



**REQUEST FOR QUOTATION**

Company Name : \_\_\_\_\_ Date: \_\_\_\_\_  
 Address : \_\_\_\_\_ Quotation No. CWD 04-2017  
 \_\_\_\_\_ End-User: Administrative Department  
 Tel. No./Fax No. : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_

Please quote your lowest price on the item(s) listed, subject to the Terms and Condition stated below and in a sealed envelope submits your quotation duly signed by authorized representative;

Activities	Date and Time	Place/Venue
Pre-bidding Conference	March 27, 2017 @ 10:00 a.m.	2 <sup>nd</sup> floor CWD Warehouse Building, Lakeview Subdivision, Brgy. Halang Calamba City
Opening of Bids	April 7, 2017 @ 9:00 a.m.	2 <sup>nd</sup> floor CWD Warehouse Building, Lakeview Subdivision, Brgy. Halang Calamba City

Evaluation procedures shall be QUALITY COST BASED EVALUATION (QCBE) - 60% Technical Proposal, 40% Financial Proposal.

**ENGR. JOSELITO A. GILLERA**  
 BAC Chairman

**TERMS AND CONDITIONS:**

1. ALL ENTRIES SHALL BE TYPEWRITTEN
2. COMMENCEMENT SHALL BE FOR A PERIOD OF ONE TO FOUR WEEKS UPON RECEIPT OF THE APPROVED PURCHASE ORDER.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
4. THE APPROVED BUDGET FOR THE CONTRACT IS AMOUNTING TO 100,000.00 (BID EXCEEDING THE ABC SHALL BE AUTOMATICALLY DISQUALIFIED)

**DOCUMENTARY REQUIREMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:**

1. PHILGEPS REGISTRATION CERTIFICATE OR REGISTRATION NUMBER
  2. MAYOR'S/BUSINESS PERMIT
  3. AUDITED FINANCIAL STATEMENTS, INCOME AND BUSINESS TAX RETURNS (VAT PAYMENT) LATEST SIX (6) MONTHS
  4. OMNIBUS SWORN STATEMENT
  5. CERTIFICATE OF ACCREDITATION FROM PHILIPPINE ACCREDITATION OFFICE (DTI-PAO)
  6. CURRICULUM VITAE OF AUDITOR/S.
- (ALL DOCUMENTS SUBMITTED SHALL BE SIGNED BY THE AUTHORIZED REPRESENTATIVE)

Item no.	ITEM & DESCRIPTION/ TECHNICAL SPECIFICATION	QTY.		UNIT AMOUNT	TOTAL AMOUNT
1	Supply of Services for ISO 9001:2015 Certification - Quality Management System (QMS)	1	lot		
	Terms of Reference				
	<b>A. Background</b>				
	Calamba Water District (CWD) is a government owned and controlled corporation. Its				

operation focus on providing water services to the constituents of Calamba City. Its establishment originated through Conditional Certificate of Conformance No. 29 from Local Water Utilities Administration, pursuant to Presidential Decree 198.

**B. Objectives**

CWD aims to attain ISO 9001:2015 Certification - Quality Management System (QMS) to further institutionalize and enhance processes, systems and operations concerning its CWD Laboratory.

**C. Scope of Services**

The Certifying Body undertakes and commits to perform and deliver as per agreement the conduct of audit and conferment of certification for ISO 9001:2015 in accordance with the following requirements and specifications of CWD.

C.1 Pre-Assessment Audit

C.2 Certification Audit:

On-site Audit

Certification audit

Audit Planning and Report Preparation

Annual Accreditation (Issue and Use of Certificate for 3 years)

Two consecutive surveillance audit for 2<sup>nd</sup> and 3<sup>rd</sup> year

C.3 Add-on Service

Complimentary A4 Size Certificate with frame

Complimentary Tarpaulin Banner and stickers to be given upon release of certification

Electronic copy of logo to be issued upon release of certificate

Updates on new standards

Customer feedback mechanism for continual improvement

**D. Performance Period and Terms**

The Certifying Body shall perform and deliver the services for a period of three (3) years starting in CY 2017 and shall end in CY 2020

Pre Assessment Audit	One (1) day upon receipt of Notice to Proceed	Preparation stage
Certification Audit	Two days within 30 calendar days after pre assessment	Conduct of certification audit
Issuance of ISO 9001:2015 Certificate valid for 3 Years		Submit detailed audit reports within five (5) working days after conduct of on site audit
Surveillance Audit 2 <sup>nd</sup> Yr	One day	Conduct of surveillance audit
Surveillance Audit 3 <sup>rd</sup> Yr	One day	Submit detailed surveillance audit reports within five (5) working days after conduct of on site audit.

**E. Technical Specifications**

The Certifying Body should be:

- Duly accredited by Philippine Accreditation Office, Department of Trade and Industry;
- Must have at least five (5) years auditing experience in ISO 9001:2008;
- Must have good track record of certifying companies regarding quality management, preferably government agencies
- Its audit teams, including surveillance, should satisfy the following:

Consist of auditor(s) with actual hands-on experience on QMS and are qualified to audit in the name of Certifying Body

Auditor(s) shall have a minimum of three (3) years ISO 9001:2008 auditing experience

Have team members with knowledge and actual hands-on experience on the government QMS process.

**F. Requisites for Certifying Body**

Certifying Body shall submit:

1. Brief description of the Certifying Body (Company Profile) and outline of recent similar projects.
2. A concise and logical description of how the Certifying Body's team shall carry out the services with reference to the TOR.

	<ol style="list-style-type: none"> <li>3. Work plan in graphical format or Gantt chart.</li> <li>4. List of facilities needed by the Certifying Body needed to carry out the project.</li> <li>5. Curriculum Vitae of the Auditors signed as correct information.</li> <li>6. The Certifying Body shall include in their audit activities a procedure for client appeals. In the event that resolutions for disputes between CWD and certifying body cannot be achieved, CWD shall have the right to lodge appeals on the decisions of the audit team to an independent arbitrator, exclusive of other legal remedies, which may be available to both parties.</li> <li>7. The Certifying Body and any person/entity connected to CWD Certification audit shall maintain strict confidentiality of the result of the audit and shall disclose the same or any information anent thereto only upon clearance of CWD Top Management.</li> <li>8. The Certifying Body shall issue an ISO 9001:2015 Certification within fifteen days (15) from the end of contract turn over to CWD including all documents pertaining to the project, such as but not limited, pending documentary requests within its custody or control of any person/entity operating on its behalf.</li> </ol>				
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Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.

\_\_\_\_\_  
 Printed Name/Signature/Date

\_\_\_\_\_  
 Tel. No. /Cellphone No./ e-mail address