

**Republic of the Philippines**  
**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**  
Regional Office No. IV- A (CALABARZON)  
Barangay Milagrosa, Calamba City, Laguna  
Tel. No.(049) 502-0229

RPQ No: RPQ-NEDA2019-07-011  
Date: July 1, 2019

**REQUEST FOR PROPOSAL**

**Engagement of the Services of a Third Party Certifying Body for the Certification of NEDA IV-A (CALABARZON) Quality Management System (QMS) to ISO 9001:2015 Standards**

1. The NEDA IV-A intends to procure and engage the services of a Certifying Body that will conduct a certification audit of the quality management system (QMS) ISO 9001:2015 standards.
2. The scope of services shall include the following:

<b>Activity</b>	<b>Deliverable</b>
Certification Audit of NEDA IV-A's QMS to ISO 9001:2015	Audit report
	ISO 9001:2015 Certificate
Surveillance Audit of NEDA's QMS to ISO 9001:2015	Audit report
	Confirmation of ISO 9001:2015 Certificate

3. Other relevant information pertaining to the engagement:

a. Audit scope	Core Processes of the four technical divisions and the processes of the Finance and Administrative Division
b. Audit site	NEDA CALABARZON, Barangay Milagrosa, Calamba City
c. Total no. of personnel	Permanent: 34      COS: 10
d. Outsourced activities	security services

4. The Certifying Body should have the following minimum qualifications:
  - a. The Certifying Body should be duly accredited by Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry;
  - b. The Certifying Body must have at least five years ISO 9001 auditing experience;

- c. The Certifying Body must have conducted at least five (5) similar engagements within the last five (5) years, of which at least two (2) are for government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
  - d. Its audit team should satisfy the following:
    - Consist of at least two auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body.
    - At least one member with a minimum of three (3) years auditing experience.
    - At least one member with a minimum of one year ISO 9001 auditing experience.
    - At least one member with actual hands-on experience on the Government QMS Process.
    - All members with completed bachelor's degree.
  - e. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship; and
  - f. Must be duly registered with PhilGEPS.
5. The proponent is required to submit to NEDA IV-A copies of the following:
- a. Accreditation from the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry;
  - b. PhilGEPS registration;
  - c. SEC or DTI registration;
  - d. Mayor's/Business Permit;
  - e. Income/Business Tax Return;
  - f. Omnibus Sworn Statement;
  - g. Company Profile;
  - h. List of clients (with contact person and contact number), services rendered and contract amount;
  - i. Curriculum Vitae of Auditors to be assigned; and
  - j. Proposal.
6. Proposals shall be evaluated based on **Quality-Cost Based Evaluation (QCBE)**. The criteria and rating system for the selection of the winning certifying body are as follows:

Evaluation Criteria	Weight
Technical Proposal a. Applicable Experience and Track Record - No. of years of experience (10%) - Similar projects completed within the last five (5) years (10%)	35%

- Similar projects conducted for govt. institutions within the last five (5) years (15%)	
b. Qualification of Audit Team	35%
- Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body (10%)	
- Audit team member/s with auditing experience (6%)	
- Audit team member/s with ISO 9001 auditing experience (7%)	
- Audit team member/s with actual hands-on experience on the Government QMS Process (7%)	
- Educational attainment (5%)	
Financial Proposal	30%
<b>Total</b>	<b>100%</b>

7. The Approved Budget for the Contract (ABC) for the project is Two Hundred Thousand Pesos (PHP 200,000.00) for the three (3) year audit cycle inclusive of all applicable taxes and fees. Financial proposals received in excess of the ABC shall be automatically rejected.
8. The contract shall be awarded to the Highest Rated Offer.
9. Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:

<b>Activity/Deliverable</b>	<b>Payment</b>
a. After certification audit and issuance of ISO 9001:2015 Certificate valid for three years	50%
b. After surveillance audit and confirmation of ISO 9001:2015 Certificate for the 1 <sup>st</sup> year	25%
c. After surveillance audit and confirmation of ISO 9001:2015 Certificate for the 2 <sup>nd</sup> year	25%

10. NEDA IV-A invites interested proponents to submit their proposals together with the required supporting documents in a sealed envelope to the address below on or before July 8, 2019, 12:00 noon.

**LUIS G. BANUA**  
 Regional Director  
 National Economic and Development Authority Region IV-A  
 Barangay Milagrosa, Calamba City

11. NEDA IV-A reserves the right to reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, and to annul the selection process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected consultants.

12. NEDA IV-A reserves the right to reject the proposal of any proponent who:
  - a. does not offer the required services as provided for in this Request for Quotation;
  - b. is discovered to have suppressed, disclosed or falsified information; or
  - c. failed to satisfactorily perform/complete any contract previously awarded to it.
  
13. NEDA IV-A reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, NEDA IV-A may disqualify the proponent from obtaining the award.

For further information, you may contact Jonalyn U. Sibucan at telephone number (049) 502-0229 or through e-mail address [gs.neda4a@gmail.com](mailto:gs.neda4a@gmail.com).