

## Request for Quotation

30 March 2021

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFQ 2021-03-128**

PR No. 3.028

**Project Title:** Tourism Promotions Board (TPB) ISO 9001:2015  
QMS Certification Maintenance

**Requirements:** Engagement of a Certifying Body

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p><b>Engagement of a Certifying Body for Tourism Promotions Board (TPB) ISO 9001:2015 QMS Certification Maintenance</b></p> <p><u>Terms of Reference</u></p> <p><b>Project:</b></p> <p>Engagement of a Certification Body for ISO 9001:2015 Certification of the Tourism Promotions Board (TPB) Quality management System</p> <p><b>Background:</b></p> <p>Executive Order No. 605 (Institutionalizing the Structure, Mechanism and Standards to Implement the Government Quality Management Program), series of 2007 directs all government agencies to adapt to the Quality Management System standards set forth in ISO 9001. In compliance with the said directive, the Tourism Promotions Board, has established and implements a Quality Management System (QMS) that is committed to consistently deliver effective, efficient and timely services to its customers in compliance with the standards of ISO 9001:2015.</p> <p><b>Objective:</b></p> <p>The TPB intends to engage a qualified Certification Body (CB) that shall provide independent confirmation that the TPB QMS complies with ISO 9001:2015 requirements, and if found compliant, issue the corresponding ISO Certification valid for three (3) years. The engagement also covers the conduct of surveillance audits for two (2) years after the issuance of the ISO Certification.</p> <p><b>Scope of Services:</b></p> <p>The CB is expected to provide the following services:</p>		PhP480,000.00

1. Conduct of certification audit (Stage 1 and 2)
2. Issuance of ISO 9001:2015 Certificate (valid for 3 years); and
3. Conduct at least one (1) surveillance audit every year for two consecutive years after the issuance of Certificate

**Deliverables:**

The Certification and Surveillance Audits shall cover the scope of the TPB QMS. It shall involve the following deliverables and activities:

Deliverables	Activities
<ol style="list-style-type: none"> <li>1. Audit Plan</li> <li>2. Certification Audit (October 2021)</li> <li>3. Audit Report (7 Calendar Days after the conduct of audit)</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement.</li> </ul>
<ol style="list-style-type: none"> <li>4. Issuance of ISO 9001:2015 Certificate valid for three (3) years (Not later than December 20, 2021)</li> </ol>	<ul style="list-style-type: none"> <li>• Conduct Stage 1 and Stage 2 Certification Audit;</li> <li>• Prepare and submit Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within seven (7) calendar days after the conduct of the off-site or onsite audit</li> <li>• Issue ISO 9001:2015 Certification valid for 3 years</li> </ul>
<ol style="list-style-type: none"> <li>1. Surveillance Audit for the 2nd Year (2022) and Surveillance Audit for the 3rd Year (2023)</li> <li>2. Surveillance Audit Report (within seven (7) calendar days after the conduct of audit)</li> </ol>	<ul style="list-style-type: none"> <li>• Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the audit engagement</li> <li>• Conduct Surveillance Audit; &amp;</li> <li>• Prepare and submit Surveillance Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within seven (7) calendar days</li> </ul>

after the conduct of the off-site or onsite audit; and

- Provide Confirmation of ISO 9001:2015 certificate

**Implementing Arrangements:**

The Tourism Promotions Board's ISO point person shall be:

Contact person: MS. LEAH MARIE C. SY  
Designation : Quality Management Representative  
Contact Info : Email: leah\_sy@tpb.gov.ph

**Qualification of the Certification Body:**

1. The CB shall be duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) to provide QMS Certification to ISO 9001:2015 for L75: Public Administration. - present the Certificate of Accreditation and Scope of Accreditation.
2. The CB shall comply with the requirements of Section 53.9 Small Value Procurement and other applicable provisions of the Revised Implementing Rules and Regulations of R.A. 9184.
3. The CB must have at least 10 years of experience in conducting ISO QMS audits with clients from the private and government sector. CB to submit its company profile, List of ongoing and completed projects highlighting related government and private certification projects.
4. In order to avoid conflict of interest, certification bodies that have provided quality management system consulting services or site-specific auditor training within the prior two (2) years to TPB, shall not be engaged as a CERTIFICATION BODY. Note: Consulting refers to the provision of training documentation development, or assistance with implementation of quality management systems to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting.
5. The CB shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between TPB and the CB cannot be made, TPB shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.
6. The CB shall adhere to the scope of work and deliverables of the project.
7. The CB audit teams, including surveillance, shall satisfy the following:
  - a. Consist of one (1) lead auditor and at least two (2) other member auditors qualified to conduct audit in the name of the CB; Note: The audit team may use external experts on the specified QMS process scope as necessary.

	<p>b. No member of the CB audit team should have provided consultancy for TPB in the two (2) years prior to the audit;</p> <p>c. For each audit cycle, different auditors may be used. However, at least one auditor of the initial team should participate in all audits of the three-year audit cycle.</p> <p>8. All information reviewed and recorded by the CB audit tem would be treated in the strictest confidence at all times.</p> <p><b>Approved Budget for the Contract:</b></p> <p>An amount of Four Hundred Eighty Thousand (PhP480,000.00) inclusive of VAT covering a reassessment audit on ISO 9001:2015 covering three (3) year audit activities.</p> <p><b>Terms of Payment:</b></p> <p>Payments shall be based on the following terms as evidenced by the submission and acceptance of the required deliverables.</p> <table border="1" data-bbox="256 831 1102 1066"> <thead> <tr> <th>Deliverables</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>After certification audit and issuance of ISO 9001:2015 Certificate valid for three (3) years</td> <td>50%</td> </tr> <tr> <td>After Surveillance Audit and submission of Surveillance Audit Report for the second year</td> <td>25%</td> </tr> <tr> <td>After Surveillance Audit and submission of Surveillance Audit Report for the third year</td> <td>25%</td> </tr> </tbody> </table> <p>Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>	Deliverables	Payment	After certification audit and issuance of ISO 9001:2015 Certificate valid for three (3) years	50%	After Surveillance Audit and submission of Surveillance Audit Report for the second year	25%	After Surveillance Audit and submission of Surveillance Audit Report for the third year	25%		
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Terms	30 days upon receipt of invoice.										
Delivery	Please refer to the above provided deliverables.										
ABC	<b>PhP480,000.00</b> inclusive of all applicable charges and taxes.										

The last day for submission of **quotation** is not later than 03:00 p.m. on **12 April 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila. Please address your quotation to the undersigned.

Thank you very much.



**ELOISA A. ROMERO**  
Administrative Officer V  
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**  
Contact No 8 525-9318local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Annual Income Tax Return (latest)*
3. *Company Profile/Curriculum Vitae (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement(provided below)*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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.**

**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

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*