



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



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit their *lowest price* quotation on the procurement project listed below, subject to the terms and conditions stated herein, and **submit their sealed quotations duly signed by their authorized representatives not later than 13 August 2018, 12:00 Noon:**

NAME OF PROJECT	Procurement of Services of a Third Party Certifying Body for the New Quality Management System (QMS) Certification of Insurance Commission for CY 2018
PURCHASE REQUEST/REF. NO.	18-08- <u>272</u>
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Four Hundred Sixty Nine Thousand Pesos (Php 469,000.00) for three (3) years of certification and pre-audit
DELIVERY PERIOD	Within thirty (30) Days upon receipt of Notice to Proceed and Signing of Contract
BRIEF DESCRIPTION	The procurement activity calls for the services of a Third Party Certifying Body for the New QMS Certification of IC for CY 2018
DATE/TIME OF OPENING OF SEALED QUOTATION/S	<u>13</u> August 2018 / 2:00 PM

The **SEALED QUOTATION ENVELOPE** with the enclosed **REPLY SLIP** and required documents enumerated therein must be submitted to the BAC Secretariat in the contact information below:

Contact Person : Mr. Jo-Dann N. Darong, BAC Secretariat Head
Office Address : 2nd Floor, Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
Telephone Numbers : 523-8461 to 70 local 144
Email Address : bacsec@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
 Chairperson
 Bids and Awards Committee

9 August 2018

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE NEW QUALITY MANAGEMENT SYSTEM (QMS) CERTIFICATION OF INSURANCE COMMISSION (IC) FOR CY 2018

A. THIRD PARTY CERTIFICATION BODY PROFILE MINIMUM REQUIREMENTS

Profile	Minimum
1. Local experience in ISO 9001 certification	10-years
2. Number of domestic non-government companies with active certification for ISO 9001:2015	150-clients
3. Auditors/Assessors years of experience	5-years
4. Number of government agencies, GOCCs, and/or SUCs with active certification for ISO 9001:2015	50-agencies

B. SCHEDULE OF REQUIREMENTS

Item	Description	Deliverable	Delivery Schedule
2018			
1	Conduct of Pre-Audit	Pre-Audit	Within seven (7) working days upon receipt of Notice to Proceed
2	Submission of an Audit Plan	Audit Plan	Within ten (10) working days upon receipt of Notice to Proceed
3	Completion of Stage 1 Audit and Submission of Stage 1 Audit Report	Stage 1 Audit Report	Within nine (9) calendar days upon submission of Audit Plan to the IC
4	Completion of Stage 2 Audit, and Submission of Stage 2 Audit Report	Stage 2 Audit Report	Not later than fourteen (14) calendar days after the submission of Stage 1 Audit Report, if without observations
5	Issuance of ISO 9001:2015 Certificate to IC	ISO 9001:2015 Certificate or Audit Attestation	Within thirty (30) 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

Item	Description	Deliverable	Delivery Schedule
			determined by the Certification Body (CB) as compliant.
2019			
6	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.
2020			
7	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
<p>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.</p>	
<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 <p>Technical Services Group</p> <ol style="list-style-type: none"> 3. Actuarial Division 4. Investment Services Division 	

Item/Description	Bidder's Statement of Compliance
<p>5. Rating Division 6. Reinsurance Division 7. Statistics and Research Division</p> <p>Legal Services Group 8. Regulation, Enforcement, and Prosecution Division 9. Public Assistance and Mediation Division 10. Licensing Division 11. Conservatorship, Receivership, and Liquidation Division 12. Claims Adjudication Division 13. Anti-Money Laundering and Corporate Governance Division</p> <p>Financial Examination Group 14. Non-Life Division 15. Life/MBAs/Trust Division 16. Pre-Need Division 17. Brokers and Insurance Pools Division 18. Health Maintenance Organizations Division</p> <p>Management Support Services Group 19. Administrative Division 20. Human Resource Division 21. Budget Division 22. Accounting Division 23. Information Technology Division 24. Information Systems Division 25. Planning and Management Division</p>	
<p>The Certification Body shall have adequate technical and management capability in conducting the audit with at least ten (10) years' experience in the Philippines.</p>	
<p>The Certification Body shall have at least one hundred fifty (150) ISO 9001:2015 certifications awarded to non-government (private) companies active as of quotation date.</p>	
<p>The Certification Body shall have at least fifty (50) ISO 9001:2015 certifications awarded to government agencies, GOCCs, and/or SUCs active as of quotation date.</p>	
<p>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 and one (1) key expert (member of the audit team) to the IC Davao District Office.</p>	

Item/Description	Bidder's Statement of Compliance
The Certification Body shall provide auditors/assessors with at least five (5) years' experience in ISO audits to both IC Manila Head Office and IC Davao District Office.	
The Certification Body shall include in their quotation the travel and hotel accommodation expenses of the auditor to be deployed to the IC Davao 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.	
The Certification Body shall, within fifteen (15) 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;
2. Registration certificate for a corporation 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/Business permit issued by the city or municipality where the principal place of business of the prospective supplier is located;

4. Certificate of Registration of Bureau of Internal Revenue (BIR) and Tax Clearance Certificate and/or Latest Income Tax Return (ITR); and
5. Notarized Omnibus Sworn Statement.

E. OTHER REQUIREMENTS

The price quotation shall be **inclusive of 12% VAT and all travel and accommodation expenses relative to the conduct of audit at the IC Davao District Office** located at Doors 2 & 3, 3rd Floor, YAP Building Quimpo Boulevard, Ecoland, Davao City.


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

9 August 2018

REPLY SLIP

Date : _____

Name of Company : _____

Address : _____

Contact Information : _____

E-Mail Address : _____

After having carefully read and accepted your TERMS and CONDITIONS on the Procurement of Services of a Third Party Certifying Body for the New Quality Management System (QMS) Certification of Insurance Commission (IC) for CY 2018, I/We hereby offer the price quotations on the item/s below:

ACTIVITY	YEAR	AMOUNT* (in PhP)
1. Pre-Audit Fee	2018	
2. Audit Plan and Stage 1 Audit and audit report	2018	
3. Stage 2 Certification Audit and audit report	2018	
4. Certification Fee	2018	
5. First Surveillance audit and audit reporting	2019	
6. Second Surveillance audit and audit reporting	2020	
TOTAL CONTRACT PRICE		
PLUS 12% VAT		
TOTAL CONTRACT PRICE INCLUSIVE OF VAT		

**Quoted amount should include cost for the travel and/or accommodation of one (1) auditor for Davao District Office.*

In compliance with the Terms and Conditions, copies of the following required documents are enclosed:

1. Valid PHILGEPS Registration Certificate;
2. Registration certificate for a corporation 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;
4. Certificate of Registration of Bureau of Internal Revenue (BIR) and Tax Clearance certificate and/or Latest Income Tax Return (ITR); and
5. Notarized Omnibus Sworn Statement.

Signature Over Printed Name of
Supplier/Authorized Representative

Position: _____