



March 9, 2024

REQUEST FOR QUOTATION
No.: 2024-FAG(019)-NPSVP-0012

Engagement of Certifying Body for ISO 9001:2015 Recertification of the Quality Management System of Credit Information Corporation
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Finance and Administration Group** invites you to submit your quotation / offer for the item/s described 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	PARTICULARS	Unit Cost (in PhP)	Approved Budget for the Contract (ABC in PhP)
1	Lot	Engagement of Certifying Body for ISO 9001:2015 Recertification of the Quality Management System of Credit Information Corporation	290,000.00	290,000.00

Contract Duration: Forty-Two (42) months
 Delivery Schedule: Thirty (30) calendar days upon receipt of Notice to Proceed.
 Delivery Site: 4F and 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **March 15, 2024, 5:00 P. M.**

- PhilGEPS Certificate/Number;**
- Mayor’s/Business Permit for the current year**
- Notarized Omnibus Sworn Statement (Annex C);** and
- For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary’s Certificate or Board Resolution (Corporation).**

Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor’s/Business Permit for the current year

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 procurementunit@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.


PHOEBE ANN R. WAGAN
Administrative Services Officer V

PRICE PROPOSAL FORM

Date: _____

Administrative Office
Credit Information Corporation
6F, Exchange Corner Bldg., 107 VA Rufino St.
cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. RFQ No. 2024-FAG(019)-NPSVP-0012, which includes the technical specifications, 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:

QTY	UOM	PARTICULARS	Unit Price (in PhP)	TOTAL BID PRICE in PhP (Inclusive of VAT)
1	Lot	Engagement of Certifying Body for ISO 9001:2015 Recertification of the Quality Management System of Credit Information Corporation		

Contract Duration: Forty-Two (42) months

TOTAL BID PRICE IN WORDS:

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 of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Proposal for and on behalf of: _____

COMPLIANCE FORM
Technical Specifications
Engagement of Certifying Body for ISO 9001:2015 Recertification of the Quality Management System of Credit Information Corporation

1. Overview

Pursuant to Administrative Order (AO) No. 161, series 2006, institutionalize Quality Management System (QMS) in the government, as such all government agencies and government owned and controlled corporation (GOCCs) are enjoined to establish an International Organization for Standardization (ISO)-aligned QMS to be recognized for demonstrated conformity of such QMS to applicable Philippine National Standards. This shall be achieved through the implementation of a government-wide Quality Management Program. One of the objectives of the Government Quality Management Program (GQMP) is to promote and enhance public sector performance through the adoption of ISO 9001:2000-aligned QMS in all government agencies, GOCCs and Local Government Units (LGUs).

The Executive Order (EO) No. 605, series of 2007, amending AO No. 161, institutionalize the structure, mechanisms and standards to implement GQMP, wherein all departments and agencies of the Executive branch, including all GOCCs and government financial institutions (GFIs) are directed to adopt the ISO 9001:2022 QMS as part of the implementation of the government-wide Quality Management Program. The QMS shall be certified for demonstrated conformity with ISO 9001:2000 and the applicable Government QMS Standards (GQMSS), with priority to be given to frontline services. One of the key components of GQMP is the certification of agencies' QMS to GQMSS.

In Memorandum Circular (MC) No. 2015 – 1 dated 12 August 2015 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (IATF), QMS for at least one (1) core process certified by any international certifying body approved by the IATF is added to the Support to Operations (STO) indicators and targets in the FY 2015 Performance-Informed Budget, departments/agencies.

In IATF MC No. 2020-1 dated 2 June 2022, one of the STOs targets for FY 2020 PBB is the initial certification/recertification of the agency's QMS covering at least one (1) critical frontline service or core process as mandated under its existing pertinent laws. For the ISO 9001:2015 QMS certification, it must be issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry (PAB-DTI), which is an IAF member and the recognized national accreditation body in the Philippines pursuant to EO No. 802, series 2009. For frontline agencies, it is expected that the core agency process to be covered by the QMS pertain to an agency process most demanded by the citizens and businesses, and targeted for improvements under Sections 5.2 and 5.3 of IATF MC No. 2020-1.

This further reiterated in IATF MC No. 2023-1 dated 22 August 2023 wherein one of the new agency accountabilities beginning FY 2023 Performance Based Bonus (PBB) is the continuing ISO-QMS certification or equivalent certification of at least one (1) critical

frontline service or core process.

In compliance to IATF MC Nos. 2015-1 and 2020-1, the Credit Information Corporation (CIC) in 2020 obtained ISO 9001:2015 certification of its QMS – Certificate Number FS 742221 for the management and provision of Credit Information System (CIS), including (1) Special Accessing Entity (SAE) accreditation, (2) Online dispute resolution process (ODRP), (3) capacity building, and (4) Credit Data management effective from 15 April 2021 to 14 April 2024. The ISO 9001:2015 Certification of Registration is originally issued by the BSI by Royal Charter on 15 April 2024 with latest revision on 25 June 2021.

The ISO 9001:2015 Certification of Registration of CIC is effective only until 14 April 2024. As reiterated under IATF MC No. 2023-1, the continuing ISO-QMS certification of at least one (1) critical frontline services or core processes is one of the new agency accountabilities beginning FY 2023 PBB. Thus, the CIC will engage a CB for ISO 9001:2015 Recertification of its QMS through Negotiated Procurement – Small Value Procurement (NP-SVP) under Section 53.9 of the updated 2016 Revised Implementing Rules and Regulations (updated 2016 RIRR) of RA No. 9184, otherwise known as the 'Government Procurement Act'.

The CIC is a government-owned-and-controlled corporation (GOCC) created under Republic Act (R.A.) No. 9510, whose primary purpose is to receive and consolidate basic credit data, to act as a central registry or repository of credit information, and to provide access to reliable, standardized information on credit history and financial condition of borrowers.

2. Objectives

The overall objective of CIC in the engagement of CB for ISO 9001:2015 Recertification is not only comply with IATF MC No. 2023-1 but more importantly to have an independent confirmation that the CIC QMS continued to fulfill and comply with all the requirements of the ISO 9001:2015 Standards, based on objective evidence gathered and obtained during the audit activities to be conducted by a CB.

The following are the specific objectives of this procurement project:

1. Ensure that Stage 1 and 2 recertification audits are conducted to confirm the effectiveness and compliance of the CIC QMS to ISO 9001:2015 Standard as well as applicable statutory and regulatory regulations;
2. Obtain and maintain the continued ISO 9001:2015 recertification of the CIC QMS;
3. Ensure the conduct of surveillance audits during the effectivity of the ISO 9001:2015 recertification of the CIC QMS for the continued maintenance of ISO 9001:2015 certification of CIC QMS; and,
4. Ensure the correction, corrective action and/or preventive measures are adopted and/or implemented to resolve and minimize Non-Conformities during recertification audits.

3. Coverage

The services to be provided by the CB shall be the recertification and maintenance of the Certificate of Registration of the CIC QMS for ISO 9001:2015, including the audit activities, documented information and other activities that shall ensure the continued maintain of the ISO 9001:2015 Certificate of CIC QMS.

The CIC QMS consists of established policies, procedures, work instructions, legal requirements and contractual obligations of its operating units: (1) Office of the President (OP), (2) Office of the Board of Directors (OBD), (3) Business Development and Communications Group (BDCG), (4) Credit Information Management Services Group, and (5) Finance and Administration Group (FAG). The Clauses of ISO 9001:2015 Standard are applicable to the following CIC Operations :

Operational Process	Applicable ISO 9001:2015 Standard
1. Credit Data Management	<ul style="list-style-type: none"> All ISO 9001:2015 Clauses except Clause 8.3 – Design and Development and its sub-clauses
2. SAE Accreditation	<ul style="list-style-type: none"> Products and services follow policies and protocols set from the provisions of RA No. 9510 and its IRR, or any amendments thereafter. Customization or redesign of processes has to undergo policy formulation that requires approved from the CIC Board of Directors
3. ODRP	
4. Capacity Building	<ul style="list-style-type: none"> All ISO 9001:2015 Clauses except Clause 7.1.5.2 – Measurement Traceability The process can be conducted and capacity-building service can be delivered without the need of measuring equipment

The processes in the CIC QMS are performed of the CIC personnel. The CIC personnel consists of Plantilla and Contract of Service (COS) personnel in the service at the time of the last Surveillance Audit of the current ISO 9001:2025 Certificate.

4. Scope of Work

The scope of the works required from the CB is the recertification of the CIC QMS ISO 9001:2015 Certificate of Registration, to include the following:

1. Submission of Project Plan for the ISO 9001:2015 Recertification of the CIC QMS at least seven (7) working days before the start of contract period, including the activities and timeline of contract implementation, expected date of issuance of the CIC QMS ISO 900:2015 Certificate of Registration, resources and actions required from CIC, maintenance activities during the effectivity of said certificate;

2. Conduct of two (2) stage recertification audit, Stages 1 and 2, during the ISO 9001:2015 Recertification based on the timeline approved by CIC, including the following:

2.1. Conduct monitoring of the implementation of the Corrective Action Plan for the Non-Conformities identified during each recertification audit within six (6) months after the end of said audit, if applicable;

2.2. Submission of the following documents and/or reports:

2.2.1. Audit program and plan for each recertification audit fifteen (15) working days before beginning of the each audit;

2.2.2. Audit report for each recertification audit five (5) working days after the end of each audit

2.2.3. Acceptance of the Corrective Action Plan (CAP) for the Non-Conformities identified for each recertification audits, if applicable, within three (3) working days after end of each audit;

2.2.4. Monitoring and Acceptance Report of the CAP Implementation for the Non-Conformities identified for each recertification audits, if applicable, within five (5) working days after end of the monitoring period; and,
2.2.5. Presentation deck of the Audit Report and, if applicable, Monitoring and Acceptance Report of the CAP Implementation, as per deadline set by CIC.

2.3. Presentation of the result of each recertification audits to CIC Management and/or Board of Directors (BD), if required.

3. Issuance of the CIC QMS ISO 9001:2015 Re-Registration Certification valid for three (3) years on or before 31 December 2024;

4. Conduct of two (2) Surveillance audits for two (2) consecutive years, after the issuance of the CIC QMS ISO 9001:2015 Re-registration Certificate ensuring the CIC maintain said Certificate.

4.1. Conduct monitoring of the implementation of the Corrective Action Plan for the Non-Conformities identified during each Surveillance audit within six (6) months after the end of said audit, if applicable;

4.2. Submission of the following documents and/or reports:

4.2.1. Audit program and plan for each surveillance audits fifteen (15) working days before beginning of the each audit;

4.2.2. Acceptance of the Corrective Action Plan (CAP) for the Non-Conformities identified for each surveillance audits, if applicable, within five (5) working days after end of each audit;

4.2.3. Monitoring and Acceptance Report of the CAP Implementation for the Non-Conformities identified for each surveillance audits, if applicable, within five (5) working days after end of the monitoring period; and,

4.2.4. Presentation deck of the Audit Report and, if applicable, Monitoring and Acceptance Report of the CAP Implementation, as per deadline set by CIC and/or QMS Core Team.

5. Issuance of a revised CIC QMS ISO 9001:2015 Registration Certification after each surveillance audit, if applicable, within the last month of the monitoring activities or one (1) month after the end of said audit, whichever is applicable;

6. Certificate of Satisfactory Partial Completion for each milestone billing;

7. Submission of the Final Report within fifteen (15) working days after end of the contract, to include the following:

7.1. Summary of the activities undertaken during the contract implementation;

7.2. Significant observations and/or results during the two (2) stage recertification audits, two (2) surveillance audits, and monitoring of the CAP implementation for every audit conducted, if applicable;

7.3. Significant recommendations and actions taken by CIC on the Non-Conformities and Opportunities for Improvements during the audits conducted during the contract period;

7.4. Recommendation to CIC on the maintenance and/or continuous improvement of the CIC QMS; and,

7.5. Recommendation to CIC on the next recertification activities of the CIC QMS ISO 9001:2015 Certificate of Registration.

8. Presentation of the Final Report to the CIC Management and/or BD, if required.

5. Deliverables

The following are the deliverables of the project:

Particulars	Timeline
1. Project Plan for the ISO 9001:2015 Recertification of the CIC QMS, to include the following: 1.1. Activities and timeline of contract implementation; 1.2. Expected date of issuance of the CIC QMS ISO 9001:2015 Certificate of Registration; 1.3. Resources and actions required from CIC; and, 1.4. CIC QMS monitoring and maintenance activities during the effectivity of the ISO 9001:2015 Certificate of Registration	At least 7 working days before start of the contract period
2. Two (2) stage recertification audit, Stages 1 and 2, including the following:	Based on the timeline approved by CIC
<ul style="list-style-type: none"> Stage 1 Recertification Audit 	Stage 1 Recertification Audit is the start of the contract period
<ul style="list-style-type: none"> Stage 2 Recertification Audit 	At least 6 months after the end of the Stage 1 Recertification Audit or monitoring of the CAP implementation, whichever is applicable
<ul style="list-style-type: none"> Monitoring of the CAP implementation 	6 months after end of each recertification audit, if applicable
<ul style="list-style-type: none"> Presentation of the result of each recertification audits, including monitoring of CAP implementation, to CIC Management and/or BD 	As per schedule set by CIC, if applicable
2.1. Audit program and plan	15 working days before the beginning of each audit
2.2. Audit report	5 working days after end of each audit
2.3. Acceptance of the CAP	3 working days after receipt of the CAP submission of CIC
2.4. Monitoring and Acceptance of the CAP Implementation	5 working days after end of the monitoring period
2.5. Presentation deck of the Audit Report and, if applicable, Monitoring and Report of the CAP Implementation	As per deadline set by CIC
3. ISO 9001:2015 Re-registration Certificate of CIC QMS valid for three (3) years	On or before 31 Dec 2024

Particulars	Timeline
4. Two (2) surveillance audits for two (2) consecutive years	
<ul style="list-style-type: none"> • First surveillance audit 	By 1 year or 12 months after the issuance of the CIC QMS ISO 9001:2015 Re-registration Certificate
<ul style="list-style-type: none"> • Second surveillance audit 	By 1 year or 12 months after the end of the First surveillance audit
<ul style="list-style-type: none"> • Presentation of the result of each surveillance audits, including monitoring of CAP implementation, to CIC Management and/or BD 	As per schedule set by CIC, if applicable
4.1. Audit program and plan	15 working days before the beginning of each audit
4.2. Audit report	5 working days after end of each audit
4.3. Acceptance of the CAP	3 working days after receipt of the CAP submission of CIC
4.4. Monitoring and Acceptance of the CAP Implementation	5 working days after end of the monitoring period
4.5. Status of the ISO 9001:2015 Certificate of Registration	30 days after end of each audit
4.6. Presentation deck of the Audit Report and, if applicable, Monitoring and Report of the CAP Implementation	As per deadline set by CIC
<p>5. Final Report on the CIC QMS ISO 9001:2015 Recertification cycle containing the following:</p> <ul style="list-style-type: none"> • Status of the correction and corrective action plan of the Non-Conformities during the Recertification, First Surveillance, and Second Surveillance audits; • Status of the implementation of the Opportunities of Improvements during the Recertification, First Surveillance, and Second Surveillance audits; • Status of the ISO 9001:2015 Certificate of Registration; and, • Recommendations for the continuing improvement of the CIC QMS – quality policy and objectives, quality plans, process map, QMS manual 	30 days after end of the contract
5.1. Certification on the status of the ISO 9001:2015 Certificate of Registration	30 days before end of the contract
5.2. Presentation deck of the Final Report	As per deadline set by CIC

6. Bidder's Qualification

Below is the detailed requirements for interested bidders to be eligible to participate in the procurement process for this project:

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. Qualification Requirements	1.1. Providing internationally recognized certification for ISO 9001:2015 QMS; 1.2. Certifying Body duly accredited by the Philippine Accreditation Bureau of Product Standards of the Department of Trade and Industry (DTI-PAB); 1.3. Must have at least five (5) year' experience in auditing ISO 9001:2015 QMS using ISO 19011:2018 and/or similar standards; and, 1.4. Conducted at least five (5) similar engagements within the last five (5) years, of which at least two (2) are for government institutions.		
2. Eligibility and Technical Requirements	2.1. PhilGEPS Certificate/Registration valid upon deadline of submission of Request for Quotation (RFQ); 2.2. Mayor's/Business Permit valid for the current year 2.3. Notarized Omnibus Sworn Statement 2.4. For Authorized Representatives: Notarized SPA (Sole Proprietorship/Partnership), Notarized Secretary's Certificate or Board Resolution (Corporation) 2.5. Company Profile; and, 2.6. List of clients (with contact person and contact number), services rendered and contract amount.		
3. Audit Team	3.1. Minimum of three (3) members in an audit team: 3.1.1 One (1) project manager 3.1.2 One (1) lead auditor 3.1.3 One (1) audit team member 3.2 Curriculum Vitae of Auditors to be assigned		

	<p>and deployed prior and during the Audit, including certificates related to ISO auditing</p> <p>3.3 Audit team should satisfy the following:</p> <p>3.3.1. Auditors shall have actual hands-on experience on ISO audit, particularly on ISO 9001:2015 QMS, and are qualified to conduct audits in the name of the Certifying Body;</p> <p>3.3.2. With at least one (1) team member with relevant public sector specific experience for all relevant ISIC codes;</p> <p>3.3.3. With at least two (2) members with a minimum of three (3) years ISO 9001:2015 auditing experience; and,</p> <p>3.3.4. With at least two (2) team members with actual hands-on experience on the Government QMS Process.</p> <p>3.4. Replacement of any members of the Audit Team shall require prior written notification from the Certifying Body addressed to the QMS Team Lead.</p>		
<p>4. Performance Indicators</p>	<p>4.1. The Certifying Body must provide the names, qualifications and audit logs of each key auditors to be assigned every audit.</p> <p>4.2. 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>4.3. 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>4.4. The Certifying Body shall send a notice of audit schedule/itinerary</p>		

	<p>one (1) to two (2) weeks before every scheduled audit.</p> <p>4.5. 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>		
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6.2. Contract Period

The period of the contract shall be forty-two (42) months reckoned to the start of the conduct of Stage 1 Recertification Audit.

The Service Provider and/or Certifying Body may request a clock down provided by justification that clearly explains the reason for the timeline adjustment as well as the revised timeline as agreed and resolved by the Procuring Entity through a resolution in case of time constraints in the project timeline and schedule.

Deliverables	In Months												
	Year 1												
	0	1	2	3	4	5	6	7	8	9	10	11	12
a. Pre-implementation Activities													
1. NTP Acceptance													
2. Project Plan Submission													
b. Implementation													
3. Stage 1 Recertification Audit													
3.1. Audit Program and Plan Submission													
Audit 3.2. Conduct of Stage 1 Recertification													
3.3. Audit Report Submission													
3.4. Corrective Action Plan Acceptance													
3.5. Monitoring of the CAP													
3.6. Monitoring and Acceptance Report of CAP Implementation													
3.7. Presentation Deck Submission													
3.8. Presentation to Management/BD													
4. Stage 2 Recertification Audit													
4.1. Audit Program and Plan Submission													
Audit 4.2. Conduct of Stage 2 Recertification													
4.3. Audit Report Submission													
4.4. Corrective Action Plan Acceptance													
4.5. Monitoring of the CAP													
4.6. Monitoring and Acceptance Report of CAP Implementation													
4.7. Presentation Deck Submission													
4.8. Presentation to Management/BD													

Deliverables	In Months											
	Year 2											
	13	14	15	16	17	18	19	20	21	22	23	24
5. ISO 9001:2015 Certificate issuance												
6. Issuance of Certificate of Satisfactory Partial Completion												
7. Monitoring of the QMS Performance												
8. First Surveillance Audit												
8.1. Audit Program and Plan Submission												
8.2. Conduct of First Surveillance Audit												
8.3. Audit Report Submission												
8.4. Corrective Action Plan Acceptance												
8.5. Issuance of Certification on ISO 9001:2015 Certificate Maintenance												
8.6. Monitoring of the CAP												
8.7. Monitoring and Acceptance Report of CAP Implementation												
8.8. Presentation Deck Submission												
8.9. Presentation to Management/BD												
8.10. Issuance of Certificate of Satisfactory Partial Completion												

Deliverables	In Months											
	Year 3											
	25	26	27	28	29	30	31	32	33	34	35	36
8. First Surveillance Audit												
8.1. Audit Program and Plan Submission												
8.2. Conduct of First Surveillance Audit												
8.3. Audit Report Submission												
8.4. Corrective Action Plan Acceptance												
8.5. Issuance of Certification on ISO 9001:2015 Certificate Maintenance												
8.6. Monitoring of the CAP												
8.7. Monitoring and Acceptance Report of CAP Implementation												
8.8. Presentation Deck Submission												
8.9. Presentation to Management/BD												
8.10. Issuance of Certificate of Satisfactory Partial Completion												

9. Monitoring of the QMS Performance																							
10. Second Surveillance Audit																							
10.1. Audit Program and Plan Submission																							
10.2. Conduct of First Surveillance Audit																							
10.3. Audit Report Submission																							
10.4. Corrective Action Plan Acceptance																							
10.5. Issuance of Certification on ISO 9001:2015 Certificate Maintenance																							
10.6. Monitoring of the CAP																							
10.7. Monitoring and Acceptance Report of CAP Implementation																							
10.8. Presentation Deck Submission																							
10.9. Presentation to Management/BD																							

Deliverables	In Months					
	Year 4					
	37	38	39	40	41	42
10. Second Surveillance Audit						
10.1. Audit Program and Plan Submission						
10.2. Conduct of First Surveillance Audit						
10.3. Audit Report Submission						
10.4. Corrective Action Plan Acceptance						
10.5. Issuance of Certification on ISO 9001:2015 Certificate Maintenance						
10.6. Monitoring of the CAP						
10.7. Monitoring and Acceptance Report of CAP Implementation						
10.8. Presentation Deck Submission						
10.9. Presentation to Management/BD						
11. Final Report						
11.1. Final Report Submission						
11.2. Presentation Deck Submission						
11.3. Presentation to Management/BD						
12. Issuance of Certificate of Satisfactory Full Completion						

7. General Conditions

The applicable guidelines for the procurement and implementation of contracts for consulting services as provided in the Updated 2016 Revised Implementing Rules and Regulations (Updated 2016 RIRR) of Republic Act No. 9184 shall be adopted and govern the engagement of the services.

8. Terms of Payment

Payment of the contract shall be made on the following schedules:

Deliverables / Activity	Payment Schedule
<p><u>Milestone No. 1</u></p> <ol style="list-style-type: none"> 1. Project Plan for the ISO 9001:2015 Recertification of the CIC QMS, to include the following: <ol style="list-style-type: none"> 1.1. Activities and timeline of contract implementation; 1.2. Expected date of issuance of the CIC QMS ISO 9001:2015 Certificate of Registration; 1.3. Resources and actions required from CIC; and, 1.4. CIC QMS monitoring and maintenance activities during the effectivity of the ISO 9001:2015 Certificate of Registration 2. Two (2) stage recertification audit, Stages 1 and 2, including the following: <ul style="list-style-type: none"> • Stage 1 Recertification Audit • Stage 2 Recertification Audit • Monitoring of the CAP implementation • Presentation of the result of each recertification audits, including monitoring of CAP implementation, to CIC Management and/or BD <ol style="list-style-type: none"> 2.1. Audit program and plan 2.2. Audit report 2.3. Acceptance of the CAP 2.4. Monitoring and Acceptance of the CAP Implementation 2.5. Presentation deck of the Audit Report and, if applicable, Monitoring and Report of the CAP Implementation 3. ISO 9001:2015 Re-registration Certificate of CIC QMS valid for three (3) years 	<p style="text-align: center;">50% (PHP145,000)</p>
<p><u>Milestone Nos. 2 and 3</u></p> <ol style="list-style-type: none"> 1. Two (2) surveillance audits for two (2) consecutive years <ul style="list-style-type: none"> • First surveillance audit • Second surveillance audit • Presentation of the result of each surveillance audits, including monitoring of CAP implementation, to CIC Management and/or BD <ol style="list-style-type: none"> 1.1. Audit program and plan 1.2. Audit report 1.3. Acceptance of the CAP 1.4. Monitoring and Acceptance of the CAP Implementation 1.5. Status of the ISO 9001:2015 Certificate of Registration 1.6. Presentation deck of the Audit Report and, if applicable, Monitoring and Report of the CAP Implementation 	<p style="text-align: center;">20% each milestone (PHP58,000 each milestone)</p>

Deliverables / Activity	Payment Schedule
<p><u>Milestone No. 4</u></p> <p>1. Final Report on the CIC QMS ISO 9001:2015 Recertification cycle containing the following:</p> <ul style="list-style-type: none"> • Status of the correction and corrective action plan of the Non-Conformities during the Recertification, First Surveillance, and Second Surveillance audits; • Status of the implementation of the Opportunities of Improvements during the Recertification, First Surveillance, and Second Surveillance audits; • Status of the ISO 9001:2015 Certificate of Registration; and, <ul style="list-style-type: none"> • Recommendations for the continuing improvement of the CIC QMS – quality policy and objectives, quality plans, process map, QMS manual <p>1.1. Certification on the status of the ISO 9001:2015 Certificate of Registration</p> <p>1.2. Presentation deck of the Final Report</p>	<p>10% (PHP29,000)</p>
Total	100% (PHP290,000)

9. Contract Termination

Both parties have the option or terminate the contract acceptable to both parties based on the Philippine Government Procurement Reform Act and its Implementing Rules and Regulations, GPPB Guidelines or its issuances, and other Philippine laws as applicable.

Pursuant to Annex I of the 2016 Revised Implementing Rules and Regulations, as of 15 July 2022, of the Republic Act No. 9184, the CIC reserves the right to terminate the Engagement of Certifying Body for ISO 9001:2015 Recertification of the Quality Management System of Credit Information Corporation on the following grounds:

a. Termination by Default:

1. Pursuant to Section 68 of the 2016 Revised IRR, when outside of force majeure, the SP fails to deliver or perform any or all of the contract deliverables within the period specified in the contract, or within any extension thereof granted by the CIC pursuant to a request made by the SP prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
2. Pursuant to Section 68 of the 2016 Revised IRR, the SP, as a result of the force majeure, is unable to deliver or perform any or all of the contract deliverables, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of notice from the CIC stating that the circumstances of force majeure is deemed to have ceases; or
3. The SP fails to perform any other obligation under the contract.

- b. Termination for Convenience, in whole or in part. If the CIC has determined the existence of conditions that make the contract implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law and national government policies.
- c. Termination for Insolvency. If the SP is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction.
- d. Termination for Unlawful Acts. In case it is determined prima facie that the SP engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation.

STATEMENT OF COMPLIANCE

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Compliance for and on behalf of: _____

Omnibus Sworn Statement

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];

6. *[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 [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
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 ____, 20__ 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.