



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

The Philippine Sports Commission, through its Bids & Awards Committee, invites interested PHILGEPS-accredited suppliers to submit SEALED and signed formal quotation/s for:

Particular	Quantity			ABC (PHP)	Place of Delivery
Surveillance Audit Services for ISO 9001:2015 of the Philippine Sports Commission's Quality Management System	<div>Description</div> <div><div>Surveillance Audit Services for ISO 9011:2015 of the Philippine Sports Commission's Quality Management System</div><div>Scope of Works: The Audit aimed at checking the continued effectiveness of management system, by looking:<ul style="list-style-type: none">To obtain evidence regarding continued conformity to sampled requirements of the management system standards.To evaluate performance monitoring, measuring, reporting, and reviewing against key performance objectives and targets.To evaluate the effectiveness of our company's Internal Auditing and Management Review.To identify any areas for potential improvement of the management systems.Attached Terms Of Reference to be included and form part of the scope of works.</div><div>xxx nothing follows xxx</div><div>Delivery Terms: Tentative date of completion: 1st Surveillance – as early as 14 August 2023 but not later than 3 September 2023 2nd Surveillance - as early as 14 August 2024 but not later than 3 September 2024</div></div>	<div>Qty</div> <div>1</div>	<div>Unit</div> <div>Lot</div>	<div>Unit Cost</div> <div>196,958.72</div>	<div>196,958.72</div> <div>Rizal Memorial Sports Complex, P. Ocampo Sr. St. Malate, Manila</div>

The following documents must be submitted from 21 July 2023 to 5:00 pm of 24 July 2023 directly to the Bids and Awards Committee Secretariat Office located at Room 207, 2nd Floor, Administration Building, Rizal Memorial Sports Complex, Pablo Ocampo Sr. St. Malate Manila.

1. PHILGEPS Registration or PHILGEPS Certificate
2. Notarized Omnibus Sworn Statement
3. 2023 Mayor's/Business permit

For additional information, please contact the Procurement Office nos. at Telefax: 523-9831 or 525-4408 loc. 143/175.

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday, the deadline shall be on the next working day.

The Commission reserves the right to not accept any and all quotations or not award the contract on the following grounds:

- There is prima facie evidence of collusion;
- The BAC failed to follow prescribed procurement procedures; and/or
- There are justifiable grounds where the contract will not redound to the benefit of the government without incurring any liability to the affected bidder/s.

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman

Date Posted on Philgeps and PSC website: July 21, 2023

TERMS OF REFERENCE

I. PROJECT TITLE

Engagement of a Certifying Body for a Third-Party Surveillance Audit of the PSC's ISO 9001:2015 Certificate.

II. APPROVED BUDGET FOR THE CONTRACT

The approved budget is Php 196,958.75 inclusive of taxes and is a multiyear project.

III. SCOPE OF SERVICES

1. The Surveillance Audit shall cover the ISO 9001:2015 re-certification of the Philippine Sports Commission.

2. The Surveillance Audit Body shall perform the following activities:

- a. Prepare and submit a Surveillance Audit Plan for the PSC ISO 9001:2015 audit within five (5) calendar days from the signing of the Contract of Services;
- b. Conduct two (2) Surveillance Audits of the PSC ISO 9001:2015 not later than:
 1. September 2024
 2. September 2025
- c. Issue a Letter of Confirmation affirming compliance with the requirements of ISO 9001:2015 within ten (10) working days from the conduct of the surveillance audit.
- d. Provide a full surveillance audit report on the operations audited within the content and approved scope of work/deliverables to the PSC within five (5) working days after the surveillance audits. The Report should include suggestions/recommendations on how to address audit findings and observations.

IV. KEY PERSONNEL AND THEIR MINIMUM QUALIFICATIONS

The Audit Surveillance Body (ASB) should have the following minimum qualifications:

A. Experience and Capability of the ASB

- Must be duly accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry with PNS ISONEC 17021-1:2015 to provide QMS certification to ISO 9001:2015;
- Must have at least ten (10) years ISO 9001 auditing experience;
- Must have at least seven (7) full-time auditors in its pool of auditors;
- Must have a good track record of certifying government agencies for QMS.

B. Audit Team Qualifications - the ASB must field a team of at least three (3) auditors. With the following minimum qualifications for this project:

Audit Team Composition	Minimum Qualifications	
Lead Auditor	Education	Preferably with Master's degree
	Training	Preferably with at least 24 hours of advanced/intermediate training on international standards for management systems and other organizational development and management-related trainings
	Years of Experience	With at least five (5) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least five (5) similar projects for government institutions
Support Auditors	Education	With Bachelor's degree
	Training	Preferably with at least 24 hours of basic training on international standards for management systems and other organizational development and management-related training.
	Years of Experience	With at least three (3) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least three (3) similar projects for government institutions

The Audit Team should also satisfy the following:

- No member of the audit team should have provided consultancy for PSC within the two (2) year period prior to the Surveillance Audits;
- At least one (1) auditor of the initial Audit Team should participate in all audits within the two-year audit cycle; and
- Replacement of any team member shall require prior written approval from the PSC ISO Secretariat.

V. PROPOSED METHOD OF EVALUATION OF BIDS AND THE CORRESPONDING JUSTIFICATION

This method will be used in evaluating the bids received by PSC:

CRITERIA	POINTS	REMARKS
<p>Quality of Certifying Body</p> <p>1. Years of experience in providing auditing services on ISO 9001;</p> <p><i>Submit the following:</i></p> <ul style="list-style-type: none"> Company Profile with information on the years of experience of the company in providing auditing services on ISO 9001 <p>2. Accredited by a national accreditation agency duly recognized by the Philippine government</p> <p><i>Submit the following:</i></p> <ul style="list-style-type: none"> DTI-PAB Certification/Accreditation <p>3. Number of government certification projects; and</p> <p><i>Submit the following:</i></p> <ul style="list-style-type: none"> Certificate of Satisfactory Service Rendered (CSCR) or other similar documents, provided that it is duly signed by the audited institution's representative/s (e.g. accomplished Client Satisfaction Survey) from at least five (5) of its previous government clients 	<p>5 – if the CB has 10 years of experience 4 – if the CB has 8-9 years of experience 3 – if the CB has 6-7 years of experience 2 – if the CB has 4-5 years of experience 1 – if the CB has 3 years and below experience</p> <p>5 – if the CB is accredited by DTI-PAB 4 – N/A 3 – N/A 2 – N/A 1 – if the CB is not accredited by DTI-PAB</p> <p>5 – if the CB submitted CSCR from 5 previous government clients 4 – if the CB submitted CSCR from 4 previous government clients 3 – if the CB submitted CSCR from 3 previous government clients 2 – if the CB submitted CSCR from 2 previous government clients 1 – if the CB submitted CSCR from 1 previous government clients</p>	<p>30%</p>

<p>Experience and Capability of the Certifying Body Audit Team</p> <p>1. Must be certified auditors to conduct audits in the name of the Certifying Body;</p> <p>2. Experience in auditing government services; and</p> <p>3. At least one audit team member should participate in all audits of the two (2) year audit cycle.</p> <p><i>Submit the following for Items 1-3:</i></p> <ul style="list-style-type: none"> • <i>Company Profile with a list of full-time auditors working for the CB</i> • <i>Accomplished Information Sheet for the proposed audit team</i> • <i>Proposed audit team schedule for the 2-year surveillance audit</i> 	<p>5 – if all the members of the CB Audit Team are permanent, if the team lead has 5 years of relevant experience in QMS Audit, if support auditors have 3 years of relevant experience in QMS Audit, and if at least one audit member will participate in all audits of the two-year audit cycle.</p> <p>4 – N/A</p> <p>3 – N/A</p> <p>2 – N/A</p> <p>1 – if one or more members of the CB Audit Team are NOT permanent, if the team lead has 4 years and below relevant experience in QMS Audit, if support auditors have 2 years and below relevant experience in QMS Audit, and if no audit member will participate in all audits of the two-year audit cycle.</p>	20%
<p>Methodology</p> <p>Clarity, feasibility, and comprehensiveness of the approach for the surveillance audit.</p> <p><i>Submit the following:</i></p> <ul style="list-style-type: none"> • <i>Written proposal outlining the CB's Plan of Approach and Methodology for the project.</i> 	<p>5 – if the CB submitted a Plan of Approach and Methodology for the project</p> <p>4 – N/A</p> <p>3 – N/A</p> <p>2 – N/A</p> <p>1 – if the CB does not submit a Plan of Approach and Methodology for the project</p>	20%
<p>Bid Proposal</p> <p>The highest point will depend on the number of Calculated Bid bidders, e.g., if there are 7 bidders, the highest (LCB) point to be given to the bidder with the LCB is 7.</p>	<p>5 – Lowest Calculated Bid</p> <p>4 – Second LCB</p> <p>3- Third LCB (and so on)</p>	30%

The bidder with the highest total score will be the winning bidder.

VI. DELIVERABLES, REPORTS, AND TIME SCHEDULE

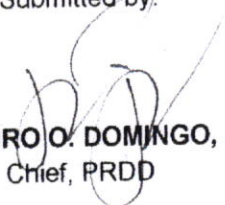
Conduct of Deliverables	Expected Output	Time Schedule
Conduct of Surveillance Audit (2023)	Surveillance Audit Report	Not later than September 2023
Submission of Full Audit Report	Full Audit Report	Within 5 working days from the conduct surveillance audit
Issuance of Letter of Confirmation	Letter of Confirmation	Within 10 working days from the conduct of surveillance audit
Conduct of the Surveillance Audit (2024)	Surveillance Audit Report	Not later than September 2024
Submission of Full Audit Report	Full Audit Report	Within 5 working days from the conduct of surveillance audit
Issuance of Letter of Confirmation	Letter of Confirmation	Within 10 working days from the conduct of surveillance audit

VII. TENTATIVE DATE OF COMPLETION

1st Surveillance Audit – As early as 14 August 2023 but not later than 3 September 2023

2nd Surveillance Audit - As early as 14 August 2024 but not later than 3 September 2024

Submitted by:


DR. LAURO O. DOMINGO, JR.
Chief, PRDD