



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 361-2019

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, 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 TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Job Order No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2019-104 (IMSO)	SERVICES FOR THE CONDUCT OF SURVEILLANCE AUDIT	200,000.00

Purpose: *SERVICES FOR THE CONDUCT OF SURVEILLANCE AUDIT*

PhilGeps Posting: Active Date: 5/21/19 Category: Consulting
 Closing Date: 6/11/19 Reference No.: 6223670

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Latest Income / Business Tax Return
- Proof of PhilGeps Registration
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 120 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expandable supplies, or a minimum of one (1) year for non-expandable/services.
supplies/equipment after acceptance by the procuring entity of the delivered supplies/equipment/services.

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 alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder Any alteration, 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 6/11/19 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at javy_carlos@yahoo.com / julietelaineacuna@yahoo.com

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

The TSU 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 R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

ELENA MAY T. TEOFILO

Head, Procurement Unit

PRICE QUOTATION

Date : 5/29/19
 RFQ No. : 361-2019
 PR/JO No. : 2019-104 (IMSO)

The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
 (045) 982 -4630 / (045) 606 -8157

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.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
1	lot	<u>SERVICES FOR THE CONDUCT OF SURVEILLANCE AUDIT</u> TO ACQUIRE SERVICES OF THE EXISTING CERTIFYING BODY THAT WILL CONDUCT SURVEILLANCE AUDIT FOR ONE (1) YEAR EXTENSION OF IMS (ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007) CERTIFICATION OF TARLAC STATE UNIVERSITY	1		

Warranty : _____

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

Very truly yours,

AUTHORIZED REPRESENTATIVE :

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

TERMS OF REFERENCE
for One (1) Year Extension of the IMS Certification of Tarlac State University

I.	PROJECT TITLE	One Year Extension for the Integrated Management System (IMS: ISO 9001:2015 – Quality Management System, ISO 14001:2015 - Environmental Management System, OHSAS 18001:2007 – Occupational Health and Safety Management System) Certification of Tarlac State University (TSU)
II.	RATIONALE	<p>In line with the certification granted to Tarlac State University's Integrated Management System (IMS) in the field of education, research, extension (training and consultancy), hotel services and administrative support services, there is a need to sustain the implementation and sustenance of such as the institution envisioned to become a premier-university in the Asia Pacific Region.</p> <p>As part of the institution's plan and preparation for the IMS Re-Certification next year, there is a need to acquire the services of the existing certifying body which is the ACS W3 Solutionz that will conduct the third stage surveillance audit for one (1) year extension of IMS Certification of Tarlac State University.</p>
III.	OBJECTIVE	The objective of the project is to conduct surveillance audit that will assess the conformity of TSU to ISO 9001:2015 - QMS, ISO 14001:2015 - EMS and OHSAS 18001:2007 OHSMS (Integrated Management System).
IV.	SCOPE OF WORK	<p>The following are the scope of works needed for the project:</p> <p>A. Develop the Project Methodology and Design This component principally involves formulation of and Inception Report providing the consultant's approach and methodology to the project, and the detailed plans to guide the project through execution and control. The inception report should highlight scope of work, resources required, and timeline of activities to meet the agreed upon deliverables.</p> <p>B. Provision of Surveillance Auditing works Phase 1: Surveillance Audit 3</p> <ul style="list-style-type: none"> • Conduct of Surveillance Audit 3

V.	EXPECTED OUTPUTS OR DELIVERABLES	<p>The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage:</p> <table border="0"> <thead> <tr> <th data-bbox="612 269 836 301">Scope of Works</th> <th data-bbox="1059 269 1235 301">Deliverables</th> </tr> </thead> <tbody> <tr> <td data-bbox="612 326 879 426">Definition of Project Methodology</td> <td data-bbox="932 338 1198 371">a. Inception Report</td> </tr> <tr> <td data-bbox="612 458 879 525">Conduct of Surveillance Audit 3</td> <td data-bbox="932 458 1334 525">b. Surveillance Audit 3 Plan (at least 2 weeks before audit)</td> </tr> <tr> <td></td> <td data-bbox="932 550 1334 583">c. Conduct of Opening Meeting</td> </tr> <tr> <td></td> <td data-bbox="932 608 1318 640">d. Conduct of closing Meeting</td> </tr> <tr> <td></td> <td data-bbox="932 665 1310 732">e. Official Audit Report (to be given right after the audit)</td> </tr> <tr> <td></td> <td data-bbox="932 757 1318 857">f. (If any) Non- Conformity Report(s) (to be given right after the audit)</td> </tr> <tr> <td></td> <td data-bbox="932 882 1275 981">g. (If any) Acceptance of Correction & Corrective Actions</td> </tr> </tbody> </table>	Scope of Works	Deliverables	Definition of Project Methodology	a. Inception Report	Conduct of Surveillance Audit 3	b. Surveillance Audit 3 Plan (at least 2 weeks before audit)		c. Conduct of Opening Meeting		d. Conduct of closing Meeting		e. Official Audit Report (to be given right after the audit)		f. (If any) Non- Conformity Report(s) (to be given right after the audit)		g. (If any) Acceptance of Correction & Corrective Actions
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VI.	PROJECT DURATION	The maximum project duration is six (6) months from the issuance of Notice to Proceed (NTP).																
VII.	QUALIFICATION OF CONSULTANCY SERVICES COMPANY/FIRM	<ol style="list-style-type: none"> 1. The Consultancy Services Company is fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF accredited certification held by ACS W3 Solutionz. 2. That the company/firm is PhilGEPS registered. 3. That the company/firm is DTI or SEC registered. 4. That the company/firm has Mayor's Permit and Business License. 																
VIII	PROPOSED TERMS OF PAYMENT	<table border="0"> <thead> <tr> <th data-bbox="632 1522 751 1555">Payment</th> <th data-bbox="887 1522 1051 1555">Deliverables</th> <th data-bbox="1251 1522 1358 1555">Percent</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1584 676 1617">1</td> <td data-bbox="743 1584 1222 1896"> Upon submission and acceptance of the following: <ol style="list-style-type: none"> a. Surveillance Audit Plan 3 b. Official Audit Report (if any) Non-Conformity Report(s) c. (If any) Acceptance of Correction & Corrective Actions </td> <td data-bbox="1267 1584 1350 1617">100%</td> </tr> </tbody> </table>	Payment	Deliverables	Percent	1	Upon submission and acceptance of the following: <ol style="list-style-type: none"> a. Surveillance Audit Plan 3 b. Official Audit Report (if any) Non-Conformity Report(s) c. (If any) Acceptance of Correction & Corrective Actions 	100%										
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IX.	APPROVED BUDGET	The financial proposal shall not exceed the Approved Budget for the Contract is Two Hundred Thousand Pesos (Php 200,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected.
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PhilGEPS

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Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6223670
Procuring Entity TARLAC STATE UNIVERSITY
Title Services for the conduct of Surveillance Audit
Area of Delivery Tarlac

Solicitation Number:	361-2019	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	4
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	31/05/2019
Approved Budget for the Contract:	PHP 200,000.00	Last Updated / Time	30/05/2019 09:20 AM
Delivery Period:	30 Day/s	Closing Date / Time	06/06/2019 13:00 PM
Client Agency:			
Contact Person:	Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157 julietelaineacuna@yahoo.com		

Description

For IMSO use.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Services for the conduct of Surveillance Audit	please see attached terms of reference	1	Lot	200,000.00

Other Information

The bidders must download the attached documents in the associated components section.

Created by Juliet Elaine Acuna

Date Created 30/05/2019

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