



Republic of the Philippines  
Office of the President

PHILIPPINE SPORTS COMMISSION



---

### REQUEST FOR QUOTATION

Date: May 8, 2025  
P.R. No. ADMIN-2025-04-15-001

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

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

Name of Store/ Shop: \_\_\_\_\_

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

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

---

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Conduct of ISO 9001:2015 Recertification and Surveillance Audit for the Philippine Sports Commission** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than May 11, 2025 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2025 Mayor's/Business Permit

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address [pscprocurement@yahoo.com](mailto:pscprocurement@yahoo.com), [procurement@psc.gov.ph](mailto:procurement@psc.gov.ph) and copy [bac@psc.gov.ph](mailto:bac@psc.gov.ph)

  
**DIR. PAULO FRANCISCO C. TATAD**  
BAC Chairperson  
Bids and Awards Committee

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
<b>PROJECT NAME: Conduct of ISO 9001:2015 Recertification and Surveillance Audit for the Philippine Sports Commission</b>			
<b>Item 1</b>			
<b>Certifying Body Services for ISO 9001:2015 Quality Management System – 1 Lot</b>			
Recertification and Surveillance Audit			
>Conduct of 1 Recertification Audit not later than September 2025			
>Conduct of 2 Surveillance Audit not later than (1) September 2026; (2) September 2027			
Qualification of the Audit Surveillance Body:			
>Accreditation by the Philippine Accreditation Bureau of the Department of Trade and Industry with PNS ISONEC 17021-01:2015 to provide QMS certification to ISO 9001:2015			
>At least ten (10) years ISO 9001: auditing experience			
>At least ten (7) full-time auditors in its pool of auditors			
>Tentative date of Completion			
1st Recertification Surveillance Audit - As early as 14 August 2026 but not later than 3 September 2026			
2nd Surveillance Audit - As early as 14 August 2027 but not later than 3 September 2027			
>Terms of reference is attached hereto to form an integral part of this Request for Quotation			
***nothing follows***			
<b>Delivery Requirement:</b>			
14 August 2026 but not later than 3 September 2026 – 1 <sup>st</sup> Recertification Surveillance Audit			
14 August 2027 but not later than 3 September 2027 – 2 <sup>nd</sup> Surveillance Audit			

**FINANCIAL OFFER:**

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Conduct of ISO 9001:2015 Recertification and Surveillance Audit for the Philippine Sports Commission			
Approved Budget for Contract	Quantity in Lot (A)	Offered Price per Lot (B)	Your Total Offered Quotation (A x B)
<b>Item 1</b> <b>Certifying Body Services for ISO 9001:2015 Quality Management System</b> Four Hundred Forty-One Thousand Two Hundred Eighty Pesos (PhP 441,280.00)	1 Lot		In Figures: _____ _____
<b>Grand Total:</b> <b>Four Hundred Forty-One Thousand Two Hundred Eighty Pesos</b> <b>(PhP 441,280.00)</b>	<b>Total Offered Quotation</b>		In Words: _____ _____ _____ In Figures: _____ _____

**TERMS AND CONDITIONS:**

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) 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.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC 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.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
E-Mail Address/es

## TERMS OF REFERENCE

### I. PROJECT TITLE

Engagement of a Certifying Body for a Third-Party Recertification and Surveillance Audit of the PSC's ISO 9001:2015 Certificate.

### II. APPROVED BUDGET FOR THE CONTRACT

The Approved budget is Php 441,280.00 inclusive of taxes and is a multiyear project.

### III. SCOPE OF SERVICES

1. The Surveillance Audit shall cover the ISO 9001:2015 re-certification of the Philippine Sports Commission.
2. The Recertification and Surveillance Audit Body shall perform the following activities:
  - a. Prepare and submit Recertification Surveillance Audit Plan for the PSC ISO 9001:2015 audit within five (5) calendar days from the signing of the Contract of Services.
  - b. Conduct one (1) recertification surveillance audit of the PSC ISO 9001:2015 not later than September 2025.
  - c. Conduct two (2) Surveillance Audits of the PSC ISO 9001:2015 not later than
    1. September 2026
    2. September 2027
  - d. Issue a Letter of Confirmation affirming compliance with the requirements of ISO 9001:2015 within ten (10) working days from the conduct of the recertification surveillance audit.

- e. Provide a full recertification surveillance audit report on the operations audited within the content and approved scope of work/deliverables to the PSC within five (5) working days after the surveillance audits. The Report should include suggestions/recommendations on how to address audit findings and observations.

**IV. KEY PERSONNEL AND THE MINIMUM QUALIFICATIONS**

The Audit Surveillance Body (ASB) should have the following minimum qualifications:

**A. Experience and Capability of ASB**

- Must be duly accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry with PNS ISONEC 17021-01:2015 to provide QMS certification to ISO 9001:2015:
- Must have at least ten (10) years ISO 9001: auditing experience:
- Must have at least seven (7) full-time auditors in its pool of auditors:
- Must have a good track record of certifying government agencies for QMS.

**B. Audit Team Qualifications-** the ASB must field a team of at least three (3) auditors. With the following minimum qualifications for this project:

Audit Team Composition	Minimum Qualifications	
Lead Auditor	Education	Preferably with master's degree
	Training	Preferably with at least 24 hours of advanced/intermediate training on international standards for management systems and other organizational development and management-related trainings
	Years of Service	With at least five (5) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least five (5) similar projects for government institutions
Support Auditors	Education	With bachelor's degree
	Training	Preferably with at least 24 hours of basic training on international standards for management systems and other organizational development and management-related training
	Years of Service	With at least five (3) years of relevant experience in QMS auditing
	Similar Engagements	Handled at least three (3) similar projects for government institutions

The Audit Team should also satisfy the following:

- No member of the audit team should have been hired as consultant or COS in PSC within the two (2) year period prior to the Audits:
- At least one (1) auditor of the initial Audit Team should participate in all audits within the two-year audit cycle: and
- Replacement of any team member shall require prior approval from the PSC ISO Secretariat.

V. PROPOSED METHOD OF EVALUATION OF BIDS AND THE CORRESPONDING JUSTIFICATION

This method will be used in evaluating the bids received by PSC:

CRITERIA	POINTS	REMARKS
<p><b>Quality of Certifying Body</b></p> <p>1. Years of experience in providing auditing services on ISO 9001;</p> <p>Submit the following.</p> <ul style="list-style-type: none"> <li>• Company Profile with information on the years of experience of the company in providing auditing services on ISO 9001</li> </ul> <p>2. Accredited by a national accreditation agency duly recognized by the Philippine government</p> <p>Submit the following:</p> <ul style="list-style-type: none"> <li>• DTI-PAB Certification/Accreditation</li> </ul> <p>3. Number of government certification projects; and</p> <p>Submit the following:</p>	<p>5 - if the CB has 10 years of experience            4 - if the CB has 8-9 years of experience            3 - if the CB has 6-7 years of experience            2 - if the CB has 4-5 years of experience            1 - if the CB has 3 years and below experience</p> <p>5 - if the CB is accredited by DTI-PAB            4 - N/A            3 - NA            2 - N/A            1 - if the CB is not accredited by DTI-PAB</p>	30 %

<ul style="list-style-type: none"> <li>• Certificate of Satisfactory Service Rendered (CSCR) or other similar documents, provided that it is duly signed by the audited institution's representative/s (e.g. accomplished Client Satisfaction Survey) from at least five (5) of its previous government clients</li> </ul>	<p>5 - if the CB submitted CSCR from 5 previous government clients  4 - if the CB submitted CSCR from 4 previous government clients  3 - if the CB submitted CSCR from 3 previous government clients  2 - if the CB submitted CSCR from 2 previous government clients  1 - if the CB submitted CSCR from 1</p>	
<p><b>Experience and Capability of the Certifying Body Audit Team</b></p> <ol style="list-style-type: none"> <li>1. Must be certified auditors to conduct audits in the name of the Certifying Body;</li> <li>2. Experience in auditing government services: and</li> <li>3. At least one audit team member should participate in all audits of the two (2) year audit cycle.</li> </ol> <p>Submit the following for Items 1-3:</p> <ul style="list-style-type: none"> <li>• Company Profile with a list of full-time auditors working for the CB</li> <li>• Accomplished Information Sheet for the proposed audit team</li> <li>• Proposed audit team schedule for the 2-year surveillance audit</li> </ul>	<p>5 - if all the members of the CB Audit Team are permanent, if the team lead has 5 years of relevant experience in QMS Audit, if support auditors have 3 years of relevant experience in QMS Audit, and if at least one audit member will participate in all audits of the two-year audit cycle.</p> <p>4 - N/A  3 - N/A  2 - N/A</p> <p>1 - if one or more members of the CB Audit Team are NOT permanent, if the team lead has 4 years and below relevant experience in QMS Audit, if support auditors have 2 years and below relevant experience in QMS Audit, and if no audit member will participate in all audits of the two-year audit cycle.</p>	20%
<p><b>Methodology</b></p> <p>Clarity, feasibility, and comprehensiveness of the approach for the surveillance audit.</p>	<p>5 - if the CB submitted a Plan of Approach Clarity, feasibility, and Methodology for the project  4 - N/A comprehensiveness of the  3 - N/A approach for the surveillance  2 - N/A audit.</p>	20 %

Submit the following: <ul style="list-style-type: none"> <li>• Written proposal outlining the CB's Plan of Approach and Methodology for the project.</li> </ul>	1 - if the CB does not submit a Plan of Approach and Methodology for the project	
<b>Bid Proposal</b>  The highest point will depend on the number of Calculated Bid bidders, e.g., if there are 7 bidders, the highest (LCB) point to be given to the bidder with the LCB is 7:	5 - Lowest Calculated Bid 4 - Second LCB 3- Third LCB (and so on)	30 %

#### VI. DELIVERABLES, REPORTS, AND TIME SCHEDULE

Conduct of Deliverables	Expected Output	Time Schedule
Conduct of Recertification Audit (2025)	Recertification Audit Report	Not later than September 2025
Submission of full Audit Report	Full Audit Report	Within 5 working days from the conduct surveillance audit
Issuance of Letter of Confirmation	Letter of Confirmation	Within 10 working days from the conduct of surveillance audit
Conduct of the Surveillance Audit (2026)	Surveillance Audit Report	Not later than September 2026
Submission of Full Audit Report	Full Audit Report	Within 5 working days from the conduct of surveillance audit
Issuance of Letter of Confirmation	Letter of Confirmation	Within 10 working days from the conduct of surveillance audit
Conduct of the Surveillance Audit (2027)	Surveillance Audit Report	Not later than September 2026



VII. TENTATIVE DATE OF COMPLETION

1<sup>st</sup> Recertification Surveillance Audit- As early as 14 August 2026 but not later than 3 September 2026

2<sup>nd</sup> Surveillance Audit- As early as 14 August 2027 but not later than 3 September 2027

Prepared by:

  
**JAN ERROL B. FACUNDO, MMPA**  
QMS, SECRETARIAT/OIC, PERSONNEL OFFICE