



## REQUEST FOR QUOTATION

### RECERTIFICATION (ISO CERTIFYING BODY) (APP Item No. 2024-0044)

17 May 2024

#### NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **RECERTIFICATION (ISO CERTIFYING BODY) (APP Item No. 2024-0044)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **05:00PM., 23 May 2024**

The service providers/suppliers must also submit the following requirements:

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>;
4. Income/Business Tax return of the preceding year; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

**BIDS AND AWARDS COMMITTEE**  
5<sup>th</sup> Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed  
by Mendoza Ma.  
Josefina Eusebio

**ATTY. MA. JOSEFINA E. MENDOZA**

BAC Secretariat Head

National Privacy Commission

<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.**

**TERMS OF REFERENCE  
RECERTIFICATION (ISO CERTIFYING BODY)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 500,000.00)		Compliance (Manifest your compliance by writing <b>"COMPLY"</b> in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> <li>• Please refer to the "Terms of Reference" for:</li> </ul>			
			<b>1. Scope of Services</b> <i>"See attached Terms of Reference for the description"</i>			
			<b>2. Certifying Body's Responsibilities</b> <i>"See attached Terms of Reference for the description"</i>			
			<b>3. Certification Body's Qualification Requirements</b> <i>"See attached Terms of Reference for the description"</i>			
			<b>4. Contract Duration</b> <i>6 months which shall commence from the receipt of the Notice to Proceed by the Consultant</i>			
			<b>5. Payment and Delivery</b> <i>"See attached Terms of Reference for the description"</i>			
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original BIR Certificate of Registration and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5<sup>th</sup> Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

BY:

\_\_\_\_\_  
(Name of Company/Supplier/Provider/Date)

\_\_\_\_\_  
(Name/Position/Signature of Representative/Date)

## 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

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of 20 \_\_\_\_\_



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## TERMS OF REFERENCE

### RECERTIFICATION (ISO CERTIFYING BODY) (APP Item No. 2024 - 0044)

#### I. BACKGROUND

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

The NPC strives to embody the ideals of good governance in its day-to-day operations, ensuring transparency, accountability, and efficient processes for the performance of its mandate and the provision of public services. This involves streamlining processes and minimizing requirements.

Executive Order No. 605 series of 2007, “Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program, amending for the Purpose Administrative Order No. 161, s. 2006” mandates that all government institutions have a Quality Management System (QMS).

The QMS refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management. This standard specifies the requirements for a quality management system when an organization needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements and aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements. All the requirements of ISO 9001:2015 are generic and are intended to apply to any organization, regardless of its type or size, or the products and services it provides.

The NPC will procure and engage a Third-Party Certification Body to re-assess and recertify the Quality Management System implemented by the NPC starting 2020. The main purpose and objective of this procurement is for the re-certification of the NPC to the ISO 9001: 2015 by the accredited ISO certifying body in the Philippines.

#### II. OBJECTIVES

The overall objective of the engagement is to provide independent confirmation that the NPC QMS for ISO 9001:2015 requirements are present and being implemented, and if found compliant, issue the corresponding Recertification on ISO 9001:2015 for another three (3) years of implementation with an annual surveillance audit.

The specific objective is to conduct a Recertification Audit of NPC QMS based on ISO 9001:2015 Standards, and if found compliant, issue a Certification to NPC for ISO 9001:2015.

### **III. SCOPE OF SERVICES**

The ISO 9001:2015 Recertification Audit shall cover the NPC QMS implementation, including its established standard processes and procedures that will be confirmed and certified by the Third-Party Certifying Body.

### **IV. CERTIFYING BODY'S RESPONSIBILITY/IES**

The Certifying Body shall provide information that indicates experience, educational/training qualifications, and competency to undertake the work outlined herein, within the specified timelines. As part of this, the Certifying Body is expected to provide an indication of public QMS-related engagements, as well as QMS certification audit engagements that are currently committed, ongoing, or completed. This will be considered in the assessment of the Certifying Body's QMS-related qualifications.

The Certifying Body undertakes to perform the Audit with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Certifying Body:

1. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
2. Preparation of the Certification Audit Plan with a schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the QMR, through the QMS Secretariat, regarding any changes on the dates of audit schedules or any delay in the activities related to ISO certification;
3. Adherence to certification audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given, and the said change/adjustment shall be made based on mutual agreement by both parties;
4. Provision of information on any conflicts of interest and proposed approach to the resolution thereof;
5. The duly authorized representative of the Certifying Body shall submit an audit report after conducting the recertification audit, as the case may be, on mutually agreed schedules; and

6. The Certifying Body shall continue to perform all the necessary tasks at no additional cost to NPC, except the amount provided in this TOR, until the issuance of the ISO 9001:2015 Certificate to NPC QMS.

## V. CERTIFICATION BODY'S QUALIFICATION REQUIREMENTS

The consultant (individual or firm) shall have the following qualifications:

1. The Certifying Body must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for L75: Public Administration. Furthermore, the Certifying Body shall have a locally SEC-registered office accredited to both the DTI-PAB and an international accreditation body;
2. The Certifying Body must have the following:
  - a. Minimum of five (5) years of experience in conducting ISO QMS audits/certification; and
  - b. Minimum of three (3) ISO 9001:2015 QMS government certification projects conducted.
3. The Certifying Body shall field a team (1 lead auditor and at least 4 auditors) with the following qualifications:

Criteria for Technical Evaluation	Qualifications
<u>Lead Auditor</u>	<ul style="list-style-type: none"> <li>• Degree relevant to the job.</li> <li>• At least five (5) similar projects (that is, ISO QMS Certification for government institutions); and at least 5 relevant projects (that is, ISO QMS Certification for private companies).</li> </ul>
<u>Audit Team Members</u>	<ul style="list-style-type: none"> <li>• Degree relevant to the job.</li> <li>• At least three (3) similar projects (That is, ISO QMS Certification for government institutions); and at least 3 relevant projects (that is, ISO QMS Certification for private companies).</li> </ul>

## VI. CONTRACT DURATION

The engagement shall commence ten (10) days from the receipt of the Notice to Proceed/WO/Contract and shall be completed upon the issuance of the ISO 9001:2015 Certification or on or before December 27, 2024, whichever comes first.

## VII. PAYMENT AND DELIVERY

- The following services and outputs will be expected from the Certifying Body to be submitted/ delivered to NPC with the timelines specified below and based on the agreed general Work Plan:

Activity	Output	Timeline*
A. Preparation of Recertification Audit Plan	Recertification Audit Plan	Within 10 days upon CB's receipt of the Notice to Proceed (NTP)
B. Conduct Recertification Audit	Recertification Audit conducted	Within Month 1 upon receipt of NTP or should not be later than September 30, 2024
C. Preparation of Recertification Audit Reports	Recertification Audit report	Within Month 6 upon receipt of NTP
D. Evaluation of correction/ corrective and preventive actions	Acceptance Report of Correction/Corrective and Preventive Actions	Within Month 6 upon receipt of NTP**
E. Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate	Within Month 6 upon receipt of NTP or on or before December 27, 2024, whichever comes first

Notes:

\*Subject to actual submission of correction/corrective and preventive action report.

\*\*Subject to satisfactory results of assessment audit.

- Payment shall be made upon completion of each of the following milestones and submission of the required deliverables:

Activity/Deliverable	Payment
A. After Recertification Audit and the issuance of the ISO 9001:2015 Certificate	100%

Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR or his/her authorized representative.

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before 27 December 2024. s

**VIII. MODE AND NATURE OF PROCUREMENT**

This shall be the procurement of Recertification (ISO Surveillance Audit).

The mode of procurement shall be:

1. *Alternative Mode through Small Value Procurement*

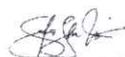
**VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Source of Fund : FY 2024 General Appropriations  
NPC Annual Procurement Plan FY 2024 (APP Item No.  
2024 - 0044)

Approved Budget  
for the Contract : Five Hundred Thousand Pesos Only  
(Php 500,000.00).

 **Approved by:**  
Digitally signed  
by Palomar James  
Britanico Jr.

**JAMES B. PALOMAR JR.**  
*QMS Secretariat*

 **Approved by:**  
Digitally signed  
by Villar Paulo  
John Mojica  
**PAULO JOHN M. VILLAR**  
*Head, QMS Secretariat*

**Approved by:**  
 Digitally signed by Patula  
Maria Theresita Elnar  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, Legal and Enforcement Office*  
*Quality Management Representative*