



**November 19, 2020**

**REQUEST FOR QUOTATION**

**No.: 2020-OP(006)-NPSVP-040**

**Engagement of a Certifying Body for a Third Party Audit Certification under ISO 9001:2015 of the Credit Information Corporation**  
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation invites you to submit your quotation / offer for the described project below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference (**see Annex "B"**).

QTY	UOM	Description	Approved Budget for the Contract
1	Lot	Engagement of a Certifying Body for a Third Party Audit Certification under ISO 9001:2015 of the Credit Information Corporation	<b>PhP300,000.00</b>

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **November 23, 2020, 5:00 p.m.**

- PhilGEPS Registration Number;**
- Mayor’s Permit;** and
- Notarized Omnibus Sworn Statement (Annex C);**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to [phoebe.wagan@creditinfo.gov.ph](mailto:phoebe.wagan@creditinfo.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

**Signed**  
**RODNEY ROY A. VALENCIA**  
HRMO IV and Admin

## **PRICE PROPOSAL FORM**

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

Administrative Office  
Credit Information Corporation  
4F, Exchange Corner Bldg., 107 VA Rufino St.  
cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. 2020-OP(006)-NPSVP-040, which includes the terms of reference, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

<b>QTY</b>	<b>UOM</b>	<b>Description</b>	<b>Bid Price</b>
1	Lot	Engagement of a Certifying Body for a Third Party Audit Certification under ISO 9001:2015 of the Credit Information Corporation	

### **TOTAL BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

## **COMPLIANCE FORM Terms of Reference**

### **1. Overview**

Credit Information Corporation CIC is a government-owned and-controlled corporation (GOCC) created by Republic Act (R.A.) No. 9510 entitled the Credit Information System Act (CISA). Pursuant to the said law, the CIC was established as the Philippines' one and only public credit registry and leading provider of independent, reliable, and accurate credit information.

CIC's commitment is continually improve its quality management practices and systems to ensure the collection and dissemination of fair, accurate, reliable, and standardized information on credit history and financial condition of Filipino borrowers.

The CIC now intends to engage services of a Third Party Certifying Body for the conduct of its initial Certification through Negotiated Procurement - Small Value Procurement under Section 53.9 of the 2016 Implementing Rules and Regulations of the Republic Act No. 9184

### **2. Objectives**

The overall objective of the engagement is to provide confirmation that the entire Quality Management System of the CIC meets ISO 9001:2015 requirements, and if found compliant, issue the corresponding certification and conduct required Surveillance Audits.

### **3. Coverage**

The Quality Management System of Credit Information Corporation, includes the following groups' established policies, procedures, work instructions, legal requirements, contractual obligations etc.:

- 3.1 Office of the President
- 3.2 Business Development and Communication Group
- 3.3 Credit Information Management Services Group
- 3.4 Finance and Administration Group

Plantilla Employees	-	<b>28</b>		
Contract of Service	-	<b>42</b>	Total No. of Employees	- <b>60</b>

### **4. Scope of Work**

- The Certification and Surveillance Audits shall cover the CIC's overall Quality Management and shall involve the following activities:
  - 1. Conduct ISO 9001:2015 Certification Audits of CIC QMS at the Executive Office
    - a. Stage 1 Audit
    - b. Stage 2 Audit

2. Issue ISO 9001:2015 Certificate to CIC upon satisfactory compliance to the Standard and Certification Requirements before December 31, 2020.
3. Conduct two (2) Surveillance Audits at the Executive Office for two (2) consecutive years after the issuance of ISO 9001:2015 Certificate to maintain the certification.

The Stage 1 and Stage 2 Audits, and the Issuance of Certification shall be completed and delivered by the Certifying Body before December 31, 2020. All other schedules not mentioned in this TOR shall be discussed by both parties.

## 5. Deliverables

1. Stage 1 Audit
  - Stage 1 Audit Plan
  - Conduct of Stage 1 Audit
  - Stage 1 Audit Report
2. Stage 2 Audit
  - Stage 2 Audit Plan
  - Conduct Stage 2 Audit
  - Stage 2 Audit Report
3. Acceptance Report of Correction/Corrective and Preventive Measures
4. ISO 9001:2015 Certificate not later than 31 December 2020;
5. First Surveillance Audit conducted not later than 12 months after the last day of Stage 2 Audit
  - 1<sup>st</sup> Surveillance Audit Plan
  - Conduct of 1<sup>st</sup> Surveillance Audit
  - 1<sup>st</sup> Surveillance Audit Report
6. Confirmation of ISO 9001:2015 certificate after 1<sup>st</sup> Surveillance Audit
7. Second Surveillance Audit conducted not later than 12 months after the 1<sup>st</sup> Surveillance Audit
  - 2<sup>nd</sup> Surveillance Audit Plan
  - Conduct of 1<sup>st</sup> Surveillance Audit
  - 2<sup>nd</sup> Surveillance Audit Report
8. Confirmation of ISO 9001:2015 certificate after 2<sup>nd</sup> Surveillance Audit

## 5. Requirements

Particulars	Requirements
1. Eligibility and Technical Requirements	a. PhilGEPS registration; b. Mayor's/Business Permit; c. Omnibus Sworn Statement; d. Company Profile; e. List of clients (with contact person and contact number), services rendered and contract amount; and

	f. Curriculum Vitae of Auditors to be assigned and deployed prior and during the Audit
2. Other Permits, Licenses, Accreditation and Track Record Requirements	<p>a. The Certifying Body should be duly accredited by Philippine Accreditation Bureau of Product Standards, Department of Trade and Industry (DTI-PAB);</p> <p>b. The Certifying Body must have at least five (5) years ISO 9001:2015 auditing experience; The Certifying Body must have conducted at least five (5) similar engagements within the last five (5) years, of which at least two (2) are for government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.</p>
3. Performance Specifications	<p>a. The Certifying Body must provide the names, qualifications and audit logs of each key auditors to be assigned every audit.</p> <p>b. The Certifying Body shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the CIC QMS Team Lead</p> <p>c. No documents shall be reproduced without prior approval of the Auditee's Group Head. Unauthorized possession of documents shall be dealt with accordingly.</p> <p>d. The Certifying Body shall send a notice of audit schedule/itinerary one (1) to two (2) weeks before every scheduled audit.</p> <p>e. The Certifying Body and its assigned auditors shall not engage in consultancy, trainings, or other related services to the CIC within the three-year contract.</p>
4. Composition and Competency of the Audit Team	<p>a. Audit team should satisfy the following:</p> <ul style="list-style-type: none"> <li>• Auditors shall have actual hands-on experience on QMS and are qualified to conduct audits in the name of the Certifying Body;</li> <li>• With at least one (1) team member with relevant public sector specific experience for all relevant ISIC codes;</li> <li>• With at least two (2) members with a minimum of three (3) years ISO 9001:2015 auditing experience; and</li> <li>• With at least two (2) team members with actual hands-on experience on the Government QMS Process.</li> </ul> <p>b. Replacement of any members of the Audit Team shall require prior written notification from the Certifying Body addressed to the QMS Team Lead.</p>

**5. Approved Budget for the Contract (ABC)**

The ABC for the project is Php 300,000.00 for the three (3) year audit cycle, inclusive of all applicable government taxes and service charges.

**6. General Conditions**

The applicable guidelines for the procurement and implementation of contracts for consulting services as provided in the 2016 Revised IRR of R.A. 9184 shall be adopted and shall govern the engagement.

**7. Terms of Payment**

Payment shall be made on the following:

Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables:

<b>Deliverables/Activity</b>	<b>Payment Schedule</b>
After issuance of the ISO 9001:2015 Certification	60%
Submission of 1 <sup>st</sup> Surveillance Audit Report	20%
Submission of 2 <sup>nd</sup> Surveillance Audit Report	20%

The Certifying Body shall be paid thirty (30) calendar days after each activity/deliverables.

Each payment shall be supported by a Certificate of Satisfactory Completion based on service rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the Authorized Representative of CIC.

**STATEMENT OF COMPLIANCE**

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

## **Omnibus Sworn Statement**

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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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

**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:* I am 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;
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 *[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; and

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.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2017 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. \_\_\_\_\_ .

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

**NAME OF NOTARY PUBLIC**

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

Note:

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.