

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **PROCUREMENT FOR THE HIRING OF EXTERNAL CERTIFYING BODY FOR THE PHILIPPINE INFORMATION AGENCY (PIA) CERTIFICATION TO ISO 9001:2015**

APPROVED BUDGET FOR THE CONTRACT: **Php 629,927.00**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & current Mayor's/Business permit for 2024;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Jupalyn Benedicto at Telephone Number 8920-43-38 and Mobile Number 09998879307. The Quotation may be submitted through e-mail at [jupalyn.benedicto@pia.gov.ph](mailto:jupalyn.benedicto@pia.gov.ph) or delivered to the address below on or before **26 NOVEMBER 2024, 5:00 PM**.

Philippine Information Agency  
2<sup>nd</sup> Floor Procurement Section Office  
PIA Bldg Visayas Ave Diliman Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC- CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p><b>PROCUREMENT FOR THE HIRING OF EXTERNAL CERTIFYING BODY FOR THE PHILIPPINE INFORMATION AGENCY (PIA) CERTIFICATION TO ISO 9001:2015</b></p> <p><i>*Please refer to the attached Terms of Reference*</i></p>	1		

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: 90 Days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>PROGRAM TITLE: Hiring of Certifying Body for the Philippine Information Agency (PIA) Certification to ISO 9001:2015</b></p> <p><b>OBJECTIVES</b> To have the agency’s QMS certified to ISO 9001:2015 Standards.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> <li>1. To conduct pre-assessment audit <i>(optional)</i></li> <li>2. To prepare certification audit plan;</li> <li>3. To conduct certification audit; and,</li> <li>4. To prepare an audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures; and,</li> <li>5. To conduct 1<sup>st</sup> and 2<sup>nd</sup> surveillance audits.</li> </ol> <p><b>EXPECTED OUTPUTS</b></p> <ol style="list-style-type: none"> <li>1. Assessment report;</li> <li>2. Certification audit plan;</li> <li>3. Certification audit conducted;</li> <li>4. Audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures;</li> <li>5. ISO 9001:2015 certificate awarded to agency; and</li> <li>6. Surveillance audits conducted in the 2<sup>nd</sup> and 3<sup>rd</sup> years of certification.</li> </ol> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. The certifying body shall provide its company profile highlighting related projects, list of government clients, scope of work, and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.</li> <li>2. The certifying body shall provide its company’s proof of accreditation form the Department of Trade and Industry- Philippine Accreditation Office or International Accreditation Forum (IAF) and covered scope.</li> <li>3. 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 a particular group/unit within the agency, shall not be contracted as a certification body for the agency.</li> </ol> <p><small>Note: Consulting refers to the provision of training on QMS 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.</small></p>	

	<p>4. The certifying body shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certification body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties.</p> <p>5. All information reviewed and recorded by the certification body audit team would be treated in the strictest confidence at all times.</p> <p>6. The certifying body shall adhere to the agreed scope of work/deliverables which were prior approved by the agency's selection committee.</p> <p>7. The certifying body audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables of the agency at the end of each initial, surveillance and re-certification audits unless otherwise agreed by the agency.</p> <p>8. The certifying body should be accredited for the relevant scope(s) of the agency. Its audit teams, including surveillance, shall satisfy the following:</p> <ul style="list-style-type: none"> <li>a. Consist of qualified auditors to conduct audits in the name of certification body, Note: <i>The audit team may use external experts on the specified QMS process scope as necessary,</i></li> <li>b. Have team members with actual hands-on experience on the QMS in the government agencies,</li> <li>c. Have team members with technical expertise in the covered scope,</li> <li>d. No member of the audit team should have provided consultancy for the agency in two (2) years prior to the audit,</li> <li>e. At least one auditor of the initial team should participate in succeeding audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be assigned.</li> <li>f. Replacement of any team shall require prior written approval from the agency.</li> </ul> <p>9. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2011- Guidelines for quality and/or environmental management systems auditing.</p> <p>10. The certification Audit will be conducted on an agreed timeline between December 2024 to March 2025.</p> <p><b>SCOPE OF WORK</b></p> <p>1. Scope of Audit The scope of audit shall cover production and dissemination of IEC materials and activities, communication research, and institutional development.</p>	
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	<p>2. Address  <b>Head Office:</b> PIA Central Office, PIA bldg., Visayas Ave., Quezon City  <b>Other Sites:</b> PIA CALABARZON, Gr/flr. Grande bldg., National Hwy., Brgy. Bukal, Calamba City, Laguna</p> <p>3. Manpower: <b>270</b></p> <p>The Certifying Body is expected to provide the following services:</p> <table border="1"> <tr> <td data-bbox="288 392 598 817"> <p>Certification Audit</p> <p>Stage 1</p> <p>Stage 2</p> <p>Issuance of ISO 9001:2015</p> <p>Certification valid for three (3) years</p> </td> <td data-bbox="598 392 1115 817"> <p><input type="checkbox"/> Prepare and submit certification audit plan</p> <p><input type="checkbox"/> Conduct Certification audit; and</p> <p><input type="checkbox"/> Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address these at the end of the on-site audit.</p> </td> </tr> <tr> <td data-bbox="288 817 598 891"> <p>Surveillance Audit for the 2<sup>nd</sup> Year</p> </td> <td data-bbox="598 817 1115 891"> <p><input type="checkbox"/> Conduct surveillance audit; and</p> <p><input type="checkbox"/> Submit surveillance audit report</p> </td> </tr> <tr> <td data-bbox="288 891 598 967"> <p>Surveillance Audit for the 2<sup>nd</sup> Year</p> </td> <td data-bbox="598 891 1115 967"> <p><input type="checkbox"/> Conduct surveillance audit; and</p> <p><input type="checkbox"/> Submit surveillance audit report</p> </td> </tr> </table> <p><b>ENGAGEMENT FEE AND TERMS OF PAYMENT</b>  Cost of engagement of the certifying body shall be based on an agreed contract between the two parties. The payment shall be based on the completion of above cited activities as evidenced by the submission and acceptance of the required deliverables of the certifying body.</p> <p><b>PROPOSED BUDGET</b>  The total consultancy fee shall be <b><u>Php 629,927.00</u></b></p>	<p>Certification Audit</p> <p>Stage 1</p> <p>Stage 2</p> <p>Issuance of ISO 9001:2015</p> <p>Certification valid for three (3) years</p>	<p><input type="checkbox"/> Prepare and submit certification audit plan</p> <p><input type="checkbox"/> Conduct Certification audit; and</p> <p><input type="checkbox"/> Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address these at the end of the on-site audit.</p>	<p>Surveillance Audit for the 2<sup>nd</sup> Year</p>	<p><input type="checkbox"/> Conduct surveillance audit; and</p> <p><input type="checkbox"/> Submit surveillance audit report</p>	<p>Surveillance Audit for the 2<sup>nd</sup> Year</p>	<p><input type="checkbox"/> Conduct surveillance audit; and</p> <p><input type="checkbox"/> Submit surveillance audit report</p>	
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I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date