

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2022-0145

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**ENGAGEMENT OF FACILITATOR TO CONDUCT INTERNAL QUALITY AUDIT AND RISK
BASED THINKING REFRESHER COURSE IN LINE WITH ISO 9001:2015 QMS SURVEILLANCE
AUDIT OF CITEM**

(Please see attached Request for Quotation Form and Terms of Reference for more details.)

Approved Budget for the Contract	: PHP 150,000.00
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: 02 November 2022, 12:00PM
Opening of Qualitative Evaluation Documents	: 02 November 2022, 12:00PM
Opening of Eligibility Documents and Financial Bid	: 03 November 2022, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

- Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**
Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.
- Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**
PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
- Notarized Omnibus Sworn Statement**
Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.
- Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**
Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.

Financial Bid (2nd Envelope / Compressed Folder)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)

- Certificate/Authorization or any document from IRCA**
- Training Certificates from government agencies**
- Leads Assessor Certificate for ISO 9001**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Date: 24 October 2022

Company Name: _____
 Address: _____
 Contact No.: _____

RFQ No.: 2022-0145

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Qualitative Evaluation Documents: 02 November 2022	Time: 12:00PM
Schedule of Opening of Eligibility Documents and Financial Bid: 03 November 2022	Time: 02:00PM Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p>ENGAGEMENT OF FACILITATOR TO CONDUCT INTERNAL QUALITY AUDIT AND RISK BASED THINKING REFRESHER COURSE IN LINE WITH ISO 9001:2015 QMS SURVEILLANCE AUDIT OF CITEM</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 150,000.00</u></p> <p><i><u>Please see attached Terms of Reference for more details.</u></i></p>		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

 Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s).: _____

Email: _____



TERMS OF REFERENCE

Engagement of a Facilitator to Conduct Internal Quality Audit in line with ISO 9001:2015 QMS Surveillance Audit of the Center for International Trade Expositions and Missions (CITEM)

I. BACKGROUND AND LEGAL BASIS

Administrative Order No. 161 (2006) and Executive Order No. 605 (2007), which was issued by former President Gloria Macapagal Arroyo, required the institutionalization of a Quality Management System (QMS) in the Government in order to enhance internal systems and processes resulting in efficient and effective delivery of services. This QMS shall be based on the requirements of the ISO 9001 Standard which ensures consistency of products and services through quality processes.

Consistent with CITEM's aim to sustain its ISO 9001:2015 Certification since 2017, there is a need to capacitate personnel and identified internal quality auditors (IQA) in order to refresh and appreciate more the rudiments of a quality management system and be able to monitor and evaluate its effective implementation. In line with this, CITEM intends to engage the services of a provider of training for Internal Quality Audit under the ISO 9001:2015 Standard. This will enable CITEM personnel and IQA to have an in depth understanding of the audit process, its scope and type. This will also allow the participants to verify the implementation and effectiveness of the agency's Quality Management System through the carrying out of regular audits and to view the results of any significant changes should there be any.

II. SCOPE OF WORK

The provider shall design, facilitate, and conduct customized Internal Auditor's Retooling Workshop for the CITEM Internal Quality Auditors. The provider shall likewise give all necessary training materials to the trainees and issue corresponding Certificate of Training to each trainee.

III. PROJECT DURATION AND VENUE OF TRAINING

The said training shall be conducted by the provider on a mutually agreed date within the year 2022 at a venue to be provided by CITEM. The training shall be at least 24 hours/ three days.

IV. QUALIFICATIONS

1. Must be authorized/recognized by the International Register of Certificated Auditors (IRCA) to conduct/deliver ISO 9001:2015 Lead Auditor Training;
2. Must have completed at least five (5) similar trainings in any agency of the government of the Philippines;
3. Must not involved in the ISO 9001:2015 Certification audit of the CITEM Quality Standard System (QSS); and
4. Has Lead Assessors Certification on ISO 9001 QMS and must have no pending case against the government of the Philippines.

V. METHODOLOGY

The Consultant will be selected through Bidding with Qualitative Evaluation.

1. Qualitative Evaluation - Bidders shall be evaluated based on the following criteria:

Qualifications	
Must be authorized/recognized by the International Register of Certificated Auditors (IRCA) to conduct/deliver ISO 9001:2015 Lead Auditor Training	40 points
<i>Document Needed: Certificate/Authorization or any document from IRCA</i>	
Must have completed at least five (5) similar trainings in any agency of the government of the Philippines	30 points
*1-2 Government Agencies = 10 points	
*3-4 Government Agencies = 20 points	
*5 and more Government Agencies = 30 points	
<i>Documents Needed: Training Certificates from government agencies</i>	
Must not involved in the ISO 9001:2015 Certification audit of the CITEM Quality Standard System (QSS)	10 points
<i>Document Needed: N/A</i>	
Has Lead Assessors Certification on ISO 9001 QMS	20 points
<i>Document Needed: Leads Assessor Certificate for ISO 9001</i>	
TOTAL	100 points

Only bidders who meet the cut-off score of 80 points shall be invited to proceed to the financial bidding.

2. Financial Evaluation – The bidder with the lowest quote, shall be awarded the contract.

VI. BUDGET AND PAYMENT TERMS

Total budgetary requirement is PhP 150,000.00 (inclusive of all applicable taxes), to be sourced from Internal Audit Service Division Funds. This shall be paid within 30 days upon receipt of invoice.

Prepared by:


KARLA GRACE D. DINGLASAN
 Internal Auditor III
 Internal Audit Service Division

Recommending Approval by:


ATTY. ANNA GRACE I. MARPURI
 OIC DM, Corporate Services Department

Approved by:


Deputy Executive Director MA. LOURDES D. MEDIRAN
 Officer-In-Charge, CITEM