

REQUEST FOR QUOTATION (RFQ)

03 April 2024

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2024.04.104

PR No. 3.030

REQUIREMENTS: SERVICES OF AN ISO 9001:2015 CERTIFICATION BODY UNDER A MULTI-YEAR CONTRACT (2024-2026)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount						
LOT 1	<p>SCOPE OF WORK/SERVICES:</p> <p>The CB is expected to provide the following services:</p> <ol style="list-style-type: none"> 1. Conduct of certification audit (Stage 1 and 2) 2. Issuance of ISO 9001:2015 Certificate (valid for 3 years); and 3. Conduct at least one (1) surveillance audit every year for two consecutive years after the issuance of the Certificate. <p>The Re-certification and Surveillance Audits shall cover the scope of the TPB QMS. It shall involve the following deliverables and activities:</p> <table border="1" data-bbox="331 1417 1007 1892"> <thead> <tr> <th>DELIVERABLES</th> <th>ACTIVITIES</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">CY 2024</td> </tr> <tr> <td> <ol style="list-style-type: none"> 1. Audit Plan 2. Certification Audit (indicative August 2024) 3. Audit Report (7 calendar days after the conduct of audit) </td> <td> <ul style="list-style-type: none"> • Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement </td> </tr> </tbody> </table>	DELIVERABLES	ACTIVITIES	CY 2024		<ol style="list-style-type: none"> 1. Audit Plan 2. Certification Audit (indicative August 2024) 3. Audit Report (7 calendar days after the conduct of audit) 	<ul style="list-style-type: none"> • Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement 	PhP500,000.00	PhP500,000.00
DELIVERABLES	ACTIVITIES								
CY 2024									
<ol style="list-style-type: none"> 1. Audit Plan 2. Certification Audit (indicative August 2024) 3. Audit Report (7 calendar days after the conduct of audit) 	<ul style="list-style-type: none"> • Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement 								

	<p>4. Issuance of ISO 9001:2015 Certificate valid for three (3) years (secured/transmitted to TPB within 40 calendar days of receipt of the Audit Report or not to exceed 20 October 2024, to be followed is whichever is applicable earlier)</p>	<ul style="list-style-type: none"> • Conduct Stage 1 and Stage 2 Certification Audit; • Prepare and submit the Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented 		
CY 2025 and CY 2026		<ul style="list-style-type: none"> • Prepare and submit a Certification Audit Plan at least seven (7) calendar days prior to the audit engagement • Conduct Surveillance Audit; and • Prepare and submit a Surveillance Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or the latest applicable version should it apply or on documented procedures and suggestions on how to address them within seven (7) calendar days after the conduct of the off-site or onsite audit • Provide Confirmation 		
	<p>1. Surveillance Audit for the 2nd Year (2025) and Surveillance Audit for the 3rd Year (2026)</p> <p>2. Surveillance Audit Report [within seven (7) calendar days after the conduct of audit]</p>			

		<ul style="list-style-type: none"> - when the Surveillance Audit was performed - that proof has been furnished that the requirements according to ISO 		
<p>The CB shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between TPB and the CB cannot be made, TPB 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 is open to both parties.</p>				
<p>-All information reviewed and recorded by the CB audit team shall be treated in the strictest confidence and a non-disclosure agreement shall be in effect upon conforme signature of the Supplier on the Notice of Award.</p>				
<p>-The CB audit team shall furnish its Audit Report findings within 7 calendar days of each conduct of audit.</p>				
<p>-The expedited issuance of ISO 9001:2015 Certificate is incorporated into the Approved Budget for the Contract wherein said certificate must be received within and not beyond 45 calendar days of the conduct of audit.</p>				
<p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p>				
<ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate 3. Certificate of Accreditation and Scope of Accreditation 4. List of ongoing and completed projects highlighting related government and private certification projects for the past three (3) years (2021-2023). 				

	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your **quotation** together with the legal documents enumerated above to the email address **genesis_lee@tpb.gov.ph** not later than **10 April 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



ROSSELLE D. ROMERO

Acting Head, Procurement and General Services Division
Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
Contact No. **(8) 525-7312 local 266**