



# REQUEST FOR QUOTATION (RFQ) No. 357-2022

## 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
2022-140 (VP-PQA)	SURVEILLANCE AUDIT SERVICES	250,000.00

Purpose:

Philgeps Posting: Active Date: 7/20/22 Closing Date: 7/26/22 Category: Consulting Services Reference No.: 8850271

Interested suppliers are required to submit the following documents:

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

### TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 30 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 1-4) and eligibility documents is not later than 7/22/22 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.com) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@yahoo.com) / [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.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: 7/19/22  
 RFQ No. 357-2022  
 PR No. 2022-140 (VP-PQA)

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
		<b>SURVEILLANCE AUDIT SERVICES</b>			
		Hiring of Certifying Body for ISO 9001 : 2015 Surveillance Audit			
		<b>Term of Reference:</b>			
		I. Project Title			
		Servellance Audit for the Quality Management System (IMS: 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, extention (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.			

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
		III. Objective			
		The objective of the project is to conduct a surveillance audit that will assess the conformity of the TSU to ISO 9001:2015 - Quality Management System.			
		IV. Scope of Work			
		Provision of Surveillance Audit Services			
		V. Expected Outputs or Deliverables			
		The minimum outputs or deliverables shall include the following during the Contract Execution Stage:			
		Scope of Works			
		Deliverables			
		Conduct of Recertification Surveillance Audit	a. Audit Plan (at least on month before audit)		
			b. Audit Itinerary		
			c. Conduct of opening meeting		
			d. Conduct of closing meeting		
			e. Official Audit report (to be given right after the audit)		

Warranty : \_\_\_\_\_

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

Very truly yours,

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ITEM NO.	UNIT	ITEM & DESCRIPTION		QUANTITY	UNIT PRICE	TOTAL PRICE
		Scope of Works	Deliverables			
			f. (If any) non-conformatory report(s) (to be given right after the audit)			
			g. (If any) acceptance of correction & corrective actions			
			h. QMS Certificate			
		VI. Project Duration				
		The maximum project duration is three (3) months from issuance of Notice to Proceed (NTP)				
		VII. Qualification of Consultancy Services				
		1. The Consultancy Service Company is fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF accredited certification held be ACS W3 Solutionz.				
		2. That the company/firm is PHILGEPS registered.				

Warranty : \_\_\_\_\_

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

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE									
		3. That the company/firm is DTI or SEC registered.												
		4. That the company/firm has Mayor's Permit and Business Licence.												
		VIII. Proposed terms of Payment												
		<table border="1"> <thead> <tr> <th>Payment</th> <th>Deliverables</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Upon submission and acceptance of the following</td> <td>a. Surveillance Audit Plan</td> <td rowspan="4">100%</td> </tr> <tr> <td>b. Official Audit Report (if any) Non-Conformity Report(s)</td> </tr> <tr> <td>c. (If any) acceptance of correction &amp; corrective actions</td> </tr> <tr> <td>d. QMS certificate</td> </tr> </tbody> </table>	Payment	Deliverables	Percent	Upon submission and acceptance of the following	a. Surveillance Audit Plan	100%	b. Official Audit Report (if any) Non-Conformity Report(s)	c. (If any) acceptance of correction & corrective actions	d. QMS certificate			
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# PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8850271  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Surveillance Audit Services  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 357-2022	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Consulting Services	<b>Document Request List</b>	0
<b>Category:</b> Consulting Services	<b>Date Published</b>	20/07/2022
<b>Approved Budget for the Contract:</b> PHP 250,000.00	<b>Last Updated / Time</b>	19/07/2022 16:46 PM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	26/07/2022 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157  julietelaineacuna@yahoo.com		
<b>Description</b>		
For VP PQA use.		
<b>Line Items</b>		
1	Surveillance Audit Service   please see attached specification.	1 Lot 250,000.00
<b>Other Information</b>		
The bidders must download the attached documents in the associated components section.		

**Created by** Juliet Elaine Acuna  
**Date Created** 19/07/2022

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.