

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2023-10-0111
 DATE: 11-Oct-23


REQUEST FOR QUOTATION / PROPOSAL


COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (**taxes included**) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **18 October 2023, 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


Engr. GERARDO S. GATCHALIAN
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Procurement of Service for ISO 9001:2015 Technical Consultant					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Procurement of Service for ISO 9001:2015 Technical Consultant <i>(Please see attached Terms of Reference)</i>	1	lot	P 150,000.00		
	<i>Note: For inquiries/concern you may contact Ms. Ma. Cynthia DM Erum at Trunkline Nos. 8891-7601 to 24 local 5307/5308</i>					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. BIR Certificate / Tax Identification Number (TIN)					
	3. Professional License / Curriculum Vitae					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph</i>					

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- All quotation can be submitted through the following means: **a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE.** Label the envelope with the following:
 Bidder's Company Name
 PHILGEPS Reference No.
 Project Title/Name
 PR No.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/ submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005;
- The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: as per agreement with the End-user
TERMS OF PAYMENT: 15 days upon completion of project
PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE

TITLE	PROCUREMENT OF SERVICES OF AN EXPERT FOR ISO 9001:2015 TO PROVIDE THE TECHNICAL ASSISTANCE TO ENABLE A 3 RD PARTY CERTIFICATION BY DECEMBER 2023
RATIONALE	<p>OWWA is to comply with the prescribed two stages of audit to get a Quality Management System or ISO 9001:2015 Certification within the last quarter of 2023.</p> <p>With the very limited time for the expected audit by the 3rd Party Certifying Body (the Certification International Philippines is the OWWA contracted party for ISO), it is necessarily urgent that we hire the services of an expert trainer cum practitioner of ISO to coach the heads and key process owner in responding to possible audit observations.</p> <p>This is a critical stage to meet the performance targets and the continual approval of the annual QMS Budget provided under the General Appropriation Act (GAA).</p>
COST BENEFIT ANALYSIS	QMS Certification (ISO 9001:2015) is an international standard which will raise the level of performance and customer satisfaction of OWWA in the implementation of its core processes and achievement of its institutional goal.
TECHNICAL PARAMETERS	The QMS expert should have trained the personnel of a National Government Agency for QMS Certification. He/She must have documentary evidences as an external auditor, trainer and consultant of QMS. He/She must be affiliated for three (3) years with a 3 rd Party Certifying Body that is accredited by the Philippine Accreditation Bureau (PAB) on Quality Management.
PERIOD COVERED	September to December 2023 for the 1 st audit (Conformity Assessment) to be conducted within the last Quarter of 2023.
REQUIRED ATTACHMENTS	Biodata or Resume and documentary evidence as stated in the technical parameters.
BUDGET AND PAYMENT	<p>The proposed cost for the service of the QMS Expert is ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00) and would be sourced from the 2023 APPROVED Budget Item for QMS Professional Services.</p> <p>The payment scheme shall be in two (2) tranches: 1st Tranche 20% upon acceptance of the Contract of Agreement and the remaining 80% upon the submission and OWWA's Acceptance of the of the Gap Assessment and Final Reports</p>

Prepared By:

Cynthia Erum
MA. CYNTHIA DM. ERUM
Chief
Records Management Division

Noted By:

Ronald A. Mina
RONALD A. MINA
Director II
General Administrative Service

Certified Funds Available:

Maria Giezl T. Lanuza
MARIA GIEZL T. LANUZA
Officer-in-Charge
Accounting Division

Amount: P 150,000.00
September - December 2023

Recommending Approval:

eg 9/19 *may 4/20*
A. Dungan-Claustro

ATTY. EDELYN A. DUNGAN-CLAUSTRO
Director IV
Administrative and Financial Management Office

Emma V. Sinclair
EMMA V. SINCLAIR
Deputy Administrator
Administration and Fund Management

Approved by:

Arnaldo A. Ignacio
ARNALDO A. IGNACIO
Administrator

Date

SEP 28 2023