



PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2020-07-009
Date	08 July 2020

REQUEST FOR QUOTATION (Alternative-Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Procurement to engage the services of a certifying body for the re-certification of PEZA's QMS
Specification/Terms of Reference	Attached Annex "B"
Approved Budget for the Contract (ABC)	PhP900,000.00
Deadline of Submission of Bid	15 July 2020

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2020;
- 3) Omnibus Sworn Statement (OSS);
- 4) BIR eFPS, Quarterly Income Tax Return (ITR)-(previous 2 quarters, BIR Form No. 1701Q); and
- 5) BIR eFPS, Monthly VAT Declaration (last 6mos, BIR Form No. 2550-M).

Award of contract shall be given to the lowest calculated bidder which complies with the TOR (Annex B) and General Terms and Conditions (Annex C).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 85513451 local 200 or 85513429 or bacsec@peza.gov.ph.



TERESO O. PANGA
BAC, Chair

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

RFQ No.	2020-07-009
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DDG TERESO O. PANGA

Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
5Floor, PNOB Bldg.5, DOE-PNOB Complex, Energy Center
Rizal Drive, BGC, Taguig City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Description	Bid Price (Php)
see attached TOR, Annex "B" <ul style="list-style-type: none">• Scope of Work/Deliverables, and• Scope of Certification (Re-certification)	

*** Note: Bid price should be inclusive of government tax.**

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

INSTRUCTIONS:

- (1) Accomplish this RFQ 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.

TERMS OF REFERENCE

1.0 Project Title

Engagement of a certifying body for re-certification to ISO 9001:2015 of the Philippine Economic Zone Authority covering all PEZA processes in all its economic zones nationwide.

2.0 Background

The Philippine Economic Zone Authority is a government-owned and controlled corporation attached to the Department of Trade and Industry. PEZA 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.

PEZA has instituted organization-wide programs in order to become more responsive, effective, efficient, competitive and innovative in upholding its commitments. As part of its ongoing initiatives, PEZA is implementing a Quality Management System (QMS) for all PEZA processes in all its sites to ensure the delivery of timely and efficient services to its clients.

PEZA's 3-year certification to ISO 9001:2000 was first awarded in 9 December 2008. This was upgraded to ISO 9001:2008 with extension of scope to include all processes and additional sites clustered into supervising offices in 1 March 2010. The second cycle certificate was given in 9 December 2011, while the third cycle certificate was given in 9 December 2014. The existing certificate which is based on ISO 9001:2015 standards was given in 23 March 2018.

Considering that PEZA's certification will be expiring on 8 December 2020 and the organization wishes to continue the implementation of its QMS in conformance with ISO 9001 standards, there is a need to secure the services of a Certifying Body (CB).

3.0 Objective

To contract a certifying body 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.

4.0 Scope of Work / Deliverables

The CB shall provide the following services:

- 4.1 Recertification Audit for 2020
 - 4.1.1 Document review (as applicable);
 - 4.1.2 Prepare and submit recertification audit plan not later than two (2) weeks prior to recertification audit;
 - 4.1.3 Conduct recertification audit; and,
 - 4.1.4 Prepare and submit audit report detailing 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 2021
 - 4.3.1 Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate;
 - 4.3.2 Conduct surveillance audit; and,
 - 4.3.3 Prepare and submit audit report detailing 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.
- 4.4 Surveillance Audit for year 2022
 - 4.4.1 Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate;
 - 4.4.2 Conduct surveillance audit; and,
 - 4.4.3 Prepare and submit audit report detailing 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.
- 4.5 Provision of regular updates and assistance to new versions or changes of ISO 9001:2015 standards.

5.0 Project duration

Three years from 2020 to 2022.

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)

- 6.2 under the Department of Trade and Industry, to include the scope L75 (Public Administration and Defense; Compulsory Social Security).
- 6.3 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.
- 6.4 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.
- 6.5 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 qualify 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.
- 6.6 The CB Audit Team shall satisfy the following:
 - 6.6.1 Consist of qualified auditors to conduct audits in the name of the CB. The CB may use external experts as necessary;
 - 6.6.2 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);
 - 6.6.3 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;
 - 6.6.4 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;
 - 6.6.5 Ensure Audit Team's consistency of interpretations of the ISO standards and audit observations or findings.
- 6.7 The CB shall submit the following requirements:
 - 6.7.1 Department of Trade and Industry (DTI) business name registration or Securities and Exchange Commission (SEC) registration certificate, whichever may be appropriate under existing laws of the Philippines;
 - 6.7.2 Valid and current Mayor's permit / municipal license;
 - 6.7.3 Tax Clearance;
 - 6.7.4 PhilGEP's Registration Certificate;
 - 6.7.5 Annual Income Tax Returns (VAT) filed via the BIR's EFPs;
 - 6.7.6 Business Tax Returns (VAT) for the previous six (6) months prior to the submission of bids filed via the BIR's EFPs; and,
 - 6.7.7 Curriculum Vitae of Auditors to be assigned to the project.

- 6.8 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.
- 6.9 All information reviewed and recorded by the CB Audit Team would be treated in the strictest confidence at all times.
- 6.10 The CB shall adhere to the agreed scope of work / deliverables as approved by PEZA's Bids and Awards Committee.
- 6.11 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 of the following phases:

- 7.1 Submission of Recertification Audit Report
- 7.2 Issuance of ISO 9001:2015 certificate (valid for 3 years)
- 7.3 1st Surveillance Audit
- 7.4 2nd Surveillance Audit

8.0 Source of funds

Proposed 2020 – 2022 Corporate Operating Budget with an Approved Budget for the Contract amounting to Nine Hundred Thousand Pesos (Php 900,000) VAT inclusive and, inclusive of all other out-of-pocket / incidental expenses.

9.0 Special provisions

- 9.1 Price to be quoted should exclude travel and accommodation costs and food expenses of the CB Audit Team which shall be for the account of the CB.
- 9.2 During the contract implementation, the CB shall pay taxes in full and on time and failure to do so will entitle PEZA to suspend payment on the services delivered by the CB.
- 9.3 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 SPECIAL ECONOMIC ZONES (SEZs) & INFORMATION TECHNOLOGY (IT) PARKS/CENTERS NATIONWIDE

(Business Registration/Permits, Zone Enterprise Operations, Incentives Administration, Zone Estate Administration and Administrative Services)

PEZA SITES/ADDRESSES TO BE SPECIFIED IN THE CERTIFICATE:

	PEZA Office	No. of PEZA personnel
Head Office:	Building 5, DOE-PNOC Complex, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Metro Manila with possible change to Double Dragon EDSA corner Macapagal Boulevard, Pasay City	240
Address 2:	Cavite Economic Zone (CEZ), Rosario, Cavite	75
Address 3:	Mactan Economic Zone 1 (MEZ 1), Mactan, Cebu	69
Address 4:	Baguio City Economic Zone (BCEZ), Baguio City, Benguet	36
Address 5:	Joint PEZA-Customs Offices (JPCOs) in Metro Manila <ul style="list-style-type: none"> - JPCO-NAIA & NAIA DHL, Pasay City - JPCO-MICT, Delpan, Manila - JPCO-MSH, Port Area, Manila 	21
	<i>Other SEZs, Supervising SEZ Offices and the SEZs under their supervision:</i>	
Address 6:	Amkor Technology SEZ (AT-SEZ), Cupang, Muntinlupa City	2
Address 7:	Angeles Industrial Park (AIP-SEZ), Bacolor, Pampanga	2
Address 8:	Calamba Premiere Industrial Park (CPIP-SEZ), Calamba City, Laguna	3
Address 9:	Carmelray Industrial Park I (CIP I-SEZ), Canlubang, Calamba City, Laguna	2
Address 10:	Carmelray Industrial Park II (CIP II-SEZ), Calamba City, Laguna	4
Address 11:	Cocochem Agro Industrial Park (CAIP-SEZ) Bauan, Batangas	1
Address 12:	EMI-SEZ, Imus, Cavite	1
Address 13:	First Cavite Industrial Estate (FCIE-SEZ), Dasmariñas, Cavite	4
Address 14:	First Philippine Industrial Park (FPIP-SEZ), Sto. Tomas, Batangas	6
Address 15:	Food Terminal Inc. (FTI-SEZ), Taguig City, Metro Manila	2
Address 16:	Laguna International Industrial Park (LIIP-SEZ), Biñan, Laguna	3
Address 17:	Laguna Technopark Inc. (LTI-SEZ), Sta. Rosa, Laguna	13
Address 18:	Light Industry & Science Park I (LISP I-SEZ), Cabuyao, Laguna	3
Address 19:	Light Industry & Science Park II (LISP II-SEZ), Calamba, Laguna	2
Address 20:	Lima Technology Center (LTC-SEZ), Lipa City & Malvar, Batangas	3
Address 21:	Luisita Industrial Park (LIP-SEZ), San Miguel, Tarlac	1
Address 22:	Peoples Technology Complex (PTC-SEZ), Carmona, Cavite	4
Address 23:	Rio Tuba SEZ (RT-SEZ), Bataraza, Palawan	2
Address 24:	Subic Shipyard (SS-SEZ), Subic, Zambales	2
Address 25:	Tipco Estate Corporation (TECO-SEZ), Mabalacat, Pampanga	1
Address 26:	Victoria Wave (VW-SEZ), Caloocan City	1
Address 27:	PEZA Head Office-Enterprise Operations Department (Zone Office for IT Parks / Centers in Metro Manila)	9
Address 28:	CEZ (Zone Office for IT Parks / Buildings in CALABARZON, NCR including Bulacan, Bicol, Mindoro, Marinduque and Romblon areas)	66
Address 29:	MEZ (Zone Office for IT Parks / Buildings in Vizayas, Mindanao and Palawan areas)	24
Address 30:	BCEZ (Zone Office for IT Parks / Buildings in Northern and Central Luzon and the Cordillera Administrative Region areas)	12
Address 31:	Pampanga Economic Zone, Angeles, Pampanga	2

Annex "C"

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the sealed envelope:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.

Delivery period: Project duration is three (3) years from 2020 to 2022 upon issuance of NTP/Contract.

- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
Bldg.3 DOE-PNOC Complex Energy Center, Rizal Drive, BGC Taguig City