



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



### **REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested PhilGEPS-registered suppliers/providers to submit their quotations for the procurement project listed below, subject to the terms and conditions stated in the Terms of Reference.

<b>NAME OF PROJECT</b>	<b>Procurement of Services of a Third-Party Certifying Body for the ISO 9001:2015 Quality Management System (QMS) Recertification of the Insurance Commission (IC)</b>
<b>PURCHASE REQUEST / REF. NO.</b>	PR No. 2021-09-176
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	<b>Five Hundred Forty Thousand Pesos (Php 540,000.00)</b>  Year 1 (2021) – Php 216,000.00 Year 2 (2022) – Php 162,000.00 Year 3 (2023) – Php 162,000.00
<b>DELIVERY PERIOD</b>	Within thirty (30) working days upon receipt of Notice to Proceed and Signing of Contract
<b>BRIEF DESCRIPTION</b>	The procurement shall cover the recertification and surveillance audits of the Insurance Commission for FY 2021 – 2023
<b>DEADLINE OF SUBMISSION</b>	<b><u>18 October 2021 / 5:00 PM</u></b>

All interested suppliers/providers shall submit their **PROPOSAL/QUOTATION** with the accomplished **REPLY SLIP** and required documents enumerated in the Terms of Reference in PDF file **via e-mail to the Planning and Management Division on or before the deadline of submission mentioned above**. You may address your proposals/quotation to:

**Contact Person** : Ms. Maesie Ann P. Bertumen, IC Planning Officer III  
**Office Address** : Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila  
**Telephone Numbers** : (02) 8523-8461 local 144  
**Email Address** : [planning@insurance.gov.ph](mailto:planning@insurance.gov.ph)  
[PlanningDiv@insurance.gov.ph](mailto:PlanningDiv@insurance.gov.ph)

  
**GREGORY VINCENT O. FERRER**  
IC Division Manager   
Planning and Management Division

## TERMS OF REFERENCE

### PROPOSAL FOR THE PROCUREMENT OF SERVICES OF A THIRD PARTY CERTIFYING BODY FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION OF THE INSURANCE COMMISSION (IC)

#### A. THIRD PARTY CERTIFICATION BODY PROFILE MINIMUM REQUIREMENTS

Profile	Minimum	Based on Documents
1. Local experience in ISO 9001 certification	10-years	
2. Number of domestic non-government companies with active certification for ISO 9001:2015	15-clients	
3. Auditors/Assessors years of experience	5-years	
4. Number of government agencies with active certification for ISO 9001:2015	10-agencies	

#### B. SCHEDULE OF REQUIREMENTS

Item	Description	Deliverable	Delivery Schedule	Percentage of Contract Amount
<b>Conduct of Recertification Audit - 2021</b>				<b>40%</b>
1	Submission of an Audit Plan	Audit Plan	Within five (5) working days upon receipt of Notice to Proceed; <i>At least ten (10) working days before the Stage 1 Audit</i>	
2	Completion of Stage 1 Audit	Stage 1 Audit	Within 4 <sup>th</sup> Quarter 2021; <i>i.e., not earlier than ten (10) working days upon submission of Audit Plan to the IC</i>	
3	Submission of Stage 1 Audit Report	Stage 1 Audit Report	Within 4 <sup>th</sup> Quarter 2021; <i>i.e., within three (3) working days upon completion of Stage 1 Audit</i>	
4	Completion of Stage 2 Audit	Stage 2 Audit	Within 4 <sup>th</sup> Quarter 2021; <i>i.e., not later than two (2) weeks after the submission of Stage 1 Audit Report</i>	
5	Submission of Stage 2 Audit Report	Stage 2 Audit Report	Within 4 <sup>th</sup> Quarter 2021; <i>i.e., within three (3) working days upon completion of Stage 2 Audit</i>	

Item	Description	Deliverable	Delivery Schedule	Percentage of Contract Amount
6	Issuance of ISO 9001:2015 Certificate to IC	ISO 9001:2015 Certificate	Within 4 <sup>th</sup> Quarter 2021; i.e., within fifteen (15) calendar days from receipt of Stage 2 Audit Report without non-conformities; or in case of non-conformities, within seven (7) calendar days from the submission by the IC QMR of the corrective plan that is determined by the Certification Body (CB) as compliant.	
<b>Conduct of First Surveillance Audit - 2022</b>				<b>30%</b>
7	Completion of 1 <sup>st</sup> Year Surveillance Audits, and Submission of 1 <sup>st</sup> Year Surveillance Audit Report	1st Year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the conduct of the Stage 2 Audit.	
<b>Conduct of Second Surveillance Audit - 2023</b>				<b>30%</b>
8	Completion of 2 <sup>nd</sup> Year Surveillance Audits, and Submission of 2 <sup>nd</sup> Year Surveillance Audit Report	2 <sup>nd</sup> year Surveillance Audit Report	In accordance with the surveillance program issued by the CB which should not be later than 12 months from the last day of the conduct of the 1 <sup>st</sup> Year Surveillance Audit.	

*Note: Delivery Schedule may be adjusted in cases of force majeure or fortuitous event as described in government procurement rules and regulations or in other justifiable circumstances subject to the approval of the QMR.*

### C. TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance
The <b>Certification Body</b> is, at the minimum, a Department of Trade and Industry - Philippine Accreditation Office (DTI-PAO) Accredited Certification Body with PNS ISO/IEC 17021-1:2015 to provide Quality Management Systems (QMS) certification to ISO 9001:2015 for IEF 36: Public Administration scope.	
The <b>Certification Body</b> shall conduct ISO 9001:2015 Certification Audit of the IC QMS being implemented by all Functional Groups/Divisions in the agency and issue the corresponding Certificate for the purpose.	

Item/Description	Bidder's Statement of Compliance
<p>The following Divisions shall be covered by the audit procedure:</p> <p><b>Office of the Insurance Commissioner</b></p> <ol style="list-style-type: none"> <li>1. Microinsurance Division</li> <li>2. Davao District Office</li> <li>3. Cebu District Office</li> </ol> <p><b>Technical Services Group</b></p> <ol style="list-style-type: none"> <li>4. Actuarial Division</li> <li>5. Investment Services Division</li> <li>6. Rating Division</li> <li>7. Reinsurance Division</li> <li>8. Statistics and Research Division</li> </ol> <p><b>Legal Services Group</b></p> <ol style="list-style-type: none"> <li>9. Regulation, Enforcement, and Prosecution Division (including Suretyship Unit)</li> <li>10. Public Assistance and Mediation Division</li> <li>11. Licensing Division</li> <li>12. Conservatorship, Receivership, and Liquidation Division</li> <li>13. Claims Adjudication Division</li> <li>14. Anti-Money Laundering and Corporate Governance Division</li> </ol> <p><b>Financial Examination Group</b></p> <ol style="list-style-type: none"> <li>15. Non-Life Division</li> <li>16. Life/MBAs/Trust Division</li> <li>17. Pre-Need Division</li> <li>18. Brokers and Insurance Pools Division</li> <li>19. Health Maintenance Organizations Division</li> </ol> <p><b>Management Support Services Group</b></p> <ol style="list-style-type: none"> <li>20. Administrative Division</li> <li>21. Human Resource Division</li> <li>22. Budget Division</li> <li>23. Accounting Division</li> <li>24. Information Technology Division</li> <li>25. Information Systems Division</li> <li>26. Planning and Management Division</li> </ol>	
<p>The <b>Certification Body</b> shall have adequate technical and management capability in conducting the audit with at least ten (10) years' experience in the Philippines.</p>	

Item/Description	Bidder's Statement of Compliance
The <b>Certification Body</b> shall have fifteen (15) ISO 9001:2015 certifications awarded to non-government (private) companies active as of quotation date.	
The <b>Certification Body</b> shall have ten (10) ISO 9001:2015 certifications awarded to government agencies active as of quotation date.	
The <b>Certification Body</b> shall have the capacity to deploy a team composed of at least two (2) key experts (a lead auditor and a member of the audit team) for the IC Manila Head Office, one (1) key expert (member of the audit team) to the IC Davao District Office, and one (1) key expert (member of the audit team) to the IC Cebu District Office.	
The <b>Certification Body</b> shall provide auditors/assessors with at least five (5) years of experience in ISO audits to all IC Offices, i.e., IC Manila Head Office, IC Davao District Office, and IC Cebu District Office.	
The <b>Certification Body</b> shall include in their quotation the travel, hotel accommodation, and other related expenses of the auditors to be deployed to the IC Davao District Office and IC Cebu District Office.	
The <b>Certification Body</b> shall submit documents as stated in <u>Section D. Documentary Requirements</u> , together with their quotation.	
The <b>Certification Body</b> shall submit documents as stated in <u>Section B. Schedule of Requirements</u> .	
The <b>Certification Body</b> shall coordinate with the IC Quality Management Representative (QMR) on all matters relating to contract implementation.	
The <b>Certification Body</b> or any person/entity connected to the IC certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of the IC QMR.	
The <b>Certification Body</b> shall, within fifteen (15) working days from the end of contract, turn over to the IC QMR all documents pertaining to the implementation of this project, such as, but not limited to, answer sheets, pending documentary requests within its custody or control or within the custody or control of any person/entity operating on its behalf.	

#### **D. DOCUMENTARY REQUIREMENTS**

**One (1) Certified True Copy of each of the following documents are required to be submitted together with the Reply Slip and Bidder's Statement of Compliance to the Terms and Conditions:**

1. Valid PHILGEPS Registration Certificate;
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of valid business registration;
3. Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
4. Certificate of Registration of Bureau of Internal Revenue (BIR) and Tax Clearance Certificate and/or Latest Income Tax Return (ITR).
5. Notarized Omnibus Sworn Statement (using prescribed template/format)


#### **E. OTHER REQUIREMENTS**

The price quotation shall be inclusive of 12% VAT and other applicable charges relative to the conduct of audit at the IC Manila Head Office, IC Davao District Office located at Doors 2 & 3, 3rd Floor, YAP Building, Quimpo Boulevard, Ecoland, Davao City, and at the IC Cebu District Office located at Doors 10 & 11, Ground Floor, HVG Arcade I.T. Park, Subangdako, Mandaue City, Cebu.

*Note:* Should remote auditing be resorted to due to mobility constraints and other limitations brought by the COVID-19 pandemic and/or other disasters, the IC shall be billed only for the auditing services provided, i.e., excluding of the travel, hotel accommodation, and other related provisions for the audits to IC Davao District Office and IC Cebu District Office.



**GREGORY VINCENT O. FERRER**

IC Division Manager   
Planning and Management Division

12 October 2021



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**REPLY SLIP**

Date : \_\_\_\_\_

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact Information : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_

After having carefully read and accepted the **TERMS and CONDITIONS** on the **Procurement of Services of a Third Party Certifying Body for the ISO 9001:2015 Quality Management System (QMS) Recertification of the Insurance Commission (IC)**, I/we hereby offer the price quotations on the item/s below:

ACTIVITY	YEAR	AMOUNT* (in PhP)
Conduct of Recertification Audit	2021	
Conduct of First Surveillance Audit	2022	
Conduct of Second Surveillance Audit	2023	
<b>TOTAL CONTRACT PRICE*</b>		

*\*The price quotation shall be inclusive of 12% VAT and other applicable charges relative to the conduct of audit at the IC Manila Head Office, IC Davao District Office, and IC Cebu District Office.*

In compliance with the Terms and Conditions, the **Bidder's Statement of Compliance** and **one (1) Certified True Copy** of each of the following documents are enclosed:

1. Valid PHILGEPS Registration Certificate;
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of valid business registration;
3. Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective supplier is located; and
4. Certificate of Registration of Bureau of Internal Revenue (BIR) and Tax Clearance certificate and/or Latest Income Tax Return (ITR).

\_\_\_\_\_  
 Signature Over Printed Name of  
 Supplier/Authorized Representative and  
 Position



## 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]*