



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

<b>Project</b>	: ISO-QMS Consultant	<b>Date</b>	: 17 August 2019
<b>PR No.</b>	: 2019-07-0870	<b>Quotation No.</b>	: 2019-08-0222
<b>Approved Budget for the Contract</b>	: 975,301.67	<b>Procurement Method</b>	: Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than (Date and Time) at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com)

**General Conditions:**

1. Delivery period within the dates included in the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Income/Tax Return
- Omnibus Sworn Statement in accordance with **Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the RA 9184** (it is advised that the Omnibus Sworn Statement be submitted after confirmation of contract/purchase order with PCOO to not burden other non-winning suppliers with notarization fee of the said statement)

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN No** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.		Qty	Unit	Unit Price	Total
1	For the ISO Certification of PCOO <ul style="list-style-type: none"><li>• Initial Assessment and Business Diagnosis</li><li>• Leadership and the QMS Seminar</li><li>• Setting the foundation for QMS Workshop</li><li>• Process Orientation</li><li>• Risk Orientation</li><li>• System Development</li><li>• Interview (On-site)</li><li>• Draft Quality Manual</li><li>• Draft Quality Process</li><li>• Internal Audit Course:<ul style="list-style-type: none"><li>○ Internal Audit of QMS using 9001-2015</li><li>○ Preparation of internal audit and supervised internal audit</li><li>○ Root cause analysis and corrective action planning after first internal audit</li><li>○ Monitoring Implementation</li></ul></li></ul>	1	lot	_____	_____



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	<ul style="list-style-type: none"><li>• Guided Management Review</li><li>• Pre-Certification Assessment</li><li>• Assistance in Corrective action</li></ul> <p>Please see attached Terms of Reference for more details.</p>				<b>Total:</b> _____
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After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date