



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the project listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION OF THE INSURANCE COMMISSION (IC)
REFERENCE NO./PR NO.	PR No. 2024-07-188
APPROVED BUDGET FOR THE CONTRACT (ABC)	PHP 540,000.00 inclusive of VAT and all other applicable taxes and charges for 3 years
BRIEF DESCRIPTION	The procurement shall cover the recertification and surveillance audits of the Insurance Commission for FY 2024-2026
MODE OF PROCUREMENT	Small Value Procurement through a Multi-Year Contractual Authority (MYCA)
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	15 July 2024, 11:00 AM

The sealed quotation may be submitted personally or through e-mail not later than **15 July 2024, 11:00 AM** to the Insurance Commission through the contact information provided below:

Contact Person : **Mr. Mark Franklin M. Sanchez**
 IC Planning Officer III
 Head, Quality Management Team –
 Technical Secretariat

Office Address : 2/F Insurance Commission Building
 1071 United Nations Avenue, Ermita, Manila

Telephone Nos. : (+632) 8-523-8461, local 144;
E-Mail : mfm.sanchez@insurance.gov.ph


ARTURO S. TRINIDAD II
 Quality Management Representative (QMR)
 OIC, Technical Services Group / IC Director II

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RE-CERTIFICATION OF THE INSURANCE COMMISSION (IC)

A. THIRD PARTY CERTIFICATION BODY PROFILE MINIMUM REQUIREMENTS

Profile	Minimum	Based on Documents
1. Local experience in ISO 9001 certification	10-years	
2. Number of domestic non-government companies with active certification for ISO 9001:2015	15 clients	
3. Auditors/Assessors years of experience	5-years	
4. Number of government agencies with active certification for ISO 9001:2015	10 agencies	

B. SCHEDULE OF REQUIREMENTS

Item	Description	Deliverable	Delivery Schedule	Percentage of Contract Amount
Conduct of Recertification Audit - 2024				40%
1	Submission of an Audit Plan	Audit Plan	Within five (5) working days upon receipt of Notice to Proceed; <i>At least ten (10) working days before the Stage 1 Audit</i>	
2	Completion of Stage 1 Audit	Stage 1 Audit	Within Third Quarter 2024; <i>i.e., not earlier than ten (10) working days upon submission of Audit Plan to the IC</i>	
3	Submission of Stage 1 Audit Report	Stage 1 Audit Report	Within 3rd Quarter 2024; <i>i.e., within three (3) working days upon completion of Stage 1 Audit</i>	
4	Completion of Stage 2 Audit	Stage 2 Audit	Within 3rd Quarter 2024; <i>i.e., not later than two (2) weeks after the submission of Stage 1 Audit Report</i>	

Item	Description	Deliverable	Delivery Schedule	Percentage of Contract Amount
5	Submission of Stage 2 Audit Report	Stage 2 Audit Report	Within 3rd Quarter 2024; i.e., <i>within three (3) working days upon completion of Stage 2 Audit</i>	
6	Issuance of ISO 9001:2015 Certificate to IC	ISO 9001:2015 Certificate	Within 3 rd Quarter 2024; i.e., within fifteen (15) calendar days from receipt of Stage 2 Audit Report without non-conformities; or in case of non-conformities, within seven (7) calendar days from the submission by the IC QMR of the corrective plan that is determined by the Certification Body (CB) as compliant.	
Conduct of First Surveillance Audit - 2025				30%
7	Completion of 1 st Year Surveillance Audits, and Submission of 1 st Year Surveillance Audit Report	1st Year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the conduct of the Stage 2 Audit.	
Conduct of Second Surveillance Audit - 2026				30%
8	Completion of 2 nd Year Surveillance Audits, and Submission of 2 nd Year Surveillance Audit Report	2 nd year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the conduct of the 1 st Year Surveillance Audit.	

Note: Delivery Schedule may be adjusted in cases of force majeure or fortuitous event as described in government procurement rules and regulations or in other justifiable circumstances subject to the approval of the QMR.

C. TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance
The Certification Body is, at the minimum, a Department of Trade and Industry - Philippine Accreditation Office (DTI-PAO) Accredited Certification Body with PNS ISO/IEC 17021-1:2015 to provide Quality Management Systems (QMS) certification to ISO 9001:2015 for IEF 36: Public Administration scope.	

Item/Description	Bidder's Statement of Compliance
<p>The Certification Body shall conduct ISO 9001:2015 Certification Audit of the IC QMS being implemented by all Functional Groups/Divisions in the agency and issue the corresponding Certificate for the purpose.</p> <p>The following Divisions shall be covered by the audit procedure:</p> <p>Office of the Insurance Commissioner</p> <ol style="list-style-type: none"> 1. Microinsurance Division 2. Davao District Office 3. Cebu District Office <p>Technical Services Group</p> <ol style="list-style-type: none"> 4. Actuarial Division 5. Investment Services Division 6. Rating Division 7. Reinsurance Division 8. Statistics and Research Division <p>Legal Services Group</p> <ol style="list-style-type: none"> 9. Regulation, Enforcement, and Prosecution Division (including Suretyship Unit) 10. Public Assistance and Mediation Division 11. Licensing Division 12. Conservatorship, Receivership, and Liquidation Division 13. Claims Adjudication Division 14. Anti-Money Laundering and Corporate Governance Division <p>Financial Examination Group</p> <ol style="list-style-type: none"> 15. Non-Life Division 16. Life/MBAs/Trust Division 17. Pre-Need Division 18. Brokers and Insurance Pools Division 19. Health Maintenance Organizations Division <p>Management Support Services Group</p> <ol style="list-style-type: none"> 20. Administrative Division 21. Human Resource Division 22. Budget Division 23. Accounting Division 24. Information Technology Division 25. Information Systems Division 26. Planning and Management Division 	

Item/Description	Bidder's Statement of Compliance
The Certification Body shall have adequate technical and management capability in conducting the audit with at least ten (10) years' experience in the Philippines.	
The Certification Body shall have fifteen (15) ISO 9001:2015 certifications awarded to non-government (private) companies active as of quotation date.	
The Certification Body shall have ten (10) ISO 9001:2015 certifications awarded to government agencies active as of quotation date.	
The Certification Body shall have the capacity to deploy a team composed of at least two (2) key experts (a lead auditor and a member of the audit team) for the IC Manila Head Office, one (1) key expert (member of the audit team) to the IC Davao District Office, and one (1) key expert (member of the audit team) to the IC Cebu District Office.	
The Certification Body shall provide auditors/assessors with at least five (5) years of experience in ISO audits to all IC Offices, i.e., IC Manila Head Office, IC Davao District Office, and IC Cebu District Office.	
The Certification Body shall include in their quotation the travel, hotel accommodation, and other related expenses of the auditors to be deployed to the IC Davao District Office and IC Cebu District Office.	
The Certification Body shall submit documents as stated in <u>Section D. Documentary Requirements</u> , together with their quotation.	
The Certification Body shall submit documents as stated in <u>Section B. Schedule of Requirements</u> .	
The Certification Body shall coordinate with the IC Quality Management Representative (QMR) on all matters relating to contract implementation.	
The Certification Body or any person/entity connected to the IC certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of the IC QMR.	

Item/Description	Bidder's Statement of Compliance
The Certification Body shall, within fifteen (15) working days from the end of contract, turn over to the IC QMR all documents pertaining to the implementation of this project, such as, but not limited to, answer sheets, pending documentary requests within its custody or control or within the custody or control of any person/entity operating on its behalf.	

D. DOCUMENTARY REQUIREMENTS

One (1) Certified True Copy of each of the following documents are required to be submitted together with the Reply Slip and Bidder's Statement of Compliance to the Terms and Conditions:

1. Valid PHILGEPS Registration Certificate;
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of valid business registration;
3. Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
4. Certificate of Registration of Bureau of Internal Revenue (BIR) and Tax Clearance Certificate and/or Latest Income Tax Return (ITR).
5. Notarized Omnibus Sworn Statement

E. PAYMENT TERMS

The payment for the services rendered shall be made within thirty (30) days upon issuance of the billing statement by the supplier and corresponding Certificate of Satisfactory Service/Acceptance by IC.

The payment schedule are as follows:

Audit Cycle	Percentage of Bid Amount / Contract Price
Recertification	40%
First Surveillance Audit	30%
Second Surveillance Audit	30%

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

F. OTHER REQUIREMENTS

The price quotation shall be inclusive of 12% VAT and other applicable charges (transportation, hotel and other related fees) relative to the conduct of onsite audit at the IC Manila Head Office, IC Davao District Office located at Doors 2 & 3, 3rd Floor, YAP Building, Quimpo Boulevard, Ecoland, Davao City, and at the IC Cebu District Office located at Unit 17, Ground Floor and Second Floor, The Gallery, Pope John Paul II Avenue, Barangay Kasambangan, Cebu City.



ARTURO S. TRINIDAD II
Officer-in-Charge, Technical Services Group
IC Director II
Quality Management Representative

REPLY SLIP

Name of Supplier : _____
Address : _____

Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their price quotation for the **PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION OF THE INSURANCE COMMISSION (IC)** subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION OF THE INSURANCE COMMISSION (IC) Note: <ul style="list-style-type: none"> • <i>Total Cost should not exceed ABC of Five hundred forty thousand pesos (Php 540,000.00)</i> • <i>Total Cost shall be inclusive of 12% VAT and other applicable charges (transportation, hotel and other related fees).</i> 	1 Lot	[Please write your Price Quotation Here]

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

1. Mayor's Business Permit
2. Latest Income / Business Tax Return
3. Proof of PhilGEPS Registration Number
4. Notarized Omnibus Sworn Statement

 Signature Over Printed Name of Supplier/
 Authorized Representative

 Position/Designation

 Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]