



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

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[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 : **June 27, 2022**  
Project Title : **Rebidding for the Hiring of Certifying Body for PNOC Industrial Park's Integrated Management System (IMS) and Recertification**  
Reference No. : **2022-06-138**  
ABC : **PhP 500,000.00**  
Submission Deadline: **July 4, 2022 (10:00 AM)**

Accomplished **Price Quotation/Proposal and Compliance Forms** may be submitted through registered or electronic mail to the PNOC 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 PNOC 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**

### **Rebidding for the 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:

1. Prepare and submit certification audit plan.
2. Conduct certification in August 2022.
3. Issue certificates for ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards valid for three (3) years. Size should be in A3 and A4 (A4 is for PNOC Mother's copy)
4. Conduct surveillance audit in the succeeding years: 2023 and 2024.
5. Provide full audit report consistent with the content of the approved scope of work / deliverables to PNOC Industrial Park within five (5) working days after the conduct of the certification audit and surveillance audits, unless otherwise agreed by the agency. Report should include suggestions on how to address audit findings.
6. PNOC Industrial Park 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 Bureau (PAB), Philippine Accreditation Office (PAO), under the Department of Trade and Industry (DTI).
2. Certification for ISO 45001:2018 must have UKAS or 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 in 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 work / 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 Industrial Park 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 decisions 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 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:

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** : Rebidding for the Hiring of Certifying Body for PNOC Industrial Park’s Integrated Management System (IMS) and Recertification

**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 5 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 to 20	21 to 25	26-30	More than 30
Years of experience in IMS auditing of similar industry (Industrial Park)	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 cost items for remuneration, technical survey, and out-of-pocket expenses.

#### Notes:

- All bidders to submit Curriculum Vitae of **all auditors** for ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 certification;
  - The CV shall indicate training attended for the past 5 years, including the number of hours for each training;
  - CV shall indicate no. of years of experience in auditing (indicate if for ISO 9001, ISO 14001, or ISO 45001)

#	Item Description	Qty.	Bid Price
1	Hiring of Certifying Body for PNOC 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 : \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*