Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2026-05-08
Date	21 May 2026

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake a **Small Value Procurement** in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

Name of Procurement Project	**Procurement for the Recertification of PEZA ISO 9001:2015 Certification (2027-2030 Cycle)**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**PhP1,976,000.00**
Deadline of Submission of Bid:	**28 May 2026; 12:00 PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit **four (4) sealed** and **marked** quotation/s manually in the address given together with the following documentary requirements:

- ✓ Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- ✓ Omnibus Sworn Statement (Notarized) for ABCs above 50K
  Note:
  - For sole proprietorship, please attach a notarized Special Power of Attorney (SPA) for authorized representative;
  - For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Business and Income Tax Return for ABCs above 500k
  Note:
  - **Latest Income Tax Return filed via eFPS with proof of filing and payment, as applicable.** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR); **and**
  - **Latest Business Tax Return filed via eFPS with proof of filing and payment, as applicable.** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact the **Bids and Awards Committee thru the Secretariat at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph**

05.22.26
ROWENA T. NAGUIT
BAC Chairperson

RFQ No.	BAC-2026-05-08

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

MS. ROWENA T. NAGUIT
BAC Chairperson
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
1 Lot	**Procurement for the Recertification of PEZA ISO 9001:2015 (2027-2030 Cycle)** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

ANNEX "B''
TERMS OF REFERENCE

Procurement for the Recertification of PEZA ISO 9001:2015 Certification (2027-2030 Cycle)

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

SPECIFICATION	***Statement of Compliance*** *(State whether "comply" or "not comply")*
1.0 Project Title - Engagement of a Certifying Body for the Philippine Economic Zone Authority (PEZA) Recertification of its ISO 9001:2015, Covering All Processes in all Offices Nationwide. **2.0 Background** PEZA, a government-owned and controlled corporation attached to the Department of Trade and Industry, is committed to contribute to the accelerated generation of investments, exports and employment in the Philippines through effective management of public and private economic zones, efficient administration of incentives, utmost delivery of services, focused investment promotions and proactive conduct of developmental activities. As part of its ongoing initiatives, PEZA continuously implements a Quality Management System (QMS) for all its processes in all its offices nationwide to ensure the delivery of timely and efficient services to its clients since 2010. PEZA's three-year certification to ISO 9001:2000 was first awarded in 09 December 2008 for two core (2) processes namely the Enterprise Registration Process and the Import Permit / Export Declaration Approval Process. This certification was later upgraded to ISO 9001:2008 with extension of scope to include all processes and all offices nationwide in 01 March 2010. PEZA maintains its ISO certification and upgrades to new standards as needed. It is now in its 3rd year of the 6th cycle under the ISO 9001:2015 which is about to expire on 27 December 2026. **3.0 Objective** The objective of this Term of Reference (ToR) is to contract a Certifying Body (CB) competent and qualified to assess conformity to ISO 9001:2015 standards of the QMS being implemented by PEZA for all its processes in all PEZA sites based on the grouping of supervising offices for continuous ISO 9001:2015 certification.	

4.0 Scope of Work / Deliverables

The CB shall provide the following services:

4.1 Re-certification Audit for 2026 completed at least sixty (60) days prior to the expiration of the existing ISO certification, which includes but not limited to the following:

- 4.1.1 Submission of recertification audit plan not later than two (2) weeks prior to recertification audit;
- 4.1.2 Document review (as applicable);
- 4.1.3 Recertification audit; and,
- 4.1.4 Submission of the audit report indicating 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 the two (2) parties.

4.2 Issuance of ISO 9001:2015 certificates (free of charge) to all registered sites valid for three (3) years within one (1) month from date of PEZA's receipt of the written recommendation for certification.

4.3 Surveillance Audit for year 2027 to be completed on or before the 15th of November 2027, which includes but not limited to the following activities:

- 4.3.1 Submission of the surveillance audit plan not later than two (2) weeks prior to the schedule of the surveillance audit;
- 4.3.2 Conduct of the surveillance audit; and,
- 4.3.3 Submission of Audit Report containing all observations, opportunities for improvement, and any identified non-conformities with the ISO 9001:2015 standards and submitted immediately upon completion of the audit, unless otherwise mutually agreed upon in writing by the Parties. In all cases, the submission of the Audit Report shall not exceed ten (10) working days from the conclusion of the audit.

4.4 Surveillance Audit for year 2028 to be completed on or before the 15th of November 2028, which includes but not limited to the following activities:

- 4.4.1 Submission of the surveillance audit plan not later than two (2) weeks prior to the schedule of the surveillance audit;
- 4.4.2 Conduct of the surveillance audit; and,
- 4.4.3 Submission of Audit Report containing all observations, opportunities for improvement, and any identified non-conformities with the ISO 9001:2015 standards and submitted immediately upon completion of the audit, unless otherwise mutually agreed upon in writing by the Parties. In all cases, the submission of the Audit Report shall not exceed ten (10) working days from the conclusion of the audit.

4.5 The Re-certification and Surveillance Audits must include all units of the Head Office, supervising cluster (public economic zones) and at least two

(2) private economic zones which are not yet audited in the previous years to represent their respective clusters.

Attached with this ToR is a list of PEZA supervising clusters and operating economic zones for reference.

4.6 Provision of regular updates and assistance to new versions of, or, changes in ISO 9001:2015 standards.

5.0 Project duration

The project will cover the three (3) years including recertification and surveillance audits from 2026 to 2028.

6.0 Selection criteria

6.1 The CB shall be accredited for ISO 9001: 2015 certification / conformity assessment activities by a national accreditation body recognized by the Philippine government, such as the Bureau of Product Standards (BPS) under the Department of Trade and Industry, to include the scope L75 (Public Administration and Defense; Compulsory Social Security).

6.2 The CB shall provide PEZA with its company profile highlighting related projects, scope of work and implementation methodology. The curriculum vitae of the proposed audit team shall also be submitted to PEZA at most fifteen (15) days prior to the scheduled audits.

6.3 The CB's scope of work shall indicate the number of auditors and man-days per site required for multi-sites for recertification and surveillance audits. Should sampling be used, it shall conform with the provisions of International Accreditation Forum Inc. (IAF) Mandatory Document for the Certification of Multiple Sites Based on Sampling.

6.4 To avoid conflict of interest, a CB that has provided QMS consulting services or site-specific auditor training to a particular group / unit within PEZA within two years prior to the audit shall not quality as CB for PEZA

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

6.5 The CB Audit Team shall satisfy the following:

6.5.1 Consist of qualified auditors to conduct audits in the name of the CB. The CB may use external experts as necessary;

6.5.2 Be composed of team members with actual hands-on experience / familiarity with auditing a service sector / government agency for at least one cycle (three years);

6.5.3 No member of the audit team has provided consultancy services for PEZA or who has been a former PEZA employee within two (2) years prior to the audit;

6.5.4 Different auditors shall be assigned for each subsequent surveillance audit. However, at least one auditor of the Audit Team shall participate in all audits of the three-year audit cycle;

6.5.5 Ensure Audit Team's consistency of interpretations of the ISO standards and audit observations or findings.

6.6 The CB shall include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes between PEZA and the CB cannot be made, PEZA 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 shall be open to both parties.

6.7 All information reviewed and recorded by the CB Audit Team would be treated in the strictest confidence at all times.

6.8 The CB shall adhere to the agreed scope of work / deliverables as approved by PEZA's Bids and Awards Committee.

6.9 The CB Audit Team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2018 – Guidelines for auditing management systems.

7.0 Engagement fee

Cost of engagement of the CB 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 by the CB and acceptance of PEZA of the required deliverables at the end/completion of the following phases:

7.1 Milestone No. 1 (50% of contract cost):

7.1.1 Conduct and submission of Recertification Audit Report;

7.1.2 Issuance of ISO 9001:2015 certificate (valid for 3 years);

7.2 Milestone No. 2 (25% of contract cost): Conduct and submission 1st Surveillance Audit and report, respectively; and,

7.3 Milestone No. 3 (25% of contract cost): Conduct and submission 2nd Surveillance Audit and report, respectively.

8.0 Source of funds

The funds for the engagement of CB shall be charged against the proposed FY 2026 Corporate Operating Budget in the amount of Php 2,608,100.00 VAT inclusive and, inclusive of all other out-of-pocket / incidental expenses.

9.0 Special provisions

9.1 Travel and accommodation costs and food expenses of the CB Audit Team shall be for the account of the CB.

9.2 During the contract implementation, the CB shall pay taxes in full and on time. Failure to do so will entitle PEZA to suspend payment on the services delivered by the CB.

9.3 Inclusion of Consent Form in the TOR in compliance with AO25 MC 2023-1 re: PBB Guidelines

The winning Certifying Body (CB) shall accommodate requests of the Government Quality Management Committee (GQMC)-DBM Secretariat, i.e., Systems and Productivity Improvement Bureau (SPIB) and/or other oversight / validating agencies / units for information or documents relative to the authority's ISO QMS certification / recertification; or

Ensure completeness of details and information in the authorization and consent form and right after signing the contract/award submit the same to the CBs, to provide information/documentation to the GQMC-DBM Secretariat and/or oversight/validating agencies relative to their ISO QMS certification / recertification.

9.4 The CB shall also present to PEZA, on a quarterly basis, a tax clearance from the Bureau of Internal Revenue as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

PEZA SCOPE OF CERTIFICATION (for re-certification)

ALL PEZA PROCESSES IN ALL OFFICES NATIONWIDE
(Business Registration/Permits, Zone Enterprise Operations, Incentives Administration, Zone Estate Administration and Administrative Services)

PEZA SITES/ADDRESSES TO BE CERTIFIED:

	OFFICE	LOCATION
1	Head Office	PEZA Building*, Roxas Boulevard Corner San Luis Street, Pasay City
2	JPCO-NAIA	Pasay, Metro Manila
3	JPCO-MICT	Tondo, Manila
4	JPCO-South	Port Area, Manila
CLUSTER 1		
5	Cavite Economic Zone (Cluster 1 Supervising Economic Zone)	Rosario, Cavite, Region 4A
6	Zone Office - NCR	PEZA Building*, Roxas Boulevard Corner San Luis Street, Pasay City
7	North Gate Cyberzone	Muntinlupa, Metro Manila, NCR
8	Amkor Technology Special Economic Zone	Muntinlupa, Metro Manila, NCR
9	Food Terminal Inc. Special Economic Zone	Taguig, Metro Manila, NCR
10	Macro-Asia Special Economic Zone (SEZ)	Pasay, Metro Manila, NCR
11	Asahi SEZ	Pasig, Metro Manila, NCR
12	LBRDC SEZ (formerly Victoria Wave SEZ)	Caloocan, Metro Manila, NCR
13	Pilipinas Development Corporation IT Park	San Rafael, Bulacan, Region 3
14	Batangas Shipyard (formerly Keppel	Bauan, Batangas, Region 4A

	Philippine Marine SEZ (KPM - SEZ))	
15	Cocochem Agro-Industrial Park (CAIP)	Bauan, Batangas, Region 4A
16	AG&P SEZ	Bauan, Batangas, Region 4A
17	JPCO Port of Batangas	Batangas Port, Batangas, Region 4A
18	Lima Technology Center	Lipa, Batangas, Region 4A
19	Light Industry and Science Park of the Philippines IV	Malvar, Batangas, Region 4A
20	First Philippine Industrial Park (FPIP)	Sto. Tomas, Batangas, Region 4A
21	First Philippine Industrial Park II - SEZ	Sto. Tomas, Batangas, Region 4A
22	St. Frances Cabrini Medical Tourism Park	Sto. Tomas, Batangas, Region 4A
23	Light Industry and Science Park of the Philippines III	Sto. Tomas, Batangas, Region 4A
24	First Industrial Township	Tanauan City, Batangas, Region 4A
25	Office of Building Official (OBO) - Batangas	Tanauan City, Batangas, Region 4A
26	EMI - SEZ	Bacoor, Cavite, Region 4A
27	People's Technology Complex-SEZ	Carmona, Cavite, Region 4A
28	Golden Mile Business Park	Carmona, Cavite, Region 4A
29	First Cavite Industrial Estate - SEZ (FCIE)	Dasmariñas, Cavite, Region 4A
30	Gateway Business Park (GBP)	General Trias, Cavite, Region 4A
31	Golden Gate Business Park - SEZ	General Trias, Cavite, Region 4A
32	IT Centers / Parks in Imus / Bacoor	Imus, Cavite, Region 4A
33	Daiichi Industrial Park – SEZ	Silang, Cavite, Region 4A
34	Suntrust Ecotown Tanza	Tanza, Cavite, Region 4A
35	Laguna International Industrial Park	Biñan, Laguna, Region 4A
36	Laguna Technopark Inc. (LTI)	Biñan, Laguna, Region 4A
37	Office of Building Official – Laguna	Biñan, Laguna, Region 4A
38	Light Industry and Science Park of the Philippines	Cabuyao, Laguna, Region 4A
39	Carmelray Industrial Park I	Calamba, Laguna, Region 4A
40	Carmelray Industrial Park II (CIP2)	Calamba, Laguna, Region 4A
41	Filinvest Technology Park - Calamba	Calamba, Laguna, Region 4A
42	Light Industry and Science Park of the Philippines II	Calamba, Laguna, Region 4A
43	YTMI Realty-Special Economic Zone	Calamba, Laguna, Region 4A
44	Sagara Metro Plastics SEZ	Calamba, Laguna, Region 4A
45	Greenfield Automotive Park	Sta. Rosa, Laguna, Region 4A
46	Toyota Sta. Rosa Industrial Complex	Sta. Rosa, Laguna, Region 4A
47	IT Center/Parks in Sta. Rosa	Sta. Rosa, Laguna, Region 4A
48	Jose Panganiban SEZ	Jose Panganiban, Camarines Norte, Region 5
CLUSTER 2		

49	Mactan Economic Zone (MEZ) (Cluster 2 Supervising Economic Zone)	Mactan, Cebu, Region 7
50	JPCO - Sub-Port of Mactan	Mactan, Cebu, Region 7
51	Cebu Light Industrial Park (CLIP SEZ)	Mactan, Cebu, Region 7
52	Mactan Economic Zone II	Mactan, Cebu, Region 7
53	JPCO - Port of Cebu	Cebu City, Cebu, Region 7
54	Carmen Cebu GUM SEZ (CCGAIZ)	Carmen, Cebu City, Region 7
55	Mitsumi Realty Inc. SEZ	Danao, Cebu, Region 7
56	New Cebu Township One (NCTO)	Naga, Cebu, Region 7
57	West Cebu Industrial Park	Balamban, Cebu, Region 7
58	Palawan SEZ and JPCO - Port of Palawan	Puerto Princesa, Palawan 4B
59	Leyte Industrial Development Estate LIDE-ISEPZ	Isabel, Leyte, Region 8
60	Balo-I Agro Industrial EZ	Balo-I, Lanao Del Norte, Region 10
61	Jasaan Misamis Oriental EZ/Taganito Mining Corp SEZ	Jasaan, Misamis Oriental, Region 10
62	Phividec Industrial Estate EZ	Villanueva, Misamis Oriental, Region 10
63	DADC Economic Zone	Sta. Cruz, Davao Del Sur, Region 11
64	All Zones in South Cotabato	South Cotabato, Region 11
65	Agrotex Gensan Economic Zone (AGEZ)	Gen. Santos, Region 12
66	Taganito HPAL SEZ	Claver, Surigao Del Norte, Region 13
CLUSTER 3		
67	Baguio City Economic Zone (Cluster 3 Supervising Economic Zone)	Baguio, Benguet, CAR
68	Pampanga Economic Zone	Angeles, Pampanga, Region 3
69	JPCO-Clark	Angeles, Pampanga, Region 3
70	SM City Clark IT Park	Angeles, Pampanga, Region 3
71	Alviera Industrial Park	Bacolor, Pampanga, Region 3
72	Angeles Industrial Park-Special Economic Zone	Bacolor, Pampanga, Region 3
73	TECO SEZ (Tipco Estates Corp.)	Mabalacat, Pampanga, Region 3
74	Hermosa Ecozone Industrial Park	Hermosa, Bataan, Region 3
75	Luisita Industrial Park	San Miguel, Tarlac, Region 3
76	North Luzon Aero Ind'l Park	Binalonan, Pangasinan, Region 1
77	Subic Shipyard SEZ	Subic, Zambales, Region 3
78	JPCO SBMA	Subic, Zambales, Region 3

* Official Name of PEZA Building to be provided upon contract signing with CB

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

Annex "C''

Terms and Conditions

ANNEX "C'' Terms and Conditions	
I. SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM *(Annex A*) **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration No. /Organization No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - Copy of Proposal, if applicable
II. TYPE OF SUBMISSION	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee, 8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III. DELIVERY PERIOD	Delivery Period: **3 years**
IV. TERMS OF PAYMENT	Terms of Payment: Through Cheque / 30 working days upon receipt of the Original Sales Invoice / Billing Statement
V. DELIVERY LOCATION	Winning Bidder must deliver the items/services to the following address: 8th Floor Corporate Planning Department (CPD), Philippine Economic Zone Authority, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City; or at the New PEZA Business and Investment Center (PEZA-BIC, Roxas Blvd., Cor San Luis Street, Pasay City)