) and other oversight/validating agencies as deemed necessary.