

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-2023-0082

**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 THE SERVICES OF A CERTIFICATION BODY FOR CITEM'S
CERTIFICATION TO ISO 9001:2015**

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

| | |
|--|-------------------------|
| Approved Budget for the Contract | : PHP 220,000.00 |
| Deadline of Submission of Eligibility Documents, Financial Bid, and Qualitative Evaluation Documents | : 07 July 2023, 05:00PM |
| Opening of Qualitative Evaluation Documents | : 07 July 2023, 05:00PM |
| Opening of Eligibility Documents and Financial Bid | : 11 July 2023, 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)

1. Mayor's Permit for the current year or for individuals exercising a profession, BIR Certificate of Registration

Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.

2. 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.

3. Notarized Omnibus Sworn Statement

4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

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)

- Company Profile indicating:**
 - List of clients from Government Agencies
 - Year of service as a Certification Body in the Philippines
- Accreditation Certificate about PNS ISO/IEC 17021-1:2015 and PNS ISO/IEC TS 17021-3:2014**
- Curriculum Vitae of Auditors with qualifications**

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, Qualitative Evaluation Documents, and Financial Bid 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.

For



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



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph



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: _____

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

Date: 29 June 2023
RFQ No.: 2023-0082

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: 07 July 2023 | Time: 05:00PM |
| Schedule of Opening of Qualitative Evaluation Documents: 07 July 2023 | Time: 05:00PM |
| Schedule of Opening of Eligibility Documents and Financial Bid: 11 July 2023 | Time: 02:00PM Venue: Zoom |

| QTY | UNIT | ARTICLE / WORK / DESCRIPTION / SPECIFICATION | UNIT PRICE | AMOUNT |
|-----|------|---|------------|--------|
| 1 | lot | <p>ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY FOR CITEM'S CERTIFICATION TO ISO 9001:2015</p> <p><i>(Please see attached Terms of Reference for more details.)</i></p> <p><u>APPROVED BUDGET FOR THE CONTRACT: PHP 220,000.00</u></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.

For
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 CERTIFICATION BODY FOR CERTIFICATION TO ISO 9001:2015 OF THE CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS (CITEM)

BACKGROUND

The Center for International Trade Expositions and Missions (CITEM) is the export promotion arm of the Philippines attached to the Department of Trade and Industry. CITEM is committed to developing, nurturing and promoting globally-competitive small and medium enterprises (SMEs), exporters, designers and manufacturers by implementing an Integrated Approach to Export Marketing in partnership with other government and private entities.

CITEM has instituted organization-wide programs in order to become more responsive, effective, efficient, competitive and innovative in upholding its commitments. As part of its ongoing initiatives, CITEM is implementing a Quality Management System (QMS) for all its processes to build a quality service in support of the agency's mandate of promoting Philippine products in the global market.

In order to sustain continuity in the implementation of CITEM's QMS and ensure conformance to ISO 9001 standards, there is a need to engage the services of a Certification Body.

OBJECTIVES

To contract a Certification Body (CB) competent and qualified to assess conformity to ISO 9001:2015 standards of the QMS being implemented by CITEM for all its processes.

SCOPE OF WORK/ DELIVERABLES

Certification Body is expected to provide the following services:

1. Recertification Audit (2023)
 - a. Prepare and submit certification audit plan not later than two (2) weeks prior to certification audit;
 - b. Conduct the Recertification audit; and
 - c. Prepare and submit an audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties.
2. 1st Annual Surveillance Audit (2024)
 - a. Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate;
 - b. Conduct surveillance audit; and
 - c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties.
3. 2nd Annual Surveillance Audit (2025)
 - a. Prepare and submit surveillance audit plan not later than the end of the second year from the date of issuance of the Certificate;

- b. Conduct surveillance audit; and
 - c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties
4. Provision of regular updates and assistance with new versions of ISO 9001 standards.

SELECTION CRITERIA

1. The Certification Body should be accredited for ISO 9001:2015 certification/ conformity assessment activities by a national accreditation body recognized by the Philippine government such as Bureau of Product Standards (BPS) and Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry (DTI).
2. The Certification Body shall provide CITEM with its company profile highlighting related projects, scope of work and implementation methodology from other government agencies. Curriculum vitae of the proposed certification team shall also be submitted to CITEM.
3. To avoid conflict of interest, a Certification Body that has provided quality management system consulting services or site-specific auditor training to a particular group/unit within CITEM within two years prior to the audit shall not qualify as a certification body for CITEM.

Note: Consulting refers to the provision of training on documentation development, or assistance in the implementation of quality management systems of a specific organization. Conduct of trainings that are open to public, not organization-specific, and held in a public forum is considered as consulting.

4. The Certification Body Audit Team shall satisfy the following:
 - a. Shall consist of qualified auditors to conduct audits in the name of the Certification Body;
 - b. Shall have team members with actual hands-on experience/ familiarity in auditing a service sector/government agency at least once cycle (three years);
 - c. Shall have no member of the audit team who has provided consultancy services for CITEM or who has been a former CITEM employee within two (2) years prior to the audit;
 - d. Shall have different auditors for each subsequent surveillance audit. However, at least one auditor of the certification Audit Team should participate in all audits of the three-year audit cycle;
 - e. Shall seek written approval from CITEM prior to replacement of any Audit Team member.
5. The Certification Body shall include their audit activities procedure for client appeals. If an amicable resolution cannot be reached concerning the appeal of CITEM, the latter shall be afforded the right to file its appeal to an independent arbitrator. The legal path is open to both parties.
6. All information reviewed and recorded by the Certification Body Audit Team would be treated in the strictest confidence at all times.

7. The Certification Body shall adhere to the agreed scope of work/ deliverables.
8. The Certification Body Audit Team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2002 – Guidelines for Quality and/ or Environmental Management Systems Auditing.

METHODOLOGY

The Certification Body will be selected through Bidding and Qualitative Evaluation under small value mode of procurement under RA 9184.

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

| QUALIFICATIONS | POINT SYSTEM |
|--|-------------------|
| <p>Accredited to PNS ISO/IEC 17021 – 1:2015 and PNS ISO/IEC TS 17021-3:2014 from an accreditation body recognized by the government to provide the Quality Management System (QMS) certification to ISO 9001:2015:</p> <ul style="list-style-type: none"> * National Accreditation = 15 points * International Accreditation = 10 points <p>Documents needed: Accreditation Certificate about PNS ISO/IEC 17021-1:2015 and PNS ISO/IEC TS 17021-3:2014</p> | 25 points |
| <p>Served as ISO 9001:2015 Certifying Body of at least five (5) government agencies:</p> <ul style="list-style-type: none"> * 5 Government Agencies = 10 points * 6-10 Government Agencies = 20 points * 11-15 Government Agencies = 30 points * 16 and more Government Agencies = 40 points <p>Document needed: Company profile/ List of government agencies clients</p> | 40 points |
| <p>Composed of at least five (5) qualified auditors within the organization with actual hands-on experience/ familiarity in auditing a service sector/government agency at least once cycle (three years):</p> <ul style="list-style-type: none"> * 1-5 Team Members = 5 points * 6-10 Team Members = 10 points * 11-15 Team Members = 15 points <p>Document needed: CV of Auditors with qualifications</p> | 15 points |
| <p>Served as Certification Body in the Philippines for at least ten (10) years:</p> <ul style="list-style-type: none"> * 10 Years = 5 points * 11-15 Years = 10 points * 16-19 Years = 15 points * 20 and more Years = 20 points <p>Document needed: Company profile</p> | 20 points |
| TOTAL | 100 POINTS |

Only bidder who meet the cut-off/passing score of 80 points shall proceed with the opening of financial bid.

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

PAYMENT TERMS

The cost of engagement of the Certification Body shall be based on the agreed contract between the two parties. Payments shall be based on the completion of the following activities as evidenced by the submission of Certification Body and acceptance by CITEM of the required deliverables at the end of the following phases:

| | |
|------------------------------------|-------------|
| Application Fee | 20% |
| Recertification Audit | 40% |
| 1 st Surveillance Audit | 20% |
| 2 nd Surveillance Audit | 20% |
| TOTAL | 100% |

**Amount percentage based on contract price*

APPROVED BUDGET

Hiring for ISO 9001:2015 Quality Management System (QMS) Certification Body has an approved budget of Php 220,000.00 from Internal Audit Service Division.

Prepared by:



KARLA GRACE D. DINGLASAN

Internal Auditor III, Internal Audit Service Div.

Noted by:



ATTY. ANNA GRACE I. MARPURI

OIC, Internal Audit Service Division

Recommending Approval by:



MA. LOURDES D. MEDIRAN

Deputy Executive Director

Approved by:



DR. EDWARD L. FERREIRA, Ph.D.

Executive Director