

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

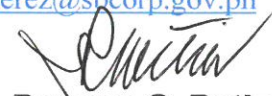
TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Certifying Body to Provide ISO 9001:2015 Recertification on SBCorp** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **October 04, 2024 at 10:00am.** A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), ITR (Updated) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at jparpan@sbcorp.gov.ph bac@sbcorp.gov.ph jbperez@sbcorp.gov.ph



Rowena G. Betia
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p style="text-align: center;">TERMS OF REFERENCE (TOR)</p> <p style="text-align: center;"><i>For the procurement of services of a Certifying Body to provide ISO 9001:2015 recertification on SBCorp</i></p> <p>I. PROJECT DESCRIPTION</p> <p>The Small Business Corporation (SBCorp) is contracting the services of a Certifying Body (CB) to provide ISO 9001:2015 Recertification for SBCorp's core and support processes.</p> <p>II. SITES COVERED</p> <ol style="list-style-type: none"> 1. SBCorp's Head Office and South Luzon Group at 17th, 18th, and 19th (Unit 1903 and 1904) Floors, 139 Corporate Center, 139 Valero Street, Salcedo Village, 1227 Makati City 2. SBCorp's North Luzon Group at 2nd Floor ES Clemente Building, Shanum Street corner Otek Street, 2600 Baguio City 3. SBCorp's Mindanao Group at Unit 410, 4th Floor, Landco Corporate Center, J.P. Laurel Avenue, Bajada, 8000 Davao City 4. SBCorp's Visayas Group at 6th Floor Unit A, 2QUAD Building Cardinal Rosales Avenue, Cebu Business Park, 6000 Cebu City <p>III. CB REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The CB must provide SBCorp its company profile highlighting, among others, its operations track record, related projects, scope of work, and implementation methodology. It must also provide the qualifications and the list of auditors (<i>please see item 4 below</i>) who shall perform the annual audits, including surveillance audits, on SBCorp and facilitate the recertification processes on the CB's behalf. 	

AR.

<p>2. The CB must have an unexpired accreditation for ISO 9001 certification activities by a national accreditation body recognized by the Philippine government, such as the Public Accreditation Bureau (PAB) under the Department of Trade and Industry (DTI).</p> <p>3. The CB audit team must provide SBCorp a full report on each audit consistent with the approved scope of work/deliverables within five (5) working days after each surveillance and re-certification audit unless otherwise agreed upon by SBCorp.</p> <p>4. The CB audit teams, including surveillance audit teams, must satisfy the following:</p>	
<p>a. With at least one (1) team member that has relevant and sector-specific experience with the scope of certification (i.e., SBCorp core and support services);</p> <p>b. With team members with actual experience in Government Financial Institutions (GFIs) or Government Owned and Controlled Corporations (GOCCs) implementing an ISO 9001:2015 Quality Management System (QMS);</p> <p>c. For the succeeding years (i.e., second and third years of the audit cycle), at least one (1) auditor from the initial year must be part of the audit teams while all other audit team members may be new.</p> <p>d. Designation of a single point of contact who shall act as the overall coordinator for the CB audit teams and with whom SBCorp shall communicate throughout the three-year (3) duration of the audit to coordinate technical, logistical, as well as administrative requirements.</p> <p>e. Designation and/or replacement of any team member shall require prior written approval of SBCorp.</p> <p>5. The certifying body shall abide with auditing principles, terminologies and guidelines as specified in the ISO 19011:2005 - Guidelines for Quality Management Systems Auditing and in accordance with ISO 31000:2018 - Risk Management Framework.</p>	

6. All information reviewed and recorded by the certifying body audit team shall always be treated with the strictest confidentiality.

(Note: The detailed evaluation metrics of the foregoing requirements is indicated in *item X*.)

IV. SCOPE OF SERVICES AND TIMETABLE

The CB is expected to provide the following services/expected outputs:

Timeline	Services/ Expected Outputs
<p>1. Recertification Audit (between 14 October 2024 to 31 October 2024 or any date thereafter as may be deemed appropriate by the CB, with the concurrence of SBCorp)</p>	<ul style="list-style-type: none"> • Prepare a recertification audit plan, including daily audit activities, timelines, and assigned CB personnel in a GANTT Chart, clearly defining the activities to be performed by the CB and SBCorp, within seven (7) calendar days from receipt of Notice to Proceed and submit to SBCorp within twenty-one (21) working days before the actual audit date;
<p>2. Issuance of ISO 9001:2015 Certificate valid for three (3) years</p>	<ul style="list-style-type: none"> • Conduct recertification audit; • Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity, if any, with ISO 9001:2015 standards or on documented procedures within five (5) working days after the conduct of the audit;

	<ul style="list-style-type: none"> • Respond to SBCorp's inquiries and comments in writing and in a timely manner; and, • Issue ISO 9001:2015 Certificate and other collaterals (e.g., tarpaulins). 	
<p>3. First Surveillance Audit for the 2nd year (3rd Quarter 2025 or any date thereafter as may be deemed appropriate by the CB, with the concurrence of SBCorp);</p> <p>Second Surveillance Audit for the 3rd year (3rd Quarter 2026 or any date thereafter as may be deemed appropriate by the CB, with the concurrence of SBCorp).</p>	<ul style="list-style-type: none"> • Prepare and submit to SBCorp surveillance audit plans, including daily audit activities, timelines, and assigned CB personnel in a GANTT Chart, clearly defining the activities to performed by the CB and SBCorp, within twenty-one (21) working days before the actual audit date; • Conduct surveillance audits; • Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity, if any, with ISO 9001:2015 standards or on documented procedures within five (5) working days after the conduct of the audit; • Conduct online or face-to-face consultative meetings (if necessary and as requested by SBCorp); • Respond to SBCorp's 	

inquiries and comments in writing and in a timely manner; and,

- Issue ISO 9001:2015 Certificate and other collaterals (e.g., tarpaulins).

V. CONTRACT PERIOD

The contract period or term for the service described in this TOR shall be three (3) years from the date of the official notice issued by the SBCorp. It is expected that the CB shall initiate the services not later than seven (7) calendar days after receipt of the Notice to Proceed.

VI. ENGAGEMENT FEE

The total cost for the three (3)-year engagement (i.e., 2024 to 2026) shall not exceed Pesos: One Million (PhP1,000,000.00) inclusive logistical costs and VAT, and shall be paid as follows:

Period	Price Component	% of Total Engagement Fee
2024	Recertification Audit	40%
2025	1 st Surveillance Audit	30%
2026	2 nd Surveillance Audit	30%

Aside from standard recertification fees, additional charges may be applicable under certain circumstances as agreed upon by both SBCorp and the CB, subject to applicable laws, rules, and regulations. These additional charges may cover extra services, resources, or efforts required by the CB during the certification process. A formal notice shall be submitted by the CB to the SBCorp on these additional charges for concurrence, with justifications and applicable supporting documents (e.g., official receipts, breakdown).

VII. PAYMENT SCHEDULE

Payment shall be made on a yearly basis and shall be based on the completion of the following yearly activities as evidenced by the CB's submission and SBCorp's acceptance of the following deliverables:

Audit / Year	Deliverables
Recertification Audit (Year 1, i.e., 2024)	– Recertification Audit – Final Audit Report – ISO 9001:2015 Certificate (i.e., valid for three [3] years) with collaterals (e.g., tarpaulins) (i.e., for 2024) – ISO 9001:2015 Certificate with collaterals (e.g., tarpaulins) (i.e., for 2025 and 2026)
First Surveillance Audit (Year 2, i.e., 2025)	– Surveillance Audit – Final Audit Report
Second Surveillance Audit (Year 3, i.e., 2026)	– Surveillance Audit – Final Audit Report

VIII. DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO SBCORP BY THE CB

In addition to the requirements cited in *item III* above, the following must be submitted to SBCorp:

1. Company Profile (with a list completed projects/engagements similar to this project)
2. Curriculum Vitae/Resume of Auditors (i.e., Team Leads and Members) who shall be assigned to this project, including sample outputs.
3. Copy of Business/Mayors Permit
4. Copy of BIR Registration (Form 2303)
5. Copy of SEC Registration
6. Proposal for ISO Certification
7. Quotation
8. PhilGeps Registration
9. Omnibus Sworn Statement

10. Business Continuity Plan 11. Disaster Recovery Plan 12. Non-Disclosure Agreement (see attached TOR for Criteria for Evaluation)	
DELIVERY REQUIREMENT	
a) SBCorp Makati Head Office (18th Flr)	
b) 1 lot	
c) Three (3) Year-contract	
Terms of Payment: Check payment, 20 days after delivery	

FINANCIAL OFFER:

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

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
Php1,000,000.00 Tax Inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.

AR

9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. 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 contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.
12. 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 SBCorp 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.

Office Telephone No. _____
Mobile No. _____
Email Address: _____

Signature over Printed Name
Position/Designation