



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



REQUEST FOR PROPOSAL #2025-089
ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE
AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY
MANAGEMENT SYSTEM (QMS)
(Nego. Proc.- Small Value Procurement)
ABC: ₱512,400.00

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 propose 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 **three (3) months** from receipt of Notice to Proceed (NTP).
- 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

Requirements:

1) Eligibility Requirements:

- a. DTI-PAB certification/accreditation;
- b. SEC registration;
- c. **Mayor's/Business permit issued by the city or municipality where the principal place of *business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 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 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 IRR of RA 9184;***
- d. PhilGEPS registration certificate/number;

- ~~e. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice these professions and allied professions;~~
- f. Income/Business Tax Returns; and

~~g. Omnibus Sworn Statement.~~

2) **Technical Proposal:**

- a. List of ongoing and completed certification projects;
- b. Curriculum vitae of the proposed certification audit team with audit experience relevant to this project;
- ~~c. Certificate of satisfactory service from at least one (1) of its previous government clients on delivering quality output on time; and~~
- d. Complete and clear scope of work and implementation methodology, including team composition and tasks, time schedule for professional personnel, and activity work schedule.

3) **Financial Proposal:**

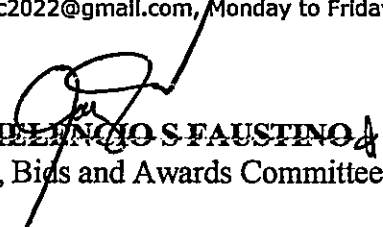
The envelopes shall be properly marked as "Eligibility Requirements-Original", "Technical Proposal-Original" and "Financial Proposal-Original" and shall bear the name of the procurement and the Consultant. All envelopes marked original shall be enclosed in a single envelope marked "Original Submission" and shall bear the name of the procurement and the Consultant.

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 August 4, 2025 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 **MARIA ADORACION VIÑAS** at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8659-08-33 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday


~~CCSUP MELINGIO S. FAUSTINO~~
Chairperson, Bids and Awards Committee

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

REQUEST FOR PROPOSAL 2025-089

Project: ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

ABC: P512,400.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget of the Contract (ABC)
			YES	NO			
1	Lot	ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1 ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)					512,400.00

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____

COMPANY LETTERHEAD

ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT
OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM
(QMS)

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 **ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)** 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 **ENGAGEMENT OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)** 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 A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)**.

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 ___, 2025 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 _____

TERMS OF REFERENCE

ENGAGEMENT OF SERVICES OF A CERTIFYING BODY (CB) FOR THE 1ST YEAR SURVEILLANCE AUDIT OF THE BUREAU OF CORRECTIONS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)

A. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage the services of a Certifying I

B. 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) 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.

The Bureau of Corrections (BuCor) is committed to maintaining an effective Quality Management System (QMS) in accordance with the ISO 9001:2015 standard. As part of this commitment, BuCor shall engage the services of a Certifying Body (CB) to carry out a thorough first-year surveillance audit of its QMS. This process aims to ensure ongoing compliance and improve operational effectiveness.

C. OBJECTIVES

The primary objectives of this engagement are:

1. Conduct 1st year surveillance audit as planned;

2. To evaluate the effectiveness of BuCor's QMS in achieving its intended outcomes.
3. To ensure compliance with ISO 9001:2015 requirements and maintain BuCor's certification.
4. To identify areas for improvement within the QMS.
5. To provide assurance to stakeholders regarding the integrity and reliability of the QMS.

D. SCOPE OF WORK

The Surveillance Audits shall cover the BuCor's provision of Admission and Release of PDL's (Persons Deprived of Liberty, formerly Inmates): Provision of Safekeeping and Security, Reformation Programs and Related Management processes at the BuCor Operating Prisons and Penal Farm sites, namely:

SITES	LOCATION	NO OF PERSONNEL
New Bilibid Prison	Brgy Poblacion PH - 1776 Muntinlupa City	1,561
Correctional Institution for Women	Brgy. Addition Hills Nueve de Pebrero PH - 1550 Mandaluyong City	272
Iwahig Prison & Penal Farm	Brgy. Iwahig, PH - 5300 Puerto Princesa City, Palawan	810
Sablayan Prison and Penal Farm	Brgy. Malisbong , PH - 5104 Sablayan, Occidental Mindoro	559
Davao Prison & Penal Farm	Dujali PH - 8100 Davao Del Norte	1,062
San Ramon Prison & Penal Farm	Sitio San Ramon, Brgy. Talisayan PH - 7000 Zamboanga City	556
Leyte Regional Prison	Brgy. Mahagna, PH - 6510 Abuyog, Leyte	552

Limited to procedures within the control of the Bureau of Corrections, the said Third Party Surveillance Audit shall involve the following activities:

Scope of work	Key Output
Audit Plan/Audit Notification	○ Prepare and submit Surveillance Audit Plan/notification one (1) month prior to Surveillance Audit dates.

Scope of work	Key Output
<p>Surveillance Audit preferably on September 2025;</p>	<ul style="list-style-type: none"> ○ Conduct a thorough surveillance audit of the QMS following the ISO 9001:2015 standard, to include the ff: <ul style="list-style-type: none"> - Review documentation including policies, procedures, and records. - Interview relevant personnel .
	<ul style="list-style-type: none"> ○ Prepare and submit a detailed audit report on findings, including non-conformities, observations, and recommendations for improvement.
	<ul style="list-style-type: none"> ○ Conduct open and exit meetings to communicate information and findings to the BuCor management
<p>Surveillance Audit Findings/Report</p>	<ul style="list-style-type: none"> ○ Notice of Acceptance on corrections and corrective actions on non-conformity findings and recommendations for improvement, if any, arising from the Surveillance Audit;

E. CLIENT'S RESPONSIBILITY

The following comprises 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/Head IQA Team/Lead Auditor and the members of the ISO Core Team shall convene a meeting 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 in coordination with the Head of the OPPFs;
2. The BuCor IQA Team 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 Heads of the OPPFs, in collaboration with their key officials and the Local ISO team counterparts, will take responsibility for ensuring that all documentary requirements are met. They must ensure that process owners and relevant personnel are readily available during the scheduled audit dates.
4. A one-week notice is required for any requests to change or cancel a scheduled activity. Any modifications will be made based on mutual agreement between both parties.
5. BuCor shall provide appropriate internet connectivity, workspace, meals, and other necessary logistics to support the Surveillance Auditors in their work throughout the project.
6. The Top Management Representative or his designated representative, will assess the quality of work performed by the Surveillance Auditors in accordance with this Terms of Reference (TOR). This evaluation ensures that the work conducted is both qualitative and relevant. Based on the assessment, a written decision regarding project acceptance, retention, or discontinuation will be issued.

F. CERTIFYING BODY'S RESPONSIBILITY

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.
2. Audit Planning and Coordination
 - Prepare and submit the Surveillance Audit Plan with schedule of activities for the entire duration of the engagement.
 - The representatives from the Certifying Body shall coordinate with the BuCor ISO Core Team Secretariat regarding the audit dates and logistical requirements.
3. Resource Allocation

- Ensure that the audit team is free from any conflicts of interest and maintains objectivity throughout the audit process. Provision of information on any conflicts of interest and proposed approach to the resolution thereof.
3. On-Site Audit Execution
 - Conduct the surveillance audit on-site, transportation and accommodation shall be charge against certifying body.
 - 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. Findings and Reporting
 - Prepare and submit an audit report to BuCor, highlighting key findings, recommendations, and any required corrective actions.
 5. Communication and Support
 - Maintain open lines of communication with the BuCor throughout the audit process, providing guidance and support as needed.
 - Offer post-audit debrief sessions to discuss findings and foster a collaborative approach to resolving any identified issues.

G. CERTIFYING BODY'S QUALIFICATION REQUIREMENTS

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

I. Qualification and Competencies

1. The Certifying Body must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for L75: Public Administration. Furthermore, the Certifying Body shall have a locally SEC-registered office accredited to both the DTI-PAB and an international accreditation body;
2. The Certifying Body must have the following:

1. Minimum of five (5) years of experience in conducting ISO QMS audits/certification; and
2. Minimum of ISO QMS government certification projects conducted.
3. 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"> - Degree relevant to the job. - At least five (5) similar projects (that is, ISO QMS Certification for government institutions); and - At least 5 relevant projects (that is, ISO QMS Certification for private companies).
Audit Team Members	<ul style="list-style-type: none"> - 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).

II. Documentary Requirements/Submissions

Interested firms are required to submit one (1) original and four (4) copies of the following in three (3) separate sealed envelopes:

4) Eligibility Requirements:

h. DTI-PAB certification/accreditation;

i. SEC registration;

j. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. 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 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 IRR of RA 9184;

k. PhilGEPS registration certificate/number;

l. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice these professions and allied professions;

m. Income/Business Tax Returns; and

n. Omnibus Sworn Statement.

5) Technical Proposal:

e. List of ongoing and completed certification projects;

f. Curriculum vitae of the proposed certification audit team with audit experience relevant to this project ;

g. Certificate of satisfactory service from at least one (1) of its previous government clients on delivering quality output on time; and

h. Complete and clear scope of work and implementation methodology, including team composition and tasks , time schedule for professional personnel , and activity work schedule .

6) Financial Proposal:

The envelopes shall be properly marked as "Eligibility Requirements-Original", "Technical Proposal-Original" and "Financial Proposal-Original" and shall bear the name of the procurement and the Consultant. All envelopes marked original shall be enclosed in a single envelope marked "Original Submission" and shall bear the name of the procurement and the Consultant.

III. Evaluation and Selection Criteria

a) Evaluation Procedure. Pursuant to RA No. 9184 and its Revised IRR, the proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE), at 80% (Technical Proposal) and 20% (Financial Proposal) allocation ratio;

b) Selection Criteria. The Certifying Body must attain a hurdle rate of 70% based on the following set of selection criteria for Technical Proposal with their corresponding weight assignment:

Criteria for Technical Evaluation	Weight
A. Applicable Experience and Track Record of the Certifying Body - Years of experience in conducting ISO QMS audits/certification; and - ISO QMS government certification projects.	40%
B. Qualification of Consultants/Audit Team: - Education - Experience in auditing for ISO QMS certification	40%
C. Plan of Approach and Methodology: - Substance of the Proposal - Completeness of the Proposal - Clarity of Methodologies and Approaches	20%
Total	100%

H. 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 **FIVE HUNDRED TWELVE THOUSAND AND FOUR HUNDRED PESOS ONLY (P 512,400.00)** inclusive of all taxes and other charges imposed under applicable laws.

I. DELIVERABLES AND TERMS OF PAYMENT

The following services and outputs will be expected from the Surveillance Auditors to be submitted/delivered to the BuCor ISO Core Head with the timelines specified below and based on the agreed General Work Plan:

Activity	Output	Timeline*
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a) Preparation and submission 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	On site Surveillance Audit conducted	Within Month 1 upon receipt of NTP *
c) Submission of audit reports	Surveillance Audit Reports	After the conduct of Surveillance Audit
d) Evaluation of correction and corrective actions	Final copy of audit findings and corrective actions ***	Within 15 days after submission

CONFORME:

Bidder's Company Name _____

Name and Signature of Authorized Representative _____

Designation _____

Date _____

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