



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 29 May 2025

RFQ No. : **2025-02-019**

Name of Company	:	
Address	:	
TIN	:	
PhilGEPS Registration No.	:	
Purchase Request No.	:	2025-02-019
End-User Unit	:	Planning, Monitoring, and Evaluation Division (PMED)
APP CY 2025 Reference	:	3 rd APP
Source of Fund	:	GAA 2025

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9 - Consultancy Services** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Consultancy Services - Engagement of a Certifying Body to Provide a Three (3)-Year Audit for the ISO 9001:2015 QMS Certification of the Presidential Communications Office (PCO) (Procurement/Contract No. 2025-02-019)**, with an Approved Budget for the Contract in the amount **Five Hundred Forty-Three Thousand Two Hundred Pesos (PHP 543,200.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ **via e-mail (procurement@pco.gov.ph)**, duly accomplished and signed by you or your duly authorized representative, **not later than 09 June 2025 at 8:00 AM¹**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your**

¹ In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.



PhilGEPS registration account, page, or dashboard.)

2. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.);
3. Latest Income/Business Tax Return (*for ABC above five hundred thousand pesos*);
4. **Duly Signed/Accomplished** Updated and Revised Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible Lowest/Single Calculated Bidder;**
5. Professional License/ Curriculum Vitae (Consulting Services); and
6. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

For any clarification, you may contact us via email at procurement@pco.gov.ph

Original Signed
JOHN JAFET A. SORIANO
Member, BAC Secretariat

INSTRUCTIONS:

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.
- For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Consultancy Services -Engagement of a Certifying Body to Provide a three (3)-Year Audit for the ISO 9001:2015 QMS Certification of the Presidential Communications Office (PCO) (Procurement/Contract No. 2025-02-019) <i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>		
<i>Technical Specifications</i>	<i>Quantity</i>	<i>Statement of Compliance</i>
Contract Duration: - FY 2025- 2027 <u>1st year:</u> Type: <u>Recertification Audit</u>	 1st lot	

<p>Purpose: To conduct a full and thorough review of the related documented information for all the processes within the submitted certification scopes.</p> <p>Coverage:</p> <ul style="list-style-type: none"> - All locations identified in the contract or certification scopes; and - All operational processes, management practices, and relevant documentation. <p>Audit Activities:</p> <ul style="list-style-type: none"> - On-site inspections; - Document and records review; - Interviews with key personnel; - Sampling of documents and records; and, - Evaluation of compliance with applicable standards or contractual requirements 		
<p><u>2nd year</u></p> <p>Type: <u>First Surveillance Audit</u></p> <p>Purpose: To ensure continued compliance with the standards and assess the effectiveness of implemented processes, with a focus on selected areas.</p> <p>Coverage:</p> <ul style="list-style-type: none"> - All core processes and identified support processes are provided by the suppliers. <p>Audit Activities:</p> <ul style="list-style-type: none"> - On-site inspections; - Document and records review; - Interviews with key personnel; 	<p>2nd lot</p>	

<ul style="list-style-type: none"> - Sampling of documents and records; - Evaluation of compliance with applicable standards or contractual requirements 		
<p><u>3rd year</u></p> <p>Type: Second Surveillance Audit</p> <p>Purpose: To verify continued conformity and improvement prior to the next full audit cycle.</p> <p>Coverage:</p> <ul style="list-style-type: none"> - Another set of identified processes - All core processes and other support processes that are not included in Year 2. <p>Audit Activities:</p> <ul style="list-style-type: none"> - On-site inspections; - Document and records review; - Interviews with key personnel; - Sampling of documents and records; and, - Evaluation of compliances with applicable standards or contractual requirements. 	<p>1 lot</p>	
<p><u>Additional Notes:</u></p> <p><u>Audit Planning:</u></p> <p>The supplier is required to submit an audit plan and itinerary annually at least 30 days prior to the conduct of the audit. This will help outline planning activities of the PCO.</p> <p><u>Documentation:</u></p> <p>All audit findings, and necessary corrective actions will be reviewed and formally documented and disseminated in accordance with standard procedures.</p>		

<p>A. <u>OVERALL SCOPE OF WORK</u></p> <ul style="list-style-type: none"> - To provide a detailed audit plan and itinerary for the ISO 9001:2015 QMS certification for a period of three (3) years; - To assess the compliance with the ISO 9001:2015 standard and certify the PCO's Quality Management System; - Conduct audits in accordance with ISO 9001:2015 standards, ensuring a systematic and impartial approach; - Post-Audit Support and guidance on corrective actions and assist in resolving non-conformities (procedure for addressing and resolving non-conformities will be defined); - Provide a comprehensive report and the executive summary highlighting the main findings and recommendations for the PCO; - Presentation of the audit findings to the concerned PCO Offices and Officials; and - After successful audits, issue the ISO 9001:2015 certification to the PCO. 		
<p><u>AUDIT METHODOLOGY</u></p> <p>Document Review of quality manuals, policies, standard operating procedures (SOPs), and records;</p> <p>Interviews with key personnel to understand the practical implementation of QMS;</p> <p>On-site Inspections of the PCO offices, meeting rooms, and departments to observe processes and gather evidence of conformity; and</p> <p>Sampling of select representative processes and documents for thorough examination (if applicable)</p>		

<p><u>OTHER REQUIREMENTS:</u></p> <ul style="list-style-type: none"> - The Audit Team consists of <u>at least three (3) members</u>; - Both parties will agree to maintain confidentiality regarding the audit findings, reports, and any sensitive information shared during the process; - Any factors that may cause delays in the audit schedule or certification process should be communicated in advance; - After the final audit (in Year 3), a final audit report will be issued that summarizes the findings of all audits conducted over the three years, the actions taken, and the final status of the PCO's QMS; - A final certification decision will be made, determining whether the PCO meets the requirements to retain the ISO 9001:2015 certification for another cycle 	-	
<p><u>CERTIFYING BODY QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> - Technical Proposal (70%) <ul style="list-style-type: none"> • Experience and Capability of the Certifying Body (40%) • Audit Team Qualifications (40%) • Plan of Approach and Methodology (20%) - Financial Proposal (30%) 	-	
<p><u>TECHNICAL PROPOSAL</u></p> <p>A. Experience and Capability of the Certifying Body (40%)</p> <ul style="list-style-type: none"> - Company must be accredited by the International Organization for Standardization (ISO) <p>Submission of the following documents for evaluation of years in conducting ISO-QMS Audits and Certification:</p>	-	

<ul style="list-style-type: none"> - List of completed and on-going contracts related to ISO 9001:2015 QMS Audits and Certification within the year 2015-2025; and - Company Profile. <p>Technical Specification:</p> <ul style="list-style-type: none"> - Number of years in conducting ISO-QMS audits and certification (20%) <p>Rating scale:</p> <p>20% - 7 years or more 15% - 5 years to less than 7 years 10% - 3 years to less than 5 years 5% - 1 year to less than 3 years 3% - less than 1 year</p> <ul style="list-style-type: none"> - Number of <u>government institutions audited and certified</u> for ISO-QMS (15%) <p>Rating scale:</p> <p>15% - audited 10 or more institutions 10% - audited 7 to 9 institutions 8% - audited 4 to 6 institutions 5% - audited 1 to 3 institutions</p> <ul style="list-style-type: none"> - Number of <u>private institutions audited and certified</u> for ISO-QMS (5%) <p>Rating scale:</p> <p>5% - audited 10 or more institutions 4% - audited 7 to 9 institutions 3% - audited 4 to 6 institutions 2% - audited 2 to 3 institutions 1% - audited 1 institution</p>		
---	--	--

<p>B. Audit Team Qualifications (40%)</p> <p>The audit team consists of at least three (3) members.</p> <p>Submission of the Curriculum Vitae or Personal Data Sheet of the Lead Auditor and Team Members for validation of qualification and experience.</p> <ul style="list-style-type: none"> - Educational attainment of the Lead Auditor (10%) <p>Rating scale:</p> <p>10% - Doctor's Degree 8% - Master's Degree 6% - Bachelor's Degree 0% - Non-Bachelor's Degree</p> <ul style="list-style-type: none"> - Educational attainment of the Audit Team Members (10%) <p>Rating scale:</p> <p>10% - At least Master's Degree 8% - Bachelor's Degree 0% - Non-Bachelor's Degree</p> <p>Note: This criterion will be rated accordingly using an averaging method.</p> <ul style="list-style-type: none"> - Years of experience <u>in auditing private and government institutions</u> of the Lead Auditor in ISO- QMS Auditing (10%) <p>Rating scale:</p> <p>10% - 7 years or more relevant experience 8% - 5 years to less than 7 years of relevant experience 5% - 3 years to less than 5 years relevant experience 3% - 1 year to less than 3 years relevant Experience</p>		
---	--	--

<p>1% - less than 1 year relevant experience</p> <ul style="list-style-type: none"> - Years of experience <u>in auditing private and government institutions</u> of the Audit Team Members in ISO-QMS auditing (10%) <p>Rating scale:</p> <p>10% - 5 years or more relevant experience 8% - 3 to 4 years or more relevant experience 5% - 1 to 2 years or more relevant experience 3% - Less than 1 Year of experience</p> <p>Note: This criterion will be rated accordingly using an averaging method.</p> <p>C. Plan of Approach and Methodology (20%)</p> <p>Submission of the Manual of Operations or any approved documents systematically illustrating and outlining the following requirements:</p> <ol style="list-style-type: none"> 1. Audit Program Objectives <ul style="list-style-type: none"> - Clear demonstration of understanding of audit goals and scope; and, - Alignment of the proposed approach with the scope of certification. 2. Audit Planning (Strategy and Implementation Plan) <ul style="list-style-type: none"> - Logical, specific and well-structured methodology; and, - Feasibility of the proposed strategy within the given timeline. 3. Innovation and Value-Added Approach <ul style="list-style-type: none"> - Use of innovative solutions or best practices; - Value-added inputs that enhance or improve processes or service delivery; and, 		
--	--	--

<ul style="list-style-type: none"> - Continued follow-up and assistance on resolution of possible issues and or concerns. <p>4. Risk Assessment</p> <ul style="list-style-type: none"> - Identification of potential risks and challenges; and, - Clear risk mitigation measures and contingency planning. <p>5. Documentation (Evaluation and Reporting)</p> <ul style="list-style-type: none"> - Provision of report outline and methodology; - Conduct of closing meeting; and, - Protection of confidential information <p>6. Submission of Audit Report</p> <ul style="list-style-type: none"> - Alignment of formal report with the presented outline; and, - Regular and open communication with regard to possible findings. <p>7. Release of ISO 9001:2015 Certificate</p> <ul style="list-style-type: none"> - Submission of draft certificate for checking and validation; and, - Notice of Finalization and Schedule of Release; - Upon end-user's completion of the requirements <p>Rating scale: 20% - 100% of the requirements are met 15% - 75% of the requirements are met 10% - 50% of the requirements are met 5% - below 50% of the requirements are met</p> <p>Note: The Third-Party Certifying Body must achieve a total rating score of 80% in the technical proposal criteria.</p>		
--	--	--

GENERAL CONDITIONS:	
<p>I. Supplier shall submit a signed proposal/quotation and submit details of your company;</p> <p>II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</p> <p>III. Supplier must be PhilGEPS Accredited (at least Red Membership registration);</p> <p>IV. No down payment:</p> <p>V. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product;</p> <p>VI. Price validity shall be for a period of sixty (60) calendar days;</p> <p>VII. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.)</p> <p>VIII. Payment processing is after service/product have been delivered; and</p> <p>IX. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s</p>	

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **“0”** if item being offered is for free.

Consultancy Services -Engagement of a Certifying Body to Provide a Three (3)-Year Audit for the Iso 9001:2015 QMS Certification of the Presidential Communications Office (PCO) (Procurement/Contract No. 2025-02-019),		Five Hundred Forty-Three Thousand Two Hundred Pesos (PHP 543,200.00). <i>Note: The submitted Bid amount should not exceed the ABC</i>	
Description	Quantity	Unit of Measurement	Subtotal
Consultancy Services - Engagement of a Certifying Body – Year 1	1 st year	lot	
Consultancy Services - Engagement of a Certifying Body – Year 2	2 nd year	lot	

Consultancy Services - Engagement of a Certifying Body – Year 3	3 rd year	lot	
<p style="text-align: center;">TOTAL OFFERED QUOTATION (Total Amount for all Items)</p>		In words:	
		Figures:	
		₱	

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to

confirm their conformity to the technical specifications.

9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant.**
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCO 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

(KINDLY USE THE UPDATED OSS)
Attached is the Word File to be used
Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.
11. *[Name of Bidder]* hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact reference of the company where the PCO BAC official notices may be transmitted.

Contact Person:	
Telephone No/s.:	
E-mail Address:	
Mobile No.:	

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

SUBSCRIBED AND SWORN to before this day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used²], with his/her photograph and signature appearing thereon, with no. _____ issued on

²The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.

"Sec. 12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSTS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National

_____ at _____.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

NOTARY PUBLIC

My commission expires Dec. 31, 20____;

Not. Reg. No. _____;

Page No. _____;

Book _____;

Series of 20 _____:

*Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD)
certification.*