



REQUEST FOR QUOTATION (RFQ) No. 535-2024

Procurement Unit

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

| Purchase Request No. | DESCRIPTION/PARTICULARS | APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT |
|----------------------|-----------------------------|---|
| 2024-270 (QMU) | SURVEILLANCE AUDIT SERVICES | 800,000.00 |

Purpose: for Surveillance Audit

Philgeps Posting: Active Date: 7/11/24 Closing Date: 7/16/24 Category: SERVICES Reference No.: 11039027

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Latest Income / Business Tax Return
- Proof of PhilGeps Registration
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 120 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University (045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expendable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1-2) and eligibility documents is not later than 7/16/24 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


ELENA MAY T. TEOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 7/10/2024
 RFQ No. 535-2024
 PR No. 2024-270 (QMU)

The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
 (045) 982 -4630 / (045) 606 -8157

Sir / Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

| ITEM NO. | UNIT | ITEM & DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|----------|------|---|----------|------------|-------------|
| 1 | lot | SURVEILLANCE AUDIT SERVICES | 1 | | |
| | | Hiring of Certifying Body for ISO 9001:2015 Surveillance Audit | | | |
| | | TERMS OF REFERENCE for ISO 9001:2015 Quality Management System Surveillance Audit of Tarlac State University | | | |
| | | I. PROJECT TITLE: Surveillance Audit for the Quality Management System (ISO 9001:2015) Certification of Tarlac State University (TSU) II. RATIONALE: In line with the one certification granted to Tarlac State University's Quality Management System (QMS) in the field of instruction, research, extension (training and consultancy), and administrative support services, there is a need to sustain the implementation and sustenance of such as the institution envisioned for continual improvement and utmost customer satisfaction. As part of the institution's plan and preparation for the QMS Certification this year, there is a need to acquire the services of the existing certifying body which is the ACS W3 Solutionz that will conduct the surveillance audit for QMS certification of Tarlac State University. | | | |
| | | | | | |

Warranty : _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name Registered : _____
E-mail Address : _____
 Contact no. : _____

BANK DETAILS:

Bank Name : _____
 Bank Address : _____
 Bank Account Name : _____
 Bank Account Number : _____

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| ITEM NO. | UNIT | ITEM & DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|----------|------|---|----------|------------|-------------|
| 1 | lot | <p>III. OBJECTIVE: The objective of the project is to conduct a surveillance audit that will assess the conformity of TSU to ISO 9001:2015 — Quality Management System requirements.</p> <p>IV SCOPE OF WORKS: Provision of Surveillance Audit Services</p> <p>V .EXPECTED OUTPUTS OR DELIVERABLES: The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage: Scope of Work Deliverables Conduct of Surveillance Audit</p> <p>a. Audit Plan (at least one Surveillance Audit month before audit)</p> <p>b. Audit Itinerary</p> <p>c. Conduct of Opening Meeting</p> <p>d. Conduct of Closing Meeting</p> <p>e. Official Audit Report (to be given right after the audit)</p> <p>f. (If any) Non-Conformity report(s) (to be given right after the audit)</p> <p>g. (If any) Acceptance of Correction & Corrective Actions</p> <p>h. QMS Certificate</p> <p>VI .PROJECT DURATION: The maximum project duration is four (4) months from the issuance of Notice to Proceed (NTP).</p> <p>VII QUALIFICATION OF CONSULTANCY SERVICES COMPANY/FIRM 1. The Consultancy Services Company is a fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF-accredited certification held by ACS W3 Solutionz.</p> | | | |
| | | | | | |

Warranty : _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name Registered : _____
E-mail Address : _____
 Contact no. : _____

BANK DETAILS:

Bank Name : _____
 Bank Address : _____
 Bank Account Name : _____
 Bank Account Number : _____

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After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

| ITEM NO. | UNIT | ITEM & DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL PRICE |
|----------|------|--|----------|------------|-------------|
| 1 | lot | 2.That the company/firm is PhilGEPS registered. 3.That the company/firm is DTI or SEC-registered. 4.That the company/firm has Mayor's Permit and Business License. VIII. PROPOSED TERMS OF PAYMENT: Payment Deliverabl Percent Upon submission and acceptance of 100% the following: a. Surveillance Audit Plan b. Official Audit Report (if any) Non-Conformity Report(s) c. (If any) Acceptance of Correction & Corrective Actions d. QMS Certificate IX. APPROVED BUDGET: The financial proposal shall not exceed the Approved Budget for the Contract is Eight Hundred Thousand Pesos (Php 800,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected. | | | |
| | | | | | |

Warranty : _____
 The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name Registered : _____
E-mail Address : _____
 Contact no. : _____

BANK DETAILS:

Bank Name : _____
 Bank Address : _____
 Bank Account Name : _____
 Bank Account Number : _____



PhilGEPS

Philippine Government Electronic Procurement

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Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11039027
Procuring Entity TARLAC STATE UNIVERSITY
Title Surveillance Audit Services
Area of Delivery Tarlac

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: 535-2024 | Status | Pending |
| Trade Agreement: Implementing Rules and Regulations | Associated Components | 3 |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: Goods | Document Request List | 0 |
| Category: Services | Date Published | 11/07/2024 |
| Approved Budget for the Contract: PHP 800,000.00 | Last Updated / Time | 10/07/2024 17:20 PM |
| Delivery Period: 30 Day/s | Closing Date / Time | 16/07/2024 13:00 PM |
| Client Agency: | | |
| Contact Person: Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068142 tsucanvassing@gmail.com | | |

Description

for Surveillance Audit

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|-----------------------------|--|----------|-----|--------------|
| 1 | SURVEILLANCE AUDIT SERVICES | Hiring of Certifying Body for ISO 9001:2015 Surveillance Audit. TERMS OF REFERENCE for ISO 9001:2015 Quality Management System Surveillance Audit of Tarlac State University | 1 | Lot | 800,000.00 |

Other Information

The bidders must download the attached documents in the associated component section.

Created by Tutchie Panlilio

Date Created 10/07/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.