



REQUEST FOR QUOTATION

Date	:	August 26, 2021
Project Title	:	Procurement of Services of a Certifying Body for the Geographical Extension to Scope Audit (ISO 9001:2015)
ITB No.	:	SV21-07-024COR
Approved Budget for the Contract (ABC)	:	One Hundred Seventy-Nine Thousand Pesos (PhP179,000.00), VAT Exclusive, Zero-Rated Transaction
Deadline for the Submission and Receipt of Quotation(s)	:	September 2, 2021, Thursday, 10:00 A.M. (Sealed Quotation)
Opening and Examination of Quotation(s)/Proposal(s)	:	September 2, 2021, Thursday, 10:00 A.M. onwards
<p>Please address and submit the envelope containing the accomplished RFQ form required documents and samples to the Bids and Awards Committee (BAC) 1, through the Procurement Department (PD), located at Eighth (8th) Floor, PAGCOR House Annex, 1105 UN Avenue cor. M.Y. Orosa Street, Ermita, Manila.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none">1. Title and reference number of the project; and2. Name, address and contact details (telephone/cellphone numbers and/or e mail address) of the Bidder. <p>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</p>		

Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the project stated herewith, kindly fill up and submit your lowest price quotation.

For any inquiries or clarifications, please contact the Procurement Department at telephone number (02) 7755-3711 and look for Procurement Officer I, Jimcel O. Besa.

Thank you.


JUAN MIGUEL A. MAGLAYA
CHAIRPERSON
BIDS AND AWARDS COMMITTEE (BAC) 3


RBD/job

Dear Atty. Maglaya:

In accordance with your request, the following is our quotation for your requirement:

I. TECHNICAL SPECIFICATIONS

<p align="center">Technical Description / Service Requirement</p>	<p align="center">Offered Technical Proposal</p> <p align="center">Please fill up with either “COMPLY” or “NOT COMPLY”</p>									
<p>I. <u>SCOPE OF SERVICES</u></p> <p>The scope of the engagement shall cover PAGCOR’s QMS for all its processes within the sites specified hereunder and shall involve the following activities:</p> <ol style="list-style-type: none"> 1. Conduct of ISO 9001:2015 Geographical Extension to Scope Audit; 2. Issuance of ISO 9001:2015 Certification upon satisfactory compliance to Standard and Certification requirements; and 3. Site details and additional inputs to scope of engagement are as follows: <table border="1" data-bbox="245 1041 1163 1359"> <thead> <tr> <th data-bbox="245 1041 504 1120">Sites</th> <th data-bbox="504 1041 981 1120">Address</th> <th data-bbox="981 1041 1163 1120">Number of Employees</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 1120 504 1261">1. Casino Filipino Winford</td> <td data-bbox="504 1120 981 1261">Winford Manila Resort and Casino - 350 MJC Drive corner Consuelo Street, San Lazaro Tourism and Business Park, Sta. Cruz, Manila</td> <td data-bbox="981 1120 1163 1261">343</td> </tr> <tr> <td data-bbox="245 1261 504 1359">2. Casino Filipino Malate</td> <td data-bbox="504 1261 981 1359">New Coast Hotel Manila - 1588 M.H. Del Pilar corner Pedro Gil Street, Malate, Manila</td> <td data-bbox="981 1261 1163 1359">843</td> </tr> </tbody> </table>	Sites	Address	Number of Employees	1. Casino Filipino Winford	Winford Manila Resort and Casino - 350 MJC Drive corner Consuelo Street, San Lazaro Tourism and Business Park, Sta. Cruz, Manila	343	2. Casino Filipino Malate	New Coast Hotel Manila - 1588 M.H. Del Pilar corner Pedro Gil Street, Malate, Manila	843	
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<p>II. <u>CLIENT’S RESPONSIBILITY</u></p> <p>PAGCOR shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. Complete at least one (1) internal quality audit and management review before the Geographical Extension to Scope audit. 2. Evaluate the work delivered by the Certifying Body based on this Terms of Reference (TOR) to ensure the quality and relevance of work being conducted, and based on the favorable results of the evaluation, shall issue a written project acceptance/approval, retention, or discontinuance; 3. Provide technical assistance for the project. It shall closely coordinate with representatives of the Certifying Body in the conduct of the audit 										

<p>and other related certification activities, including monitoring of the progress of the various tasks;</p> <ol style="list-style-type: none"> 4. Coordinate the conduct of audit activities, ensuring that process owners and concerned officials and staff are available on the scheduled dates of audits. Any request for change or cancellation schedule shall be made based on the mutual agreement of both parties; 5. Inform the Certifying Body in writing of important changes that may occur after issuance of certification; and 6. Provide meals, workspace, hotel accommodation and transportation service to fetch the Auditors from and to designated pick-up and drop-off points on the days of the audit and/or as may be needed in the course of the project. 	
<p>III. <u>CERTIFYING BODY'S RESPONSIBILITY</u></p> <p>The Certifying Body undertakes to perform the Audit with the highest standards of professional and ethical competence and integrity.</p> <p>The Certifying Body shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. Adhere to the agreed scope of services/deliverables which were approved by PAGCOR; 2. Commit to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or PAGCOR's operations; 3. Submit a full report on the operations audited consistent with the content of the approved scope of services/deliverables to PAGCOR within the timelines specified under Section IX of the TOR – Deliverables and Terms of Payment; 4. Provide information on any conflict of interest and proposed approach to the resolution thereof; and 5. Coordinate with PAGCOR regarding any changes on the dates of audit schedules or any delay in the activities related to the ISO certification. 	
<p>IV. <u>CERTIFYING BODY'S QUALIFICATION REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. The Certifying Body must meet the following minimum qualifications: <ol style="list-style-type: none"> a. Must be duly accredited by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 and PNS ISO/IEC 17021-3-2018 to provide Quality Management System certification to ISO 9001:2015 for the International Accreditation Forum (IAF) 36: Public Administration; b. Must possess at least twenty (20) years of ISO 9001 auditing experience; and c. Must have at least ten (10) government agencies/GOCCs under its client portfolio. 2. The Certifying Body Audit Teams, including surveillance audit teams, to 	

<p>be assigned to this project shall consist of a lead auditor and team members who must satisfy the following:</p> <ol style="list-style-type: none"> a. Must have complied with the Certifying Body's technical qualifications for ISO 9001 certification audit; b. Must have actual hands-on Quality Management System auditing experience for at least five (5) years; and c. Must have actual ISO 9001 auditing experience in the government sector. <p>3. The Certifying Body shall submit the following:</p> <ol style="list-style-type: none"> a. Certification under oath that each audit team member to be assigned to the project meets the above specified qualification requirements (For submission during the Opening of Bids); and b. Curriculum Vitae (CV) of each audit team member. 												
<p><u>V. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)</u></p> <p>The services of the Certifying Body will be engaged for one (1) year commencing from the effectivity date specified in the Notice to Proceed (NTP).</p> <p>The Approved Budget for the Contract (ABC) is in the amount of One Hundred Seventy-Nine Thousand Pesos (PhP179,000.00), VAT-exclusive, Zero-rated transaction.</p>												
<p><u>VI. DELIVERABLES AND TERMS OF PAYMENTS</u></p> <p>1. The following services and outputs will be expected from the Certifying Body to be submitted/delivered to PAGCOR within the specified timelines:</p> <table border="1" data-bbox="288 1249 1163 1778"> <thead> <tr> <th>Activity</th> <th>Deliverables</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1. Geographical Extension to Scope Audit</td> <td>Conduct of Audit</td> <td>Within one (1) month from the effectivity date specified in the Notice to Proceed but not later than December 6, 2021</td> </tr> <tr> <td>Audit Report</td> <td>Within seven (7) working days from the last day of Audit</td> </tr> <tr> <td>2. Issuance of ISO 9001:2015 Certificate</td> <td>ISO 9001:2015 Certificate (At least 9 sets with frames)</td> <td>Within one (1) month from the date of the auditor's acceptance of the corrective action</td> </tr> </tbody> </table> <p>2. No advance payment is allowed. Payment shall be made in two (2)</p>	Activity	Deliverables	Timeline	1. Geographical Extension to Scope Audit	Conduct of Audit	Within one (1) month from the effectivity date specified in the Notice to Proceed but not later than December 6, 2021	Audit Report	Within seven (7) working days from the last day of Audit	2. Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate (At least 9 sets with frames)	Within one (1) month from the date of the auditor's acceptance of the corrective action	
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instalments upon completion of each of the following milestones and submission of the required deliverables:	
Activity/ Deliverable	Payment
1. After Geographical Extension to Scope Audit and Submission of Audit Report	75%
2. Issuance of ISO 9001:2015 Certificate	25%

II. FINANCIAL QUOTATION

Quantity/ UOM	Item Description	Cost Per Month VAT Exclusive, Zero-Rated Transaction	Total Cost for One (1) Year VAT Exclusive, Zero-Rated Transaction
One (1) Lot	Procurement of Services of a Certifying Body for the Geographical Extension to Scope Audit (ISO 9001:2015)	PHP _____ (Amount in figures) _____ _____ (Amount in words)	PHP _____ (Amount in figures) _____ _____ (Amount in words)

VALIDITY OF OFFER: Ninety (90) calendar days from the date of Opening and Examination of Quotations

III. ADDITIONAL REQUIREMENTS:

As part of the post-qualification process, kindly submit the following documents for compliance within 3-calendar days from receipt of the notice and upon determination of the bidder having the Lowest / Single Calculated Quotation:

1. BIR Certificate of Registration for individuals (***If applicable***);

OR;

- 1.1 Registration Certificate from the Department of Trade and Industry (DTI) for sole proprietors, Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, partnerships or joint ventures or Registration Certificate from the Cooperative Development Authority (CDA), and
- 1.2 Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the

renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.

2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;

Philippine Government Electronic Procurement System (PhilGEPS) Registration Number: _____;

3. Omnibus Sworn Statement using the attached prescribed form.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., original copy of a duly notarized Secretary's Certificate (in case of corporations, partnerships or joint ventures) or a Special Power of Attorney (in case of Sole Proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the procurement process;

IV. NOTES:

1. Bidders shall submit their quotations through their duly authorized representatives using this form only. This form must be completed without any alterations to their format and no substitute form shall be accepted. All parameters shall be filled in with the correct and accurate information as required.
2. Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall not be accepted.
3. The prices quoted are to be paid in Philippine Currency.
4. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PAGCOR, but **VAT Exclusive, Zero-Rated Transaction**.
5. For the purpose of standardization of quotations/proposals, this RFQ Form will prevail over all kinds and forms of quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Award of contract shall be made in favor of the supplier or contractor having the Single or Lowest Calculated Responsive Quotation (for goods and infrastructure projects) or a consultant with the Single or Highest Rated Responsive Proposal,

which complies with the minimum technical specifications and other terms and conditions stated herein.

9. The supplier agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PAGCOR may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

V. BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the BAC, to the provisions of the Purchase Contract and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any quotation it may receive.

Very truly yours,

Signature over Printed Name

Date: _____

TIN: _____

Position: _____

Company Represented:

TIN: _____

Address: _____

Tel. No. / Fax No.:

