



**PHILIPPINE NATIONAL OIL COMPANY**

PNO Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://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 : **May 26, 2022**  
Project Title : **Hiring of Certifying Body for PNO Industrial Park's Integrated Management System (IMS) and Recertification**  
Reference No. : **2022-05-098**  
ABC : **PhP 500,000.00**  
Submission Deadline : **June 3, 2022 (10:00 AM)**

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

- Mayor's/Business Permit / BIR Certificate of Registration (for individual consultant)
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet
- Professional License / Curriculum Vitae (including ISO Training Certificate)
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after the award or before the payment)
- List of Completed Contracts within five (5) years prior to the deadline of submission of proposal.

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.

  
**EVANGELINE B. ALBAYTAR**  
Chairperson  
Bids and Awards Committee 

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## **PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

### **Hiring of Certifying Body for PNOC Industrial Park's Integrated Management System (IMS) and Recertification**

#### ***TERMS OF REFERENCE***

##### **I. Scope of Services:**

The Certifying Body (CB) is expected to provide the following services shall include but not limited to the following:

1. Prepare and submit audit plan.
2. Conduct certification audit in July 2022.
3. Issue certificates for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards with three (3) years validity. Size should be in A3 and A4 (A4 is for PNOC Mother's copy).
4. Conduct surveillance audits for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 on the succeeding two (2) years, 2023 and 2024.
5. Prepare and submit audit reports detailing observations, opportunities for improvement and any non-conformity to the above mentioned ISO standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the certification and surveillance audits, unless otherwise agreed by the agency. Reports should include suggestions on how to address the audit findings.
6. PNOC IP shall be entitled to regular updates to relevant system standards as they become available.
7. Contract duration should be three (3) years from signing of the agreement or validity of the ISO certification or whichever comes later.

##### **II. Required Qualifications:**

1. The CB should be duly accredited by the Philippine Accreditation Board (PAB), Philippine Accreditation Office (PAO), under the Department of Trade and Industry (DTI).
2. Certification for ISO 45001:2018 must be using ANAB Accreditation.
3. The CB must consist of auditors with actual hands-on experience on the three (3) ISO standards: ISO 9001:2015, ISO 14001:2015 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 above-mentioned ISO standards.
5. At least one (1) auditor of the initial team should participate in all audits of the 3-year cycle.
6. Replacement of any team member shall require prior written approval from PNOC Industrial Park.

7. CB must not have provided Quality management and/or Environmental Management System or any other training related to the ISOs to be certified for the company within two (2) years prior to the audit on order to avoid conflict of interest.
8. CB to abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2011 – Guidelines for Quality and/or Environmental Management System Auditing.

### **III. Condition of Engagement:**

1. The CB must provide its company profile highlighting related projects, scope of work and implementation methodology. Curriculum Vitae of all the supposed members of the audit team should also be submitted.
2. The CB should adhere to the agreed scope of works/deliverables approved by PNOC Industrial Park.
3. All information reviewed and recorded by the audit team of the CB should be treated with the strictest confidentiality in nature at all times.
4. The CB should include in their audit activities a procedure for client appeals. Any dispute which may arise between PNOC IP and the CB shall be resolved amicably and in good faith. If resolutions for disputes cannot be made, PNOC Industrial Park shall be afforded the right to lodge appeals about the decision of the audit team through any legal remedy that maybe available to them.

### **IV. Engagement Fee:**

The cost of engagement of the CB shall be based on the agreed contract between the two parties, but not to exceed the total approved budget of PNOC Industrial Park for the service amounting to PhP500,000.00 to cover the 3-year contract. The contract shall include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws. This shall also include CB's cost of transportation, lodging and other incidental expenses.

Payment 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:

1. Certification audit plan;
2. Certification audit;
3. Issuance of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 certificates, valid for three (3) years ;
4. Two (2) succeeding years surveillance audits (2023 and 2024).

## **RATING CRITERIA**

**Project** : Hiring of Certifying Body for PNOC Industrial Park's Integrated Management System (IMS) Recertification (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 / Quality, Environmental and Occupational Health and Safety Management Systems)

**Project Location** : PNOC Industrial Park, Batangas II, Mariveles, Bataan

### **Criteria for Technical and Financial Evaluation**

The interested bidders shall be evaluated in accordance with the Implementing Rules and Regulation 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
<b>Number of relevant hours of ISO trainings acquired for the past 2 years</b>	<b>25%</b>	<b>Hours of training</b>					
Team Leader	10%	Hours of training	20-29	30-39	40-49	50-59	More than 60
ISO 9001: 2015 Auditor	5%	Hours of training	15-20	21-25	26-30	31-35	More than 35
ISO 14001:2015 Auditor	5%	Hours of training	15-20	21-25	26-30	31-35	More than 35
ISO 45000:2018 Auditor	5%	Hours of training	15-20	21-25	26-30	31-35	More than 35
<b>Years of relevant professional experience (ISO Auditing)</b>	<b>25%</b>	<b>Number of years</b>					
Team Leader	10%	Number of years	5-7	8-10	11-13	14-16	More than 16
ISO 9001: 2015 Auditor	5%	Number of years	3-4	5-6	7-8	9-10	More than 10
ISO 14001:2015 Auditor	5%	Number of years	3-4	5-6	7-8	9-10	More than 10
ISO 45000:2018 Auditor	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, ISO 14001:2015 and ISO 45001:2018 / Quality, Environmental 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	16-20	21-25	26-30	More than 30
Years of experience in IMS auditing of similar industry (Industrial Park)	4%	Number of years	1-5	6-10	11-15	16-20	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.

#	Item Description	Qty.	Bid Price
1	Hiring of Certifying Body for PNOG Industrial Park's Integrated Management System (IMS) and Recertification	1 lot	

### 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 : \_\_\_\_\_