



August 31, 2021

REQUEST FOR PRICE QUOTATION/ PROPOSAL

Engagement of Services of an ISO Certifying Body for Certification Audit of ECC Quality Management System Compliant to the Requirements of ISO 9001:2015

Negotiated Procurement (SVP) No. RPQ No.2021-08-179

Sir/Madam:

The Employees' Compensation Commission invites you to submit your quotation for the item/s described below using the **Price Proposal Form (Annex A)**, subject to the **Terms of Reference attached herein (Annex B)**:

Quantity	Unit	Item/Description	Approved Budget for the Contract
1	Lot	Services of ISO Certifying Body for: Certification Audit of ECC Quality Management System (QMS) compliant to the requirements of ISO 9001:2015 Quality System Standard: ISO 9001:2015 1st Follow-up Audit w/ additional site	₱110,000.00
TOTAL			
Terms of Delivery	15 days upon receipt of approved Contract / Notice to Proceed		
Terms of Payment	15 days upon inspection and final acceptance		

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **September 6, 2021, 5:00 P.M.:**

1. **Mayor's/ Business Permit 2021;**
2. **Curriculum Vitae;**
3. **PhilGEPS Registration/ Number;**

PhilGEPS Platinum Registration Certificate may be submitted **in lieu** of the foregoing documents.

A Notarized Omnibus Sworn Statement (**see Annex "C"**) will be also required to be submitted prior to Award.

Proposals shall be submitted at the address indicated below:

Admin. Division – Supply Section
Employees' Compensation Commission
5/F ECC Building 355 Sen. Gil Puyat Avenue
Makati City

Only one (1) set of documents shall be required.

Proposals and other documents required may be sent electronically to supply@ecc.gov.ph or chua_ac@ecc.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RPQ.

Late submission of quotations shall not be accepted and considered.

SGD
Atty. JONATHAN T. VILLASOTO
Chairperson, ECC-BAC

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A), together with the other required documents, shall be submitted on or before the deadline for submission of proposal or any extension thereof.

PRICE PROPOSAL FORM

Date: _____

Supply Section
Employees' Compensation Commission
5/F ECC Building, 355 Sen. Gil Puyat Avenue
Makati City

Sir/Madam:

Having examined the Request for Price Quotation No. **RPQ2021-08-179** which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Price Quotation for the sums stated hereunder:

QUANTITY	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Lot	Services of ISO Certifying Body for: Certification Audit of ECC Quality Management System (QMS) compliant to the requirements of ISO 9001:2015 Quality System Standard: ISO 9001:2015 1st Follow-up Audit w/ additional site		
Total Price Proposal				
Total Price in Words:				
Terms of Delivery:	15 days upon receipt of approved Contract/ Notice to Proceed			
Terms of Payment:	15 days upon inspection and final acceptance			

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the ECC Bids and Awards Committee (BAC) may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____

Signature Over Printed Name

Capacity / Position

Company

Contact Number / Email Address

TERMS OF REFERENCE**Engagement of an ISO Certifying Body for Certification Audit of ECC Quality Management System (QMS) compliant to the requirements of ISO 9001:2015**

Deliverables	State if Comply / Not Comply
<p>Certification Audit of ECC Quality Management System (QMS) compliant to the requirements of ISO 9001:2015</p> <p>Quality System Standard: ISO 9001:2015 1st Follow-up Audit w/ additional sites:</p> <p>Number of Sites: 4</p> <p>Address of site to be audited:</p> <p>Site 1/HQ: ECC Central Office - 4th-5th Floor, ECC Bldg., 355 Sen. Gil Puyat Ave., Makati City</p> <p>Site 2: Milan Prestige Building, National Highway, Barangay Halang, Calamba City, Laguna</p> <p>Site 3: M E Building Dungon B, Jaro, Iloilo City</p> <p>Site 4: Department of Labor and Employment (DOLE), Nimfa Tiu Building, J. P. Rosales Avenue, Butuan City</p>	
<p>Scope of Certification:</p> <p>Public administration that provides social services such as development and review of policy on Employees' Compensation Program, Disposition of Employees' Compensation appealed cases, rehabilitation of Persons with Work Related Disability (PWRDs) and Information Dissemination</p>	
<p>Not applicable requirement:</p> <p>Clause 8.3 Design and Development</p> <p>Clause 7.1.5 Monitoring and Measuring Resources</p> <p>Coverage: ISO 9001:2015 1st Follow-up Audit – 2021</p>	

EVALUATION CRITERIA OF PROSPECTIVE PROVIDERS		
CRITERIA/ SUB-CRITERIA	NUMERICAL WEIGHT	STATE IF COMPLY/ NOT COMPLY
<p>Quality of Personnel to be assigned to the project (education and training)</p> <p><u>Sub-criteria:</u></p> <p>The external provider has designated auditors with:</p> <ul style="list-style-type: none"> a. academic honors (Dean’s Lister; Valedictorian; Cum Laude; Magna cum Laude; Summa cum Laude); 45% b. academic honors and placers in the licensure examinations: 50% c. a or b and with ten (10) or fewer trainings on international standards and guidelines on ISO 9001:2015 certification audit: 55% d. a or b and with more than ten (10) training on international standards and guidelines on ISO 9001: 2015 certification audit: 60% 	60%	
<p>Experience and Capability of the External Provider/Contractor</p> <p><u>Sub-Criteria:</u></p> <p>The external provider has:</p> <ul style="list-style-type: none"> a. been involved in certification audit on public administration or governance, in particular, for the past 20 years or less: 10% b. been involved in certification audit on public administration or governance, in particular, for 20 years or more: 15% c. been involved in certification audit on public administration or governance, in particular, for at least 20 years and with awards/recognition in its field of business or expertise between 2017 and 2020: 20% 	20%	
<p>Plan of approach and methodology in delivering the services required</p> <p><u>Sub-Criteria:</u></p> <ul style="list-style-type: none"> a. Conduct of recertification audit via remote audit, as far as practicable, and with a proposal of three (3) or fewer items and/or ancillary services with no additional cost or charge to the procuring entity: 15% 	20%	

CRITERIA/ SUB-CRITERIA	NUMERICAL WEIGHT	STATE IF COMPLY/ NOT COMPLY
b. Conduct of re-certification audit via remote audit, as far as practicable, and with a proposal of more than three items and/or ancillary services with no additional cost or charge to the procuring entity: 20%		
<p>The ECC-BAC adopts the following guidelines in the evaluation of any proposal:</p> <p>On Rating</p> <ol style="list-style-type: none"> 1. As prescribed under the GPBB Manual of Procedures for the Procurement of Consultancy Services, the greatest weight would be provided to the qualifications of the technical personnel to be assigned to the project; 2. The external provider itself would be the ratee; 3. If the external provider has achieved a combination of any of the above-mentioned sub-criteria, the higher rating shall be provided; 4. If the external provider has achieved all of the above-mentioned sub-criteria, the highest rating shall be provided. <p>On Modification of Proposal after the Deadline of Submission</p> <ol style="list-style-type: none"> 1. Any modification in the proposal could only be accommodated before the deadline for the submission of the proposal (Sec. 26, R.A. No. 9184 in relation to Sec. 26.1 of the RIR of R.A. No. 9184) 		

I/We hereby certify our compliance to aforementioned Terms of Reference of the Project.

Dated this _____.

Signature Over Printed Name

Capacity / Position

Company

Contact Number / Email Address

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]