



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2018- 030

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Amended APP 2018-5 APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
f,12	201809174	Engagement of services of Certifying Body for ISO 9001:2015 Certification of SEC Quality Management System (QMS)	Php360,000.00

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (to be submitted upon award) (Attachment 3)

SEC Condition of Sale:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3rd/F Secretariat Building, PICC Complex, Pasay City


Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of October 19, 2018** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


EMMANUEL Y. ARTIZA
Chairman, BAC

PRICE QUOTATION FORM
RFQ. 2018-30

Date: _____

The Bids and Awards Committee
c/o Procurement Division
3rd Floor, Secretariat Building,
PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Engagement of services of Certifying Body for ISO 9001:2015 Certification of SEC Quality Management System (QMS) (See Attachment 2 for minimum Technical Specifications)	1 lot	P _____	P _____

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

TERMS OF REFERENCE

I. PROJECT TITLE

Engagement of Services of a Certifying Body for the ISO 9001:2015 Certification of the Securities and Exchange Commission (SEC) Quality Management System (QMS)

II. ESTIMATED BUDGET FOR THE CONTRACT

Three Hundred Sixty Thousand Pesos (PhP 360,000.00) VAT inclusive

III. PROJECT OBJECTIVES

The overall objective of the engagement is to provide independent confirmation that the SEC QMS meets 9001:2015 requirements, and if found compliant, issue the corresponding Certification and conduct required Surveillance Audits.

IV. PROJECT DESCRIPTION

The project involves the supply of services of a Third Party Certifying Body to conduct initial audits of SEC QMS based on ISO 9001: 2015 Standard; issue ISO 9001:2015 Certificate; and, conduct the Surveillance Audit every year for two (2) consecutive years after the issuance of ISO 9001:2015 certification.

V. QUALIFICATIONS OF CERTIFYING BODY

The Certifying Body (CB) must be duly accredited by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) to provide QMS certification to ISO 9001:2015 for the scope IAF 36-Public Administration. The said accreditation must be valid until June 2021 subject to continuing conformity with the accreditation criteria and PAB terms and conditions for accreditation.

VI. SCOPE OF WORK

The Certification and Surveillance Audits shall cover the SEC QMS and shall involve the following activities:

1. Conduct ISO 9001:2015 Certification Audits of SEC QMS
 - a. Stage 1 Audit
 - b. Stage 2 Audit
2. Issue ISO 9001 :2015 Certificate to SEC upon satisfactory compliance to the Standard and Certification requirements
3. Conduct two (2) Surveillance Audits for two (2) consecutive years after the issuance of ISO 9001:2015 Certificate to maintain the certification
 - a. Preparation of Stage 1 and Stage 2 audit reports
 - b. Evaluation of correction/corrective and preventive actions
 - c. Issuance of ISO 9001:2015 Certificate
 - d. Conduct of two (2) surveillance audits and confirmation of ISO 9001:2015 certificate

VII. DELIVERABLES AND TERMS OF PAYMENT

1. Stage 1 Audit
 - Stage 1 Audit Plan
 - Conduct of Stage 1 Audit
 - Stage 1 Audit Report
2. Stage 2 Audit: On-Site Audit
 - Stage 2 Audit Plan
 - Conduct of Stage 2 Audit
 - Stage 2 Audit Report
3. Acceptance Report of Correction/Corrective and Preventive Measures
4. ISO 9001:2015 Certificate not later than 31 December 2018
5. 1st Surveillance Audit conducted not later than 12 months after the last day of Stage 2 Audit
 - 1st Surveillance Audit Plan
 - Conduct of 1st Surveillance Audit
 - 1st Surveillance Audit Report
6. Confirmation of ISO 9001:2015 certificate after 1st Surveillance Audit
7. 2nd Surveillance Audit conducted not later than 12 months after the 1st Surveillance Audit
 - 2nd Surveillance Audit Plan
 - Conduct of 2nd Surveillance Audit
 - 2nd Surveillance Audit Report
8. Confirmation of ISO 9001:2015 certificate after 2nd Surveillance Audit

Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables:

Activity/Deliverable	Payment
1. Issuance of ISO 9001:2015 Certificate not later than 31 December 2018 Valid for Three (3) Years	50%
2. Submission of 1st Surveillance Audit Report	25%
3. Submission of 2 nd Surveillance Audit Report	25%

Each payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the authorized representative of SEC.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

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 of *[Name of Bidder]* with office address at *[Name of Bidder]* *[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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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: I am 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, 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;

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. I 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.

IN WITNESS WHEREOF, I hereunto set my hands this _____ day of _____, 20____ at _____, Philippines. _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, affiant exhibiting to me his/her _____ (*Government issued ID name, number and validity date*) _____

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]