



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
City of Muntinlupa



**REQUEST FOR QUOTATION # 2023-048**

**Engagement of Services of Certifying Body to Provide Surveillance Audit for the Quality Management System (QMS) of Bureau of Corrections (3 months)  
(Small Value Procurement)**

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

TIN No.: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders may quote for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of approved purchase order.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor shall 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.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be** allowed/accepted.

**REQUIREMENTS TO BE SUBMITTED**

- m.) Valid and Current PhilGeps Registration Number
- n.) Valid and Current Mayor's/Business Permit

**Note:**

*Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resolution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for the Renewal Application.*

- o.) Valid and Current Complete Income Tax Return filed thru EFPS
- p.) Duly Notarized Omnibus Sworn Statement
- q.) Duly Notarized Authority to Signatory (if applicable).
- r.) Curriculum Vitae of lead auditors and team members

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
Signature over Printed Name of  
Sole Proprietor /Authorized Representative

Submit your **SEALED QUOTATION** duly signed by you or your duly authorized representative not later than MAY 22, 2023 at the BAC Office, Bureau of Corrections at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o WILLIAM M. TERRADO, at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8478-0907 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday

  
**C/SSUPT DAISY S. CASTILLOTE**  
Vice-Chairperson, Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

**REQUEST FOR QUOTATION RFQ 2023-048**

**Project: Engagement of Services of Government Accredited Certifying Body**

**ABC: ₱ 300,000.00**

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget of the Contract (ABC)	Offered Quotation
			YES	NO				
1	Lot	<b>2<sup>nd</sup> Surveillance Audit</b>			<b>300,000</b>		300,000	
		(See attached terms of reference) <b>Annex A</b>						
		<b>Total</b>					<b>300,000</b>	

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE**

**TELEPHONE NO:** \_\_\_\_\_

**CELLPHONE NO:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## **TERMS OF REFERENCE**

### **For the Engagement of Services of a Certifying Body to Provide Surveillance Audits for the Quality Management System (QMS) of the Bureau of Corrections**

#### **I. PURPOSE**

The purpose of this Terms of Reference (TOR) *is to engage the services of a Certifying Body that will conduct assessment and surveillance audit for the maintenance of the BuCor Quality Management Systems .*

#### **II. BACKGROUND**

In line with the need for government agencies to improve quality in their operations and service delivery, Executive Order No. 605: *Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program (GQMP)*, was issued on February 23, 2007 to all departments and agencies of the executive branch, including all Government-Owned and/or Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs) to enhance public sector efficiency and customer satisfaction.

The Philippine Development Plan (PDP) 2023-2028 strengthens compliance to E.O. No. 605 to enhance and sustain government performance in the delivery of quality services by upgrading the Government Quality Management Systems (QMS) to be more client- and citizen-oriented and driving agencies towards performance excellence to boost citizen trust in government. Thus, Government Quality Management Program (GQMP) is considered a tool to prioritize and ensure people centered, clean and efficient governance.

The QMS Certification Cycle is the process by which an organization is able to manage the audit criteria. The cycle begins with a Re-certification Audit, a year after an organization has received their certificate. This is followed by 2 Surveillance Audits. In 2021, the BuCor was recertified, successfully fulfilling the requirement of ISO 9001:2015 QMS, and was issued ISO 9001:2015 QMS Certificate per Registration No. TUV SUD PSB-PH 100 01 0029. In 2022, BuCor was subjected to the 1<sup>st</sup> year Surveillance Audit, fulfilled the requirements and maintained its ISO 9001:2015 QMS certificate. For 2023 , BuCor will be subjected again for the 2<sup>nd</sup> year Surveillance Audit.

#### **III. OBJECTIVE**

The overall objective of the surveillance audit is for the certification body to find out whether BuCor’s management system really works in everyday operations, all corrective and preventive actions are properly recorded and implemented, whether the top management supports the system. These surveillance audits ensure that BuCor are maintaining the conformance with ISO 9001:2015 QMS. The activity will also focus on issues that were identified as minor non-conformities in the previous surveillance audits, as well as areas where the auditor has made some observations. BuCor aim to render excellent service and to continuously improve performance, BuCor will pursue the maintenance of its QMS.

## IV. SCOPE OF WORK

The Surveillance Audits shall cover the BuCor's provision of Admission and Release of PDL (Persons Deprived of Liberty, formerly inmates), Security and Safekeeping, Reformation Programs and Support to Operation Services at the BuCor Operating Prisons and Penal Farm sites, namely:

- a) NHQ-New Bilibid Prison, Muntinlupa City
- b) Correctional Institution for Women, Mandaluyong City
- c) Iwahig Prison & Penal Farm, Puerto Princesa City, Palawan
- d) Sablayan Prison and Penal Farm, Occidental Mindoro
- e) Davao Prison & Penal Farm, Dujali, Davao
- f) San Ramon Prison & Penal Farm, Zamboanga City
- g) Leyte Regional Prison, Abuyog , Leyte.

## V. CLIENT'S RESPONSIBILITY

On behalf of Bureau of Corrections, the Head, BuCor ISO Core Team or his duly designated representative, shall evaluate the quality of work delivered by the Surveillance Auditors based on this TOR to ensure the quality and relevance of work being conducted, and based on this, shall issue a written project acceptance/approval, retention, or discontinuance.

The following comprise the general expectations from BuCor, as client:

1. Prior to any execution of activities related to this Terms of Reference, the Head of the BuCor ISO Core Team and the BuCor Lead Auditor shall convene a meeting with the members of the BuCor ISO Core Team defining their roles and responsibilities relative to the implementation of this project. A close anchoring and monitoring of all the activities as indicated herein shall be undertaken by the Head, BuCor ISO Core Team in coordination with the Head of the Operating Prisons and Penal Farms (OPPFs);
2. The IQA Team and its Secretariat shall be responsible for providing:
  - a) technical assistance for the project;
  - b) readiness assessment to the OPPFs sites prior and during the Surveillance Audit;
  - c) monitoring the progress of the various tasks;
3. The Head of the Operating Prisons and Penal Farm (OPPF), assisted by his key officials together with the Local ISO counterpart, shall ensure that the process owners/personnel and concerned personnel are available on the scheduled dates of audits. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/ adjustment shall be made based on mutual agreement by both parties; and
4. BuCor shall ensure internet connectivity, work space, meals, accommodation, transportation service to fetch and transport back the Surveillance Auditors to audit site and back to his/her office and/or as may be needed in the course of the project.

## VI. CERTIFYING BODY'S RESPONSIBILITY

The Surveillance Auditor's Team shall provide information that indicates experience, educational/ training qualifications and capacity to undertake the work outlined herein, within the specified timelines. As part of this, the consultant is expected to provide an indication of public QMS-related engagements, as well as QMS certification audit engagements that are currently committed, ongoing or completed. This will be considered in the assessment of the Body's QMS-related qualification.

The Certifying Body undertakes to perform the **Surveillance Audit** with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Certifying Body:

1. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client’s business or operations;
2. Preparation of the Surveillance Audit Plan, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the Head of ISO Core Team through the ISO Core Team Secretariat regarding any changes on the dates of audit schedules or any delay in the activities related to Surveillance Audit;
3. Adherence to surveillance audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/adjustment shall be made based on mutual agreement by both parties;
4. Provision of information on any conflicts of interest and proposed approach to the resolution thereof;
5. The duly authorized representative of the Surveillance Auditors shall submit an audit report after conducting the surveillance audits, as the case may be, on mutually agreed schedules; and
6. Conduct of surveillance audits.

## VII. CERTIFYING BODY’S QUALIFICATION REQUIREMENTS

The Certifying Body shall show proof or sample work to support the following qualification requirements:

1. The Certifying Body shall field a team (1 lead auditor and at least 2 auditors) with the following qualifications:

Criteria for Technical Evaluation	Qualifications
Lead Auditor	<ul style="list-style-type: none"> <li>- Degree relevant to the job.</li> <li>- At least five (5) similar projects (that is, ISO QMS Certification for government institutions); and</li> <li>- At least 5 relevant projects (that is, ISO QMS Certification for private companies).</li> </ul>

#### Audit Team Members

- Degree in relevant to the job.
- At least three (3) similar projects (that is, ISO QMS Certification for government institutions); and
- At least 3 relevant projects (that is, ISO QMS Certification for private companies).

## VIII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The services of the Surveillance Auditors will be engaged three (3) months. The project is expected to commence upon receipt of the Notice to Proceed. The ABC is **Three Hundred Thousand Pesos (P 300,000.00)** inclusive of all taxes and other charges imposed under applicable laws.

## IX. DELIVERABLES AND TERMS OF PAYMENT

1. The following services and outputs will be expected from the Surveillance Auditors to be submitted/delivered to the BuCor ISO Project Manager with the timelines specified below and based on the agreed general Work Plan:

Activity	Output	Timeline*
a. Preparation of Surveillance audit plan	Annual surveillance audits, plans, procedures, schedules and reports:	Within 10 days upon CB's receipt of the Notice to Proceed (NTP) *
b. Conduct Surveillance Audit	Surveillance Audit conducted	Within Month 1 upon receipt of NTP
c. Preparation of audit reports	Surveillance Audit Reports	Within Month 1 upon receipt of NTP
d. Evaluation of correction/ corrective and preventive actions	Acceptance Report of Correction/Corrective and Preventive Actions ***	Within Month 2 upon receipt of NTP**

*Notes: \* Changes in the project schedule shall be allowed subject to BuCor's approval.*

*\*\* Subject to actual submission of correction/corrective and preventive action report.*

*\*\*\*Subject to satisfactory results of assessment audit.*

2. Payment shall be made upon completion of the final output and submission of the required deliverables:

Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Surveillance Auditors and duly accepted by the Head BuCor ISO Core Team or his authorized representative.

COMPANY LETTERHEAD  
**Engagement of Services of Government Accredited Certifying Body**

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:**

a) *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 **Engagement of Services of Government Accredited Certifying Body**, as shown in the attached duly notarized *Special Power of Attorney*;

b) *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 **Engagement of Services of Government Accredited Certifying Body**, 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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Engagement of Services of Government Accredited Certifying Body**

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 \_\_\_, 2022 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_