



Republic of the Philippines
 UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo. Obrero Davao City
Quality Assurance Division
REQUEST FOR QUOTATION

Company Name : _____

P.R. No.:2021- 02-065

Address: _____

Date: 2/19/2021

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith

DR. REYNILO D. GARCIA

BAC CHAIR 19 Feb.2021

- Note :**
1. All entries must be typewritten.
 2. Delivery Period within _____ calendar days upon receipt of Purchase Order.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	Lot	Engagement of the Services of a Certifying Body for the Recertification of the University's Quality Management System (QMS) to the ISO 9001:2015 Standard RESPONSIBILITIES OF THE CERTIFYING BODY The Certifying Body shall have the following responsibilities: a. Recognize the existing certification of the University to ISO 9001:2015 and Schedule a recertification process not later than March 2021; b. Documentation check, preparation, planning, and submissions of Recertification Audit Plan; c. Conduct Pre-Audit Capability Assessment; d. Conduct of On-site/Remote Recertification Audit (before March 2021); e. Report audit findings; f. Issue certificate to ISO 9001:2015 after successful completion of Recertification Audit subject to satisfactory results; g. Provide the following: Three (3) Copies of the Certificate of Registration and/or Schedule; Three (3) all-weather banners; and Six (6) Certification Mark & logo Stickers;			

		n. First On-site/Remote Surveillance Audit (Year 2) of the User QMS to ISO 9001:2015;			
		i. Confirm the validity of the certificate to ISO 9001:2015 after successful completion of First Surveillance Audit (Year 2), subject to satisfactory results;			
		j. Second On-site/Remote Surveillance Audit (Year 3) of USEP QMS to ISO 9001:2015; end			
		k. Reconfirm the validity of the certificate to ISO 9001:2015 after successful completion of Second Surveillance Audit (Year 3), subject to satisfactory results.			
		QUALIFICATION OF CERTIFYING BODY			
		The Certifying Body must have a proven track record in assisting State Universities And Colleges (SUCs) in developing implementing and acquiring certification for ISO 9001 management system. Likewise, additional qualifications are as follows:			
		a. The Certifying Body should be duly accredited by the Joint Accreditation System of Australia & New Zealand (JAS-ANZ), Philippine Accreditation Bureau (PAB), Bureau of Product Standards (BPS), Department of Trade and Industry @T9, and has been accredited to provide certification for Quality Management Systems in Education (IAF37)			
		b. The Certifying Body must have conducted at least five (5) similar engagements Within the last five (5) years, of which at least five (5) are State Universities and Colleges (SUCs), with one (1) contact equivalent to at least half (50%) of the Approved Budget for the Contract (ABC) or two (2) similar contacts with an aggregate amount equivalent to at least half (50%) of the ABC,			
		c. Its audit team should satisfy the Following: Consist of at least three (3) auditors with actual hands-on experience on QMS Who are qualified to conduct audits in the name of the Certifying Body;			
		With at least one (1) team member with relevant academic experience which covers the scope of the subject core process/es;			
		With at least two (2) members with a minimum of five (5) years ISO 9001:2015 auditing experience;			
		and With at least two (2) team members with actual hands-on experience on the Government QMS Process.			
		d. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship; and			
		e. Must be duly registered with PhilGEPS.			

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No.

Canvassed By:

Authorized Canvasser

TIN No. of Establishment

Date

1. Quotations and other requirements stated below shall be submitted to the University of Southeastern Philippines, Bo. Obrero Davao City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requirements :

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. **Statement of Compliance** must be accomplished by supplier
- b. Valid Mayor's Permit
- c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in USEP or any of USEP Campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A.9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

