



PHILIPPINE NATIONAL OIL COMPANY

PNO Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

www.philgeps.gov.ph / www.pnoc.com.ph

REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **April 11, 2023**
Project Title : **Hiring of Certifying Body for PNO QMS and PNO ES ISO 9001:2015 and ISO 45001:2018 and Recertification**
Reference No. : **2023-04-113**
Total ABC : **PhP800,000.00**
Submission Deadline: **April 18, 2023 / 5:00 PM**

Accomplished **Price Quotation/Proposal and Compliance Form** may be submitted through registered or electronic mail to the PNO Procurement Management Division at the above address or to procurement@pnoc.com.ph and cdbbool@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income/ Business Tax Return
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Omnibus Sworn Statement (Unnotarized) copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment).

Additional Requirements

- ISO 9001:2015 Certification by Philippine Accreditation Bureau (PAB) under Department of Trade and Industry, accredited internationally by ANAB ANSI-ASQ National Accreditation Board, or JAS-ANZ (the Joint-Accreditation System for Australia and New Zealand), United Kingdom Accreditation Service (UKAS) of Singapore Accreditation Council (SAC)
- Professional License/ Curriculum Vitae (including ISO Training Certificate)

The PNO reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

Thank you.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

TERMS OF REFERENCE (LOT 1)

PROJECT: CERTIFICATION SERVICES FOR PNOC QMS ISO 9001:2015

I. SCOPE OF SERVICES

The Certifying Body (CB) shall provide the following services:

1. Prepare and submit certification audit plan;
2. Conduct certification audit within August 2023;
3. Issue ISO 9001:2015 certificate valid for three (3) years;
4. Conduct surveillance audit on the succeeding years: 2024 and 2025;
5. Provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to PNOC within five (5) working days after conduct of certification audit and surveillance audits, unless otherwise agreed by PNOC. The report should include suggestions and/or recommended courses of action on how to address the audit findings;
6. PNOC shall be entitled to regular updates to relevant system standards as they become available;
7. The CB must provide complementary company logo (soft copy to be sent through e-mail) which can be affixed by PNOC on its business cards, letter heads, marketing materials, etc.)

II. CONTRACT DURATION

Contract duration should be three (3) years from signing the agreement or validity of the ISO certification, which comes later.

III. REQUIRED QUALIFICATIONS

The Certifying Body (CB) must comply with the following qualifications:

1. The CB should be duly accredited for ISO 9001:2015 certification activities by the Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry; and the Philippine office of such CB must be accredited internationally by the ANAB (ANSI-ASQ National Accreditation Board, or JAS-ANZ (the Joint- Accreditation System for Australia and New Zealand), or UKAS (United Kingdom Accreditation Service) or SAC (Singapore Accreditation Council).
2. The CB must not have provided Quality Management System consulting services or any other training related to ISOs to be certified for the company within two (2) years prior to the audit;
3. The CB must consist of auditors with actual hands-on experience on ISO 9001:2015 and are qualified to conduct audit in the name of the CB;
4. The CB must have a good track record of certifying government and private agencies on the ISO standards;
5. At least one (1) auditor of the initial team should participate in all audits of the three-year cycle;
6. Replacement of any team member shall require prior written approval from PNOC;
7. The CB must abide and strictly comply with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2011 - Guidelines for Quality and/or Environmental Management System Auditing.

IV. CONDITIONS OF ENGAGEMENT

1. The Certifying Body (CB) must provide its company profile highlighting related projects, scope of work and implementation methodology. The curriculum vitae of the proposed certification team should also be submitted.

2. All information reviewed and recorded by the certification body audit team should be treated with the strictest confidentiality at all times. As an exception, per Annex 3 of IATF MC 2022-01: *Guidelines on the Compliance with, and Validation of ISO Quality Management System (QMS) Certification/Re-certification for FY 2022 PBB*, the Committee (GQMC)-DBM Secretariat, i.e. Systems and Productivity Improvement Bureau (SPIB) and/or oversight/validating agencies for information or documents relative to the Agency's ISO QMS certification/recertification.

Accordingly, PNOC will provide a copy of the contract or authorization and consent form to the CB, copy furnished the DBM-SPIB upon the issuance of the Notice to Proceed to the CB.

3. The certifying body should adhere to the agreed scope of work and deliverables as approved by PNOC.
4. The CB should include in their audit activities, a procedure for client appeals. Any dispute which may arise between PNOC and the CB shall be resolved amicably and in good faith. If resolutions for disputes cannot be made, PNOC shall be afforded the right to lodge appeals about the decisions of the audit team through any legal remedy that maybe available to them.

V. ENGAGEMENT FEE

Three Hundred Thousand Pesos (Php300,000.00) to cover the 3-year period of engagement, inclusive of all taxes, duties, fees, levies and other charges imposed under applicable laws. This shall also include the CB's cost of transportation, lodging and other incidental expenses.

Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables for the identified business process:

- Certification Audit Plan;
- Certification Audit;
- Issuance of ISO 9001:2015 Certificate valid for three (3) years; and
- Two (2) succeeding years surveillance audits (2024 and 2025)

Following Annex 3: Guidelines on the Compliance with, and Validation of ISO Quality Management System (QMS) Certification/Rec-certification for FY 2022 PBB, the CB shall comply with the following, to enable the agency to fulfill its performance commitment in the 2023 Scorecard and qualify for the grant of the FY 2023 PBB:

1. Use of a valid ISO 9001:2015 QMS certification/recertification or the latest version of the ISO 9001 certification to be considered compliant with the subject requirement.
2. **Certification/re-certifications to be valid as of December 31, 2023 i.e. effectivity date indicated in the certificate.** Accordingly, certifications/re-certifications with an effectivity date starting January 1, 2024 onwards shall not be considered as compliance with said requirement.
3. **There is no gap or minimal gap in terms of the expiration of its previous certification,** except with justifiable reasons, e.g. change of certification body (CB) which may cause gap in the certification.
4. Letters of attestation or similar documents issued by CBs indicating that certification/recertification audits have been completed but still subject to approval of their Certificate Decision Maker will not be considered as compliance to the ISO QMS certification requirement.

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth

of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price.

CRITERIA FOR TECHNICAL AND FINANCIAL EVALUATION

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulations of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and the financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

I. Technical Proposal (85%)

The interested bidder shall provide their technical experience, approach, and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

A. Proposal (20%)

The technical proposal will be evaluated on the following aspects:

- The coordination and project management procedures and tools application methods.

B. Technical Team (50%)

The technical team will be evaluated on the following aspects:

- Experience and qualification of the technical experts and the composition of the team as a whole according to the profile requirements.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
Number of relevant hours of ISO trainings acquired for the past 5 years	25%	Hours of training					
Team Leader	10%	Hours of training	20-29	30-39	40-49	50-59	More than 60
ISO 9001: 2015 Auditors	15%	Hours of training	15-20	21-25	26-30	31-35	More than 35
Years of relevant professional experience (ISO Auditing)	25%	Number of years					
Team Leader	10%	Number of years	5-7	8-10	11-13	14-16	More than 16
ISO 9001: 2015 Auditors	15%	Number of years	3-4	5-6	7-8	9-10	More than 10

C. Company Qualifications (15%)

- Comprehensive knowledge and extensive experience on conducting QMS audits (ISO 9001:2015) in the Philippines and / or overseas.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
Years of firm existence	4%	Number of years	11-15	16 to 20	21 to 25	26-30	More than 30
Years of experience in QMS auditing	4%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Number of Professionally Qualified Auditors	4%	Number of Qualified Staffers	3-5	6-10	11-15	16-20	More than 20
Number of QMS Audits undertaken during the last 5 years	3%	Number of Audits	5-10	11-15	16-20	21-25	More than 25

II. Financial Proposal (15%)

PNOC shall require a detailed financial proposal with indicative programs and milestones, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remuneration, technical survey, and out-of-pocket expenses.

TERMS OF REFERENCE (LOT 2)

PROJECT: HIRING OF CERTIFYING BODY FOR PNOC ENERGY SUPPLY BASE (ESB) RE-CERTIFICATION TO ISO 9001:2015 AND 45001:2018

I. SCOPE OF SERVICES

The Certifying Body (CB) shall provide the following services:

1. Prepare and submit certification audit plan;
2. Conduct certification audit within September 2023;
3. Issue ISO 9001:2015 and ISO 45001:2018 certificate valid for three (3) years; Size should be in A3 and A4 (A4 is for PNOC Mother's copy)
4. Conduct surveillance audit on the succeeding years: 2024 and 2025;
5. Provide a full report on the operations audited consistently with the content of the approved scope of work/deliverables to PNOC ESB within five (5) working days after conduct of certification audit and surveillance audits, unless otherwise agreed by PNOC ESB. The report should include suggestions and/or recommended courses of action on how to address the audit findings;
6. PNOC ESB shall be entitled to regular updates to relevant system standards as they become available;
7. The CB must provide complementary company logo (soft copy to be sent through e-mail) which can be affixed by PNOC on its business cards, letter heads, marketing materials, etc.)

II. CONTRACT DURATION

Contract duration should be three (3) years from signing the agreement or validity of the ISO certification, which comes later.

III. REQUIRED QUALIFICATIONS

The Certifying Body (CB) must comply with the following qualifications:

1. The CB should be duly accredited for ISO 9001:2015 and ISO 45001:2018 certification activities by the Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry; and the

Philippine office of such CB must be accredited internationally by the ANAB (ANSI-ASQ National Accreditation Board, or JAS-ANZ (the Joint- Accreditation System for Australia and New Zealand), or UKAS (United Kingdom Accreditation Service) or SAC (Singapore Accreditation Council).

2. The CB must not have provided Quality Management System and/or Occupational Safety and Health consulting services or any other training related to ISOs to be certified for the company within two (2) years prior to the audit;
3. The CB must consist of auditors with actual hands-on experience on ISO 9001:2015 and ISO 45001:2018 and are qualified to conduct audit in the name of the CB;
4. The CB must have a good track record of certifying government and private agencies on the ISO standards.
5. At least one (1) auditor of the initial team should participate in all audits of the three-year cycle;
6. Replacement of any team member shall require prior written approval from PNOC;
7. The CB must abide and strictly comply with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2011 - Guidelines for Quality and/or Environmental Management System Auditing.

IV. CONDITIONS OF ENGAGEMENT

1. The Certifying Body (CB) must provide its company profile highlighting related projects, scope of work and implementation methodology. The curriculum vitae of the proposed certification team should also be submitted.
2. All information reviewed and recorded by the certification body audit team should be treated with the strictest confidentiality at all times. As an exception, per Annex 3 of IATF MC. 2022-01: *Guidelines on the Compliance with, and Validation of ISO Quality Management System (QMS) Certification/Re-certification for FY 2022 PBB*, the CB shall accommodate requests of the Government Quality Management Committee (GQMC)-DBM Secretariat, i.e. Systems and Productivity Improvement Bureau (SPIB) and/or other oversight /validating agencies for information or documents relative to the Agency's ISO QMS certification/recertification.

Accordingly, PNOC will provide a copy of the contract or authorization and consent form to the CB, copy furnished the DBM-SPIB upon the issuance of the Notice to Proceed to the CB.

3. The certifying body should adhere to the agreed scope of work and deliverables as approved by PNOC ESB.
4. The CB should include in their audit activities, a procedure for client appeals. Any dispute which may arise between PNOC ESB and the CB shall be resolved amicably and in good faith. If resolutions for disputes cannot be made, PNOC ESB shall be afforded the right to lodge appeals about the decisions of the audit team through any legal remedy that maybe available to them.

V. ENGAGEMENT FEE

Five Hundred Thousand Pesos (Php500,000.00) to cover the 3-year period of engagement, inclusive of all taxes, duties, fees, levies and other charges imposed under applicable laws. This shall also include the CB's cost of transportation, lodging and other incidental expenses.

Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables for the identified business process:

- Certification Audit Plan;
- Certification Audit;
- Issuance of ISO 9001:2015 and ISO 45001:2018 Certificate valid for three (3) years; and
- Two (2) succeeding years surveillance audits (2024 and 2025)

Following Annex 3: Guidelines on the Compliance with, and Validation of ISO Quality Management System (QMS) Certification/Re-certification for FY 2022 PBB, the CB shall comply with the following, to enable the agency to fulfill its performance commitment in the 2023 Scorecard and qualify for the grant of the FY 2023 PBB:

1. Use of a valid ISO 9001:2015 QMS certification/recertification or the latest version of the ISO 9001 certification to be considered compliant with the subject requirement;
2. **Certifications/re-certifications to be valid as of December 31, 2023 i.e. effectivity date indicated in the certificate.** Accordingly, certifications/re-certifications with an effectivity date starting January 1, 2024 onwards shall not be considered as compliance with said requirement.
3. **There is no gap or minimal gap in terms of the expiration of its previous certification,** except with justifiable reasons, e.g. change of certification body (CB) which may cause gap in the certification.
4. Letters of attestation or similar documents issued by CBs indicating that certification/recertification audits have been completed but still subject to approval of their Certificate Decision Maker will not be considered as compliance to the ISO QMS certification requirement.

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price.

Criteria for Technical and Financial Evaluation

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulations of RA 9184. Specifically, the evaluation and selection of qualified winning bidders shall follow Section 33.2.1(b) the quality-cost based evaluation procedure. In this regard, interested winning bidders shall submit both the technical and the financial proposals, which shall serve as the basis of selection. The technical and the financial proposals shall be evaluated based on the weight of 85% and 15% allocation, respectively.

Technical Proposal (85%)

The interested bidder shall provide their technical experience, approach and methodology on all technical and cost parameters detailing professional inputs and time requirements, and resumes of all proposed technical manpower.

The proposal shall be based on the following criteria and point system:

Technical Proposal (20%)

The technical proposal will be evaluated on the following aspects:

- The coordination and project management procedures and tools application methods.

Technical Team (50%)

The technical team will be evaluated on the following aspects:

- Experience and qualification of the technical experts and the composition of the team as a whole according to the profile requirements.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
Number of relevant hours of ISO trainings acquired for the past 5 years	25%	Hours of training					
Team Leader	10%	Hours of training	20-29	30-39	40-49	50-59	More than 60
ISO 9001: 2015 Auditor	7.5%	Hours of training	15-20	21-25	26-30	31-35	More than 35
ISO 45001:2018 Auditor	7.5%	Hours of training	15-20	21-25	26-30	31-35	More than 35
Years of relevant professional experience (ISO Auditing)	25%	Number of years					
Team Leader	10%	Number of years	5-7	8-10	11-13	14-16	More than 16
ISO 9001: 2015 Auditor	7.5%	Number of years	3-4	5-6	7-8	9-10	More than 10
ISO 45001:2018 Auditor	7.5%	Number of years	3-4	5-6	7-8	9-10	More than 10

Company Qualifications (15%)

- Comprehensive knowledge and extensive experience on conducting IMS audits (ISO 9001:2015 and ISO 45001:2018 / Quality and Occupational Health and Safety Management Systems) in the Philippines and / or overseas.

Criteria	Weight	Unit of Measure	Points				
			3	6	9	12	15
Years of firm existence	4%	Number of years	11-15	16 to 20	21 to 25	26-30	More than 30
Years of experience in IMS auditing of similar industry (ESB)	4%	Number of years	1 to 5	6 to 10	11 to 15	16 to 20	More than 20
Number of Professionally Qualified Auditors	4%	Number of Qualified Staffers	3-5	6-10	11-15	16-20	More than 20
Number of IMS Audits undertaken during the last 5 years	3%	Number of Audits	5-10	11-15	16-20	21-25	More than 25

Financial Proposal (15%)

PNOC shall require a detailed financial proposal with indicative program and milestone, and target estimates for defined outputs. The winning bidder shall also detail all costs items for remuneration, technical survey and out-of-pocket expenses.

LOT No.	UOM	Technical Specifications	QTY	Total Quotation Amount
1	lot	HIRING OF CERTIFYING BODY OF PNOC QUALITY MANAGEMENT SYSTEM (QMS) AND RECERTIFICATION (ABC: PhP300,000.00)	1	
2	lot	HIRING OF CERTIFYING BODY FOR PNOC ESB ISO 9001:2015 AND ISO 45001:2018 AND RECERTIFICATION (ABC: PhP500,000.00)	1	
Contract Duration:		3 YEARS		

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Organization : _____

Organization Address : _____

Tel No. / Mobile No. and Email Address : _____