



**REQUEST FOR QUOTATION**

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for **“Procurement of Service Certifying Body (CB) for Port of San Fernando, Port of Iloilo, Port of Surigao and Port of Aparri relevant to the ISO 9001:2015 Quality Management System Certification”** in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project: **Procurement of Service Certifying Body (CB) for Port of San Fernando, Port of Iloilo, Port of Surigao and Port of Aparri relevant to the ISO 9001:2015 Quality Management System Certification**

Location: **General Services Division, OCOM Building, Gate 3, South Harbor, Port Area, Manila**

Approved Budget for the Contract: **Nine Hundred Twenty-Nine Thousand Sixteen Pesos (PHP929,016.00) inclusive of tax**

Specifications:

QTY	DESCRIPTION
1 LOT	1) The CB must comply with the following – <ul style="list-style-type: none"> <li>a. Provide its company profile highlighting related government and private certification projects, implementation methodology; curriculum vitae of the proposed certification team and copy of Philippine Accreditation Office-issued accreditation certificate for the scope ISO 9001:2015.</li> <li>b. The CB shall include in the proposal the audit activities and a procedure for client appeals.</li> <li>c. All information reviewed and recorded by the CB audit team would be treated in the strictest confidence at all times.</li> <li>d. The CB shall adhere to the agreed scope of work/deliverables which were prior approved by the agency’s selection committee.</li> <li>e. The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work deliverables to the agency at the end of each initial, surveillance and re-certification audits unless otherwise agreed by the agency.</li> <li>f. The CB audit team shall abide with the auditing principles terminologies and guidelines as specified in the ISO 9001:2015;</li> </ul> 2) The CB/company must have an undertaking with BOC in any capacity for the last five (5) years, from the date of the posting;



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

	3) The CB must be accredited with the DTI-Philippine Accreditation Bureau;
	4) The CB must have PhilGEPS registration and RA 9184 compliant; and
	5) The CB must have not been a consultant for BOC on 9001:2015.
	<b>Ports</b>
	1. Port of San Fernando - Year 1 - Stage 1 Audit (1 Manday/s) - Stage 2 On-site Audit (3 Manday/s) - Audit Planning and Report Preparation (1 Manday/s)
	2. Port of Iloilo - Year 1 - Stage 1 Audit (1 Manday/s) - Stage 2 On-site Audit (5 Manday/s) - Audit Planning and Report Preparation (1.5 Manday/s)
	3. Port of Surigao - Year 1 - Stage 1 Audit (1 Manday/s) - Stage 2 On-site Audit (4 Manday/s) - Audit Planning and Report Preparation (1.35 Manday/s)
	4. Port of Aparri - Year 1 - Stage 1 Audit (1 Manday/s) - Stage 2 On-site Audit (7 Manday/s) - Audit Planning and Report Preparation (2.5 Manday/s)

Interested suppliers are required to submit **original/certified true copy** of the following: 1) valid and current Mayor's Permit, (In case of expired MP/BP, Submit copy of recently expired permit and official receipt as proof of renewal), 2) DTI/SEC Registration (for partnerships/corporations, attach General Information Sheet & Articles of Incorporation), 3) PHILGEPS Registration Certificate, 4) Original Omnibus Sworn Statement, 5) Latest Income/Business Tax Return, and 6) duly signed price quotation form (Annex "A"). **All must be properly signed and sealed. Must be submitted in hard copy. In case of goods kindly indicate the brand being offered in your price quotation form (Annex "A")**

Submission of quotation and eligibility documents is on or before **September 4, 2023, 10:00 a.m., at General Services Division (GSD), Ground Floor, OCOM Building, Port Area, Manila.**

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Telefax no. 8526-6571 or email us at [bacsecretariat@customs.gov.ph](mailto:bacsecretariat@customs.gov.ph).

Very truly yours,

  
**ISAGANI D. GALSIM**  
Head, BAC Secretariat/  
Chief Administrative Officer  
General Services Division

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [bac.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)





Annex "A"

**PRICE QUOTATION FORM**

Date

The Bids and Awards Committee  
 Bureau of Customs  
 Port Area, Manila

**Project Name: Procurement of Service Certifying Body (CB) for Port of San Fernando, Port of Iloilo, Port of Surigao and Port of Aparri relevant to the ISO 9001:2015 Quality Management System Certification**

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1 LOT	1) The CB must comply with the following – <ul style="list-style-type: none"> <li>a. Provide its company profile highlighting related government and private certification projects, implementation methodology; curriculum vitae of the proposed certification team and copy of Philippine Accreditation Office-issued accreditation certificate for the scope ISO 9001:2015.</li> <li>b. The CB shall include in the proposal the audit activities and a procedure for client appeals.</li> <li>c. All information reviewed and recorded by the CB audit team would be treated in the strictest confidence at all times.</li> <li>d. The CB shall adhere to the agreed scope of work/deliverables which were prior approved by the agency’s selection committee.</li> <li>e. The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work deliverables to the agency at the end of each initial, surveillance and re-certification audits unless otherwise agreed by the agency.</li> <li>f. The CB audit team shall abide with the auditing principles terminologies and guidelines as specified in the ISO 9001:2015;</li> </ul>		



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

2) The CB/company must have an undertaking with BOC in any capacity for the last five (5) years, from the date of the posting;		
3) The CB must be accredited with the DTI-Philippine Accreditation Bureau;		
4) The CB must have PhilGEPS registration and RA 9184 compliant; and		
5) The CB must have not been a consultant for BOC on 9001:2015.		
<p><b>Ports</b></p> <p>1. Port of San Fernando  - Year 1  - Stage 1 Audit (1 Manday/s)  - Stage 2 On-site Audit (3 Manday/s)  - Audit Planning and Report Preparation (1 Manday/s)</p> <p>2. Port of Iloilo  - Year 1  - Stage 1 Audit (1 Manday/s)  - Stage 2 On-site Audit (5 Manday/s)  - Audit Planning and Report Preparation (1.5 Manday/s)</p> <p>3. Port of Surigao  - Year 1  - Stage 1 Audit (1 Manday/s)  - Stage 2 On-site Audit (4 Manday/s)  - Audit Planning and Report Preparation (1.35 Manday/s)</p> <p>4. Port of Aparri  - Year 1  - Stage 1 Audit (1 Manday/s)  - Stage 2 On-site Audit (7 Manday/s)  - Audit Planning and Report Preparation (2.5 Manday/s)</p>		

Total amount in words:

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099

8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

Name/ Signature of Representative

\_\_\_\_\_  
Name of Company

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)

*A Modernized and Credible Customs Administration That is Among the World's Best*

South Harbor, Gate 3, Port Area, Manila 1099  
8527-4537, 8527-1935 | [www.customs.gov.ph](http://www.customs.gov.ph) | [boc.cares@customs.gov.ph](mailto:boc.cares@customs.gov.ph)