



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 **Service Provider for the In-House Training On Process-Based Approach To Documentation Of ISO 9001:2015 And Effective Management And Implementation Of Internal Audits: Adhering To ISO 9001:2015 Requirements, And ISO 19011:2018 Guidelines** 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 **Aug. 22, 2024 at 9:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) and BIR 2303, and additional documents indicated in the TOR** 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 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;">“IN-HOUSE TRAINING ON PROCESS-BASED APPROACH TO DOCUMENTATION OF ISO 9001:2015 AND EFFECTIVE MANAGEMENT AND IMPLEMENTATION OF INTERNAL AUDITS: ADHERING TO ISO 9001:2015 REQUIREMENTS, AND ISO 19011:2018 GUIDELINES”</p> <p><u>COURSE DESCRIPTION*</u></p> <p>1. The Process-based approach to documentation of ISO 9001:2015 training will provide understanding and knowledge in the interpretation of documented information, implementation, demonstration and practical application of good documentation practices based on the Quality Management System. It will help the participants understand what to document, how to document, and what kind of documentation is required in line with the ISO 9001.</p> <p>2. The training program on ISO 19011:2018 will cater to the new, potential, or currently serving as QMS internal auditors of the Corporation. The course will offer comprehensive coverage of various audit types, including compliance audits, which involve evaluating the established QMS against the requirements of the new QMS standard, customer specifications, legal obligations, and internal organizational needs, . Additionally, the course will focus on performance audits, assessing the implementation of the established QMS. Participants will gain insights into both process-based and risk-based approaches to auditing.</p> <p><u>OBJECTIVES*</u></p> <p>The objectives of the training programs are as follows:</p> <ul style="list-style-type: none"> • Familiarize participants with each crucial activity within the internal audit process. • Gain comprehensive knowledge of the key updates in ISO 19011:2018. • Provide an in-depth understanding of the requirements outlined in ISO 9001:2015. • Offer guidance on effectively conducting audits to assess compliance with ISO 9001:2015 requirements. 	

- Enhance participants' skills in identifying and articulating audit findings, utilizing a practical audit scenario.
- Gain an understanding on Quality Management Documentation and its purpose.
- Acquire the necessary skills in the development of a Quality Management Systems documentation.

COURSE OUTLINE*

- Module 1: Documentation Information and the Management Systems ISO 9001:2015
- Module 2: Auditing Fundamentals Based on ISO 19011:2018
- Module 3: Auditing the ISO 9001:2015 Requirements
- Module 4: Workshop: Stating Audit Findings and Role-Plays

**The proposed Course Module/Outline from the provider should align with the provided guide course description, objectives, and outline.*

METHODOLOGY

- Pre-workshop Consultation
- Pre- and Post Evaluation/Profiling of Participants
- Lecture/Discussion
- Case Study/Workshop Exercises

DELIVERABLES

- Handouts
- Certificates of Attendance (*within 5 working days after the conduct of the training program*)
- Evaluation Report (*Documentation of training – observations and recommendations of the facilitator*)

SCHEDULE, PARTICIPANTS AND MODALITY

Number of Participants:

Day 1 - Thirty (30) participants

Day 2, 3 & 4 – Thirty (30) participants

Duration: 4 days (9:00 am to 5:00 pm)

Schedule: August 27 to 30, 2024

Modality: Face-to-face (*for Makati Head Office participants*) and Virtual/online via Zoom application (*for participants assigned outside Makati Head Office*)

BUDGET

One hundred fifty-three thousand pesos (₱153,000.00) inclusive of taxes and surcharges, and training materials)

TECHNICAL EVALUATION

- Program Content/Module must be responsive to the requirements of SB Corporation
- Profile of the Individual/Assigned Facilitator(s) i.e. experience, expertise, engagement
- Individual/Assigned Facilitator(s) must have the following qualifications:
 - ❖ Conducted similar training(s) within the last six (6) years i.e. from 2018 to 2024
 - ❖ Conducted similar training(s) for banking/financial/government institution(s)

FINANCIAL EVALUATION

The score will be based on the quoted price.

Formula: Bidder = "n" points

where n = [Quoted Price of Lower Bidder + Quoted Price of the Bidder Being Rated) x 20%] x 100

DOCUMENTARY REQUIREMENTS

- Proposed Program Content/Module indicating course outline, objectives, methodology and deliverables
- PhilGEPS Registration
- Company Profile
- Curriculum Vitae of individual/assigned facilitator(s) with the following information:
 - ❖ Educational background
 - ❖ Work and/or Consultancy experience
 - ❖ Projects undertaken (indicating year conducted and name of clients)
- Mayor's/Business Permit
- BIR Certificate of Registration (*for company/training institution*)/Income Tax Return (*for individual facilitator*)
- Omnibus Sworn Statement (*for company/training institution*), together with true copy of Secretary's Certificate (*for corporations*)

DELIVERY REQUIREMENT

a) 1 lot

b)

c) Terms of Payment: **20 days after completion**

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)
Php153,000.00 Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
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 SB Corp 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. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____