



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Zamboanga City
Telephone No.: 062-992-3084
www.wmsu.edu.ph

REQUEST FOR QUOTATION

The Western Mindanao State University, through its Bids and Awards Committee (BAC), is inviting PhilGEPS registered suppliers to apply for eligibility and to submit bids for the item mentioned hereunder:

1.) One (1) lot of ASSESSMENT TO ISO 9001:2015 WITH SCOPE INCLUSION

- A. Assessment Audit with Scope Inclusion (14 man-days allocation),
 - B. Certification Fee
 - C. 1st Surveillance Audit (7 man-days allocation)
 - D. 2nd Surveillance Audit (7 man-days allocation)
- Inclusive of 12% VAT

**NOTE: Price is exclusive of transportation and accommodation Cost for auditors.*

Certification Standard - ISO 9001:2015

SCOPE:

Provision and Development of Tertiary and Advance Higher Education Services, Research and Extension and Support Services for: College of Home Economics, College of Engineering, College of Nursing, College of Science and Mathematics, College of Teacher Education, College of Agriculture, College of Architecture, College of Liberal Arts, College of Sports Science and Physical Education, College of Social Work and Community Development, College of Forestry and Environmental Studies, College of Criminal Justice Education, College of Computing Studies, College of Asian and Islamic Studies, College of Public Administration and Development Studies, Graduate Studies, College of Law and College of Medicine
?SITE ADDRESSES: 1.) Main Campus - Normal Road, Baliwasan, Zamboanga City; 2.) Campus C - San Ramon, Zamboanga City
NO. OF EMPLOYEES: 814

PLEASE SEE ATTACHED:

TERMS OF REFERENCE - CERTIFICATE AGREEMENT

TECHNICAL CRITERIA AND WEIGHTS FOR ISO 9001:2015 CERTIFICATION

The criteria to be used for the eligibility check of the prospective bidders, examination and evaluation of bids, post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act. No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

Interested bidders are required to submit their valid and current Mayor's Permit, PhilGEPS Registration, and Omnibus Sworn Statement, upon the submission of quotation.

Award of contract shall be made to the Highest Rated Responsive Bid, which complies with the necessary 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 initiated by the bidder or his/her duly authorized representative/s.

Submission of Quotation and eligibility documents is on or before July 17, 2024 at the BAC Office, 2nd Floor, Admin Building, Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City. Open submission may be submitted manually, email (bac@wmsu.edu.ph) or through facsimile at (062) 992-3084.

For inquiries, you may coordinate with the BAC Secretariat at telephone no. (062) 992-3084

REQUEST FOR QUOTATION

Western Mindanao State University

Quotation No.: _____

PR No.: 24-05-228

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than JUL 17 2024 at 9:30 A.M. in the return envelope attached herewith. Any quotation submitted beyond this date will not be considered.

JOSELITO D. MADROÑAL, DPA
BAC Chairperson for GOODS

NOTE:

- 1 ALL ENTRIES MUST BE TYPEWRITTEN
- 2 DELIVERY PERIOD _____ CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER.
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES AND MATERIALS. ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY WESTERN MINDANAO STATE UNIVERSITY
- 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF 120 CALENDAR DAYS UPON RECEIPT OF THE PURCHASE ORDER
- 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

Item No.	Qty	Unit	Item and Description	Approved Budget for the Contract (ABC)	Unit Cost	Total Cost
1.	1	LOT	<p>ASSESSMENT TO ISO 9001:2015 WITH SCOPE INCLUSION</p> <p><i>A. Assessment Audit with Scope Inclusion (14 man-days allocation),</i> <i>B. Certification Fee</i> <i>C. 1st Surveillance Audit (7 man-days allocation)</i> <i>D. 2nd Surveillance Audit (7 man-days allocation)</i> <i>Inclusive of 12% VAT</i></p> <p><i>*NOTE: Price is exclusive of transportation and accommodation Cost for auditors.</i></p> <p><i>Certification Standard - ISO 9001:2015</i> SCOPE: <i>Provision and Development of Tertiary and Advance Higher Education Services, Research and Extension and Support Services for: College of Home Economics, College of Engineering, College of Nursing, College of Science and Mathematics, College of Teacher Education, College of Agriculture, College of Architecture, College of Liberal Arts, College of Sports Science and Physical Education, College of Social Work and Community Development, College of Forestry and</i></p>	P 800,800.00		

EPS Reference Number : _____
 EPS Solicitation Number : _____
 EPS Closing Date : _____

Brand & Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your General Conditions, the foregoing are our price quotation for the items above indicated.

PhilGEPS Certificate No.: _____

Certificate Reference No.: _____

REY ESPIRITUSANTO / JORGE CONCEPCION / RALPH JUDE LLACUÑA
Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date

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		<p><i>Environmental Studies, College of Criminal Justice Education, College of Computing Studies, College of Asian and Islamic Studies, College of Public Administration and Development Studies, Graduate Studies, College of Law and College of Medicine</i></p> <p><i>?SITE ADDRESSES: 1.) Main Campus - Normal Road, Baliwasan, Zamboanga City; 2.) Campus C - San Ramon, Zamboanga City</i></p> <p><i>NO. OF EMPLOYEES: 814</i></p> <p>PLEASE SEE ATTACHED: <i>TERMS OF REFERENCE - CERTIFICATE AGREEMENT</i> <i>TECHNICAL CRITERIA AND WEIGHTS</i> <i>FOR ISO 9001:2015 CERTIFICATION</i></p>		
		<i>Note: for the QMS-ISO of the University</i>		

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Total: _____

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Canvasser

Printed Name/Signature

Tel .No./Cellphone #

Date



TERMS OF REFERENCE - CERTIFICATION AGREEMENT
 (CONTRACT FOR WMSU ASSESSMENT TO ISO 9001:2015 WITH SCOPE EXPANSION)

A. Scope of Certification/Work

Provision and Development of Tertiary and Advance Higher Education Services, Research and Extension and Support Services for: College of Engineering, College of Home Economics, College of Nursing, College of Science and Mathematics, College of Teacher Education, College of Agriculture, College of Architecture, College of Liberal Arts, College of Sports Science and Physical Education, College of Social Work and Community Development, College of Forestry and Environmental Studies, College of Criminal Justice Education, College of Computing Studies, College of Asian and Islamic Studies, College of Public Administration and Development Studies, Graduate Studies, College of Law and College of Medicine.

B. WORK EXECUTION

The consultant shall execute the assessment of Western Mindanao State University (WMSU) QMS Certification to ISO 9001:2015 with scope expansion provision of Tertiary and Advance Higher Education Services, Research and Extension Services and Support Services for 17 Colleges and Graduate School Department at WMSU from 2024 to 2027.

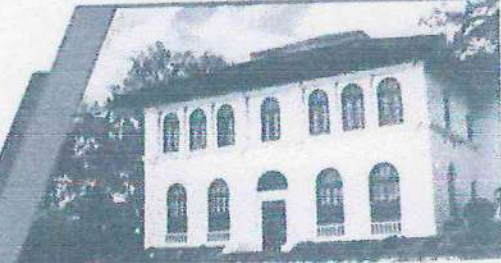
The consultant shall provide WMSU competent quality auditors to carry out the work. Unless otherwise agreed, the consultant may at any time, and for its own cost and risk, substitute personnel assigned to the work, provide that any substituting personnel are suitably qualified.

C. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total approved budget for the contract is eight hundred thousand eight hundred pesos only (PHP 800,800) inclusive of 12% VAT. Price is exclusive of transportation and accommodation cost for auditors.

D. DELIVERABLES

Year	Certification Activities	Man-day Allocation	No. of Auditors	Deliverables
2024	Assessment Audit with site and scope inclusion	14 man-days	6 auditors	1. Assessment of the WMSU certified ISO 9001:2015 Quality Management System with scope expansion. 2. Determine compliance of WMSU QMS documents and requirements to ISO 9001:2015 standard. 3. Make re-assessment audit report, identified shortfalls for WMSU to take



Year	Certification Activities	Man-day Allocation	No. of Auditors	Deliverables
				<p>immediate corrective action prior to surveillance audit.</p> <p>4. Itinerary for onsite audit/Audit plan.</p> <p>5. Confirm/ recommend for certification based on audit findings/report (major non-conformance, minor non-conformance or observation)</p> <p>6. Reporting/Certificate Issuance – the auditor will compile a detailed report to be reviewed by the auditing body. Once the certification decision has been confirmed certificate is issued with the final report.</p>
2025	1 st Surveillance Audit	7 man-days	3 auditors	<p>1. Conduct annual audit annually to verify continued implementation of the WMSU management system in accordance with planned arrangements and requirements within the standard.</p> <p>Should be conducted 12 months of the end of the assessment Audit. Requirement documents include audit schedule, audit findings and NCAR.</p> <p>2. determine compliance of documented system to ISO 9001: 2015.</p> <p>3. Provide assessment report based on sampled audit evidence.</p> <p>4. Conduct opening and closing meeting during which findings are explained.</p>
	Audit Planning & Report Preparation		3 auditors	<p>1. Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.</p>

Prepared by:

MARIO R. OBRA, JR., Ed.D.
Quality Management Representative





Year	Certification Activities	Man-day Allocation	No. of Auditors	Deliverables
2026	2 nd Surveillance Audit	7 man-days	3 auditors	<p>1. Conduct annual audit annually to verify continued implementation of the WMSU management system in accordance with planned arrangements and requirements within the standard.</p> <p>Should be conducted 12 months of the end of the 1st surveillance audit. Requirement documents include audit schedule, audit findings and NCAR.</p> <p><i>Note: choice of surveillance period is agreed at proposal stage and depend on the scale, and scope of certification.</i></p> <p>2. Works with WMSU to identify areas that are not conforming to support opportunities for improvement using NCAR, Corrective Action Procedure.</p> <p><i>Note: Itineraries shall be agreed on the agreed audit date.</i></p>
	On-site Audit			
	Audit Planning & Report Preparation		3 auditors	Preparation and submission of audit plan, audit schedule, audit final report with suggestions for improvement.

E. OTHER CONDITIONS

In the following circumstances, no penalty/additional cost shall be charged to WMSU for the extra work:

1. In case of any extension to the agreed activities or scope of certification. Only an addendum to this agreement or a new agreement will be prepared.
2. In case of extraordinary audits or follow up audits, necessary to verify the implementation of corrective actions.



3. In case of structural alterations to the management system and or procedures.
4. Should the various processes not be assessed simultaneously during the audit.
5. In case of customer's breach of the requirements for the maintenance and use of the certificate of conformity.
6. Non-conformity handling and unscheduled audits.
7. In case of scheduling, postponement and or/re-scheduling or assessment. This will be officially discussed and confirmed with WMSU.

F. ADD ON SERVICE

- a. Events and networking with other clients that share best practices and latest trends in upholding quality in organization.
- b. Complimentary A4 size Certificate with frame and A4 size Certificate without frame.
- c. Complimentary Tarpaulin/Congratulatory Banner and promotional stickers to be given upon release of certificate.
- d. Electronic copy of logo to be issued upon release of certificate.
- e. Updates on new standards.
- f. Customer feedback mechanisms for continuous improvement.
- g. Customer support.
- h. Issue dual certification (local and international).

G. The specific dates for certification are as follows:

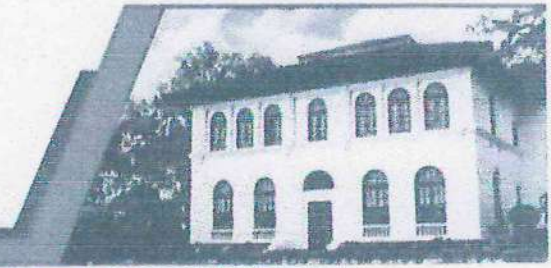
Assessment Audit – 2024

1st Surveillance Audit – 2025

2nd Surveillance Audit - 2026

Note: Can be subjected for change in favour of WMSU.

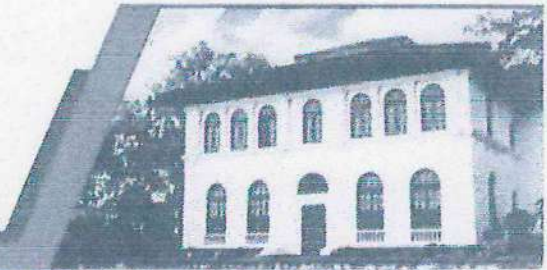
The consultant may guarantee a particular date for certification upon application has been received. The consultant shall try to accommodate the needs and will confirm the audit date as quickly as they can. Consultant shall allow the presence of their consultant at the time of the audit.



TECHNICAL CRITERIA AND WEIGHTS FOR ISO 9001: 2015 CERTIFICATION

The following are the proposed criteria and corresponding maximum points to select Quality Management System- ISO 9001: 2015 Certifying Bodies (CBs).

Criteria	Details	Maximum Points										
1. Technical Experience of Certifying Bodies (CBs)	The certifying body should manifest successful accreditation record on ISO 9001:2015 for academic and educational support services in State Universities and Colleges (SUCs) in the Philippines (Instruction, Research, Extension and Governance Process)	35										
	Assignment of Points: <table border="1"> <thead> <tr> <th>Measure</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>ISO 9001:2015 / SUCs/with good track record</td> <td>35</td> </tr> <tr> <td>ISO 9001:2015 / SUCs</td> <td>25</td> </tr> <tr> <td>ISO 9001:2008 HEIs (Private/Public)</td> <td>15</td> </tr> <tr> <td>ISO 9001: 2015 not in HEIs</td> <td>0</td> </tr> </tbody> </table>	Measure	Points	ISO 9001:2015 / SUCs/with good track record	35	ISO 9001:2015 / SUCs	25	ISO 9001:2008 HEIs (Private/Public)	15	ISO 9001: 2015 not in HEIs	0	
Measure	Points											
ISO 9001:2015 / SUCs/with good track record	35											
ISO 9001:2015 / SUCs	25											
ISO 9001:2008 HEIs (Private/Public)	15											
ISO 9001: 2015 not in HEIs	0											
2. Qualifications of Auditors (Lead & Auditor)	The principals/ key personnel of the CBs, must meet the following requirements:	50										
	2.1 Competent auditors with Audit Trainings on ISO 9001: 2015 in the recent 3-5 years Note: show training certificates of auditor's pool. Measure Relevant training on ISO 9001:2015 & ISO 21001:2024 – 10 pts Trainings on ISO 9001:2015 – 7pts No training on ISO 9001:2015 – 0pt	10										
	2.2 Internal Quality Audit experience on ISO 9001 (Minimum of 2 years/maximum of 15) specific for Higher Education Institutions Note: show curriculum vitae for auditor's pool. Measure 2 years to 15 years – 10pts Less than 2 years, less than 15 years – 7pts 1 year only – 3 pts No experience – 0 pts	10										
	2.3 Internal Quality Audit experience for SUCs QMS in education. Note show list of certified clients in the education Measure Minimum of 10 SUCs/ Prominent HEIs/SUCs – 30 pts Less than 10 HEIs/SUCs – 25 pts Less than 10 but private HEIs – 15 pts Minimum of 10 but no experience on SUCs – 10pts	30										



3. CBS Government Qualifications	The firm must meet the Government Quality Management Committee Requirements (Memo Circular No. 2016-1)	15
	1. Duly Accredited by the Philippine Accreditation Bureau of the Department of Trade & Industry pursuant to Executive Order No. 802	2.5
	2. The CBS should have been accredited to audit and certify QMS for specified scope particularly under ISO 9001 QMS for IAF 36 (public administration scope).	2.5
	TOTAL	100

Prepared by:


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 Quality Management Representative