



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
 Quotation #: \_\_\_\_\_

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

Address \_\_\_\_\_

TIN \_\_\_\_\_

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than **3 days upon receipt** in sealed envelope marked with the reference no. (PR # 24-08-RFO176)

  
**ABEL F. WAGAS**  
 Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Procurement of Consultancy Services for ISO Quality Management System (ISO 9001:2015)</b>			1		
	<b>With the following Deliverables</b>					
	-Presentation of QMS plan.					
	-Trained DA RFO 13 Staff on the Full Awareness Trainings on ISO 9001:2015, with training certificates.					
	-Presentation and report submission on the findings/evaluation of DA RFO-13 Risk Management, Aspect and Impact, Hazard and Risk of DA RFO-13					
	-Trained DA RFO-13 Selected Staff on Root Cause Analysis with training certificates.					
	-Trained DA RFO-13 Selected Staff on Monitoring and Evaluation, -Trained Internal Audit Team on Integrated Management System Auditing with training certificates.					
	-Developed Documents Information of the following: -QMS Policy and Objectives of DA RFO-13 -QMS Organizational Chart of DA RFO-13 -Document Management System of DA RFO-13 -Other documented information required by DA RFO-13 -Approval of QMS documentations by the Top Management					
	-Smooth transition between pre QMS to QMS Implementation.					
	-Smooth and streamlined management processes and better performance output based on performance metrics.					
	-Maintenance of QMS and preparedness for Internal Audit					
	-Report of the Internal Audit conducted.					
	-Review, critic and advice on the preparation of the following: -Audit Report (Internal Audit) -Non-conformity assessment report -Continual Improvement Strategies -Minutes of the Management Review -Guidance on conduct of Management review					
	-Continuing assistance until the issuance of ISO Quality Management System of DA RFO-13					

**For ISO QMS Consultancy Services**

ABC: **950,000.00**

Source of fund: **GASS**

**General Conditions:**

- All entries must be typewritten/printed in ink.
- Delivery period within \_\_\_\_\_ calendar days based on the contract.
- Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
- Price validity shall be for a period of \_\_\_\_\_ calendar days
- PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
- Bidders shall submit original brochures showing specification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed payments.

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

Printed Name/Signature of Company \_\_\_\_\_

Name and Signature of Convoasser \_\_\_\_\_

Tel. No. / CP No. / email address \_\_\_\_\_

Date \_\_\_\_\_