



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

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Chairman

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Provisional Member, Non-IT Projects

REGIE O. TORRES  
Provisional Member, IT Projects

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NOMAN MAUI G. EBORA  
Member

## BID BULLETIN NO. 2 August 11, 2022

**PROJECT: ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE – REBID WITH TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC) IN THE AMOUNT OF FIVE HUNDRED SIXTY-SIX THOUSAND SIX HUNDRED SIXTY-SEVEN (P566,667.00) PESOS – ITB No. 2022 – 25.**

Please be advised of the following modification/amendments to the following Bidding Documents.

1. Bid Data Sheet
2. Schedule of Requirements
3. Technical Specification
4. Official Bid Form

\*Please see attached updated Bidding Documents

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE – REBID**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY

Please be guided accordingly.

JOSE Y. CUETO, JR.  
Commissioner  
BAC Chairman



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## SECTION III. Bid Data Sheet

ITB Clause	
5.3	<p>a. For this purpose, similar contracts shall refer to contracts for the Engagement of a Certifying Body for a Third Party Audit for Re-Assessment of Certification under ISO 9001:2015 Quality Management System.</p> <p>b. The Bidder must have completed, within <b><u>January 2018 prior to the date of the submission and opening of bids</u></b>, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>
7.1	No Further Instruction
12	No Further Instruction
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>.</p> <p><i>Unnotarized Bid Securing Declaration may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020</i></p>
15	<p>Bidders shall enclose their original eligibility and technical documents described in ITB Clause 10 &amp; 11 in one sealed envelope marked <b><u>"ORIGINAL – TECHNICAL COMPONENT"</u></b>, and the original of their financial component in another sealed envelope marked <b><u>"ORIGINAL – FINANCIAL COMPONENT"</u></b>, sealing them all in an outer envelope marked <b><u>"ORIGINAL BID"</u></b>.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; font-size: small;">ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE -REBID ITB NO. 2022-25</p> <p style="text-align: center;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center;"><b><u>"ORIGINAL BID"</u></b></p> <p style="text-align: center;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center;">Do not open before: <b>August 23, 2022 at 9:30 AM</b></p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; font-size: small;">ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE -REBID ITB NO. 2022-25</p> <p style="text-align: center;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center;"><b><u>"ORIGINAL - TECHNICAL COMPONENT"</u></b></p> <p style="text-align: center;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center;">Do not open before: <b>August 23, 2022 at 9:30 AM</b></p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; font-size: small;">ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE -REBID ITB NO. 2022-25</p> <p style="text-align: center;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center;"><b><u>"ORIGINAL - FINANCIAL COMPONENT"</u></b></p> <p style="text-align: center;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center;">Do not open before: <b>August 23, 2022 at 9:30 AM</b></p> </div> </div>



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 Member

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_ - ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. \_\_\_ - FINANCIAL COMPONENT" and the other envelope as "COPY NO. \_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

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**ITB NO. 2022-25**  
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**"ORIGINAL COPY - ELIGIBILITY AND TECHNICAL COMPONENT"**  
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**August 23, 2022 at 9:30 AM**

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	<p>The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.</p> <p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>(a) contain the name of the contract to be bid in capital letters;</li> <li>(b) bear the name and address of the Bidder in capital letters;</li> <li>(c) be addressed to the Procuring Entity's BAC in accordance with <b>ITB</b> Clause 1.1;</li> <li>(d) bear the specific identification of this bidding process indicated in the <b>ITB</b> Clause 1; and</li> <li>(e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with <b>ITB</b> Clause 16.</li> </ul> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
20.2	<p><i>Additional requirements stated herein.</i></p> <p><b><u>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</u></b></p> <p><i>Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <p><b><u>Compliance with applicable Labor Laws</u></b></p> <p>Compliance with all the rights and benefits of the employees under Labor Code and applicable Wage Laws such as but not limited to: service incentive leave, rest days, overtime pay, 13<sup>th</sup> month pay, contributions and remittances of SSS, PhilHealth, and PAG-IBIG shall be mandatory.</p> <p><i>Note: Latest three (3) months proof of remittances.</i></p>
21.2	No Further Instruction



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## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

### PERIODS OF DELIVERY

Delivery	Dates	Output
a. Issuance of the ISO 9001:2015 Certificate	30 days after the conduct of the audit	ISO 9001:2015 Certification
b. Conclusion of the Surveillance Audit (2023)	September 2023	Renewal of ISO 9001:2015 Certificate
c. Conclusion of the Surveillance Audit (2024)	September 2024	Renewal of ISO 9001:2015 Certificate

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE - REBID

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## Section VII. Technical Specifications

### TERMS OF REFERENCE

**PROJECT NAME/TITLE:** ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE- REBID

### I. BACKGROUND/RATIONALE

To demonstrate the Professional Regulation Commission's (PRC) commitment to quality and customer satisfaction, as well as continuously improving the agency's operation, PRC has been tasked to develop its Quality Management System (QMS) towards ISO 9001:2015 Certification pursuant to Executive Order No. 605, series of 2007, and DOLE Memorandum Order MO-42-16, series of 2013. The Program Committee on ISO-QMS, which was reconstituted per Office Order No. 454 dated May 20, 2022, has already presented the three (3) year Multi-Year Contractual Authority (MYCA) to meet PRC's target date of Re-assessment of Certification under ISO 9001:2015 on or before July 29, 2022.

Training Courses on ISO 9001:2015 and IQA requirements were conducted by accredited training providers and consultants engaged by PRC. After going through the ISO certification roadmap and considering the time constraints, PRC needs the services of a competent Certifying Body for a Third Party Audit of the PRC Central Office (CO) QMS for Re-assessment of Certification under ISO 9001:2015 Standards.

### II. OBJECTIVE

This specific Terms of Reference (TOR) aims to engage a Certifying Body towards ISO 9001:2015 Certification Re-assessment of the PRC CO, to continuously improve its QMS on its regulatory function.

### III. INTRODUCTION

The PRC wishes to engage the services of a Certifying Body that will conduct a Third Party Audit of the QMS for the Re-assessment of Certification under ISO 9001:2015 Standards on or before July 29, 2022 and periodic surveillance audits prior to renewal of the ISO Certificate of the PRC – Central Office.

The ISO 9001:2015 Standards will be adopted and implemented by PRC to serve as the foundation in the attainment of its quality objectives. Complying with the aforesaid standards shall increase the operational efficiency and productivity of PRC as work responsibilities and processes will be clearly defined, guided and controlled.

Accordingly, this TOR is intended to convey the services and obligations required of the certifying body.



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## IV. DEFINITION OF TERMS

For purposes of this TOR, the following terms or words shall mean:

1. ISO – International Organization for Standardization
2. ISO 9001:2015 – is the latest update of the ISO 9000 series of standards, to be applied for PRC to promote continual quality management system improvement to achieve customer satisfaction.
3. Professional Regulation Commission – is the agency of the national government tasked to regulate the various professions under its jurisdiction and to conduct licensure examinations administered by the forty-six (46) Professional Regulatory Boards (PRBs) with its principal office address at P. Paredes Street, Sampaloc, Manila and the Philippine International Convention Center (PICC).
4. PRC – Professional Regulation Commission
5. Professional Regulatory Boards (PRBs) – the forty-six (46) Regulatory Boards under the supervision and control of PRC which administer licensure examination under their respective jurisdiction and the eventual issuance of Certificate of Registration/Professional License to qualified and competent successful examinees and registrants without examination.
6. PRBs – the Forty-Six Professional Regulatory Boards
7. Quality Management System – a set of interrelated or interacting elements that will allow the PRC to establish its policy and objectives related to quality and to achieve those objectives.

## V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED SIXTY-SIX THOUSAND SIX HUNDRED SIXTY-SEVEN (P566,667.00) PESOS** INCLUSIVE OF ALL TAXES AND EXPENSES under Multi-Year Contractual Authority (MYCA) dated May 24, 2022 in relation to the performance of a Third Party Re-Assessment of Certification Audit and two (2) Surveillance Audits. Payment shall be based on the completion of the agreed activities as evidenced by the submission and acceptance of the required deliverables, to wit:

- a. Re-assessment Audit;
- b. Issuance of ISO 9001:2015 Certificate of Registration; and
- c. 2<sup>nd</sup> and 3<sup>rd</sup> year Surveillance Audits.

Final proposal in excess of the ABC shall automatically be rejected.



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 Member

No.	Item	Specifications	Statement of Compliance Statements of "Comply" or "Not Comply"
1 lot	1	<p><b>VI. SCOPE AND COVERAGE OF SERVICE</b></p> <ol style="list-style-type: none"> <li>1. The 3<sup>rd</sup> Party Certification Audit under ISO 9001:2015 Standards should ensure PRC's compliance to the requirements of the Quality Management System.</li> <li>2. The 3<sup>rd</sup> Party Certification Audit shall cover the Quality Management System (QMS) of the Central Office.</li> <li>3. The Certification Body shall perform the following activities:               <ol style="list-style-type: none"> <li>a. Prepare and submit an Audit Plan for the QMS within five (5) to seven (7) calendar days prior to the confirmed date of scheduled reassessment audit</li> <li>b. Conduct of Audit for Reassessment of Certification of the QMS within seven (7) calendar days from the receipt of the Audit Plan by the Commission's QMR;</li> <li>c. Submission of Audit Report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address at the end of the audit;</li> <li>d. Issue ISO 9001:2015 Certificate with three (3) year validity period subject to the results of the Certification Audit within five (5) days from the receipt of corrective actions on findings and observations noted;</li> <li>e. Conduct of a Surveillance Audit for the 2<sup>nd</sup> year (2023);</li> </ol> </li> </ol>	





# Bids and Awards Committee

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 Professional Regulation Commission  
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 Facsimile: 5-310-0037 / email: bac@prc.gov.ph



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 Vice-Chairperson

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		<p>f. Conduct of Surveillance Audit for the 3<sup>rd</sup> year (2024);</p> <p>g. Provide full report on the operations audited within the content and approved scope of work/deliverables to the PRC within five (5) working days after each initial surveillance and re-classification audit unless otherwise agreed by the PRC.</p> <p>The Report should include suggestions/recommendations on how to address audit findings and observations.</p> <p>The following reports shall be provided, according to the services delivered:</p> <ul style="list-style-type: none"> <li>a. detailed report on Certification Audit;</li> <li>b. detailed report after each surveillance and each re-certification audit;</li> <li>c. detailed report after each additional audit performed by the Certifying Body and agreed with the PRC; and</li> <li>d. whenever applicable, substantiated feedback on the PRC's responses to the outcome of any audit, in particular action plans drawn up in response to audit findings.</li> </ul> <p>An audit report shall include at least:</p> <ul style="list-style-type: none"> <li>a. a summary of the activities performed;</li> <li>b. a statement on the status of the management system of the PRC and the fulfilment of the applicable standard; and</li> <li>c. a technical report with the details of the audit findings, substantiated by relevant objective evidence.</li> </ul>
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		<ol style="list-style-type: none"> <li>4. The Certifying Body shall adhere to the agreed scope of work/deliverables with the prior approval of the PRC.</li> <li>5. The Certifying body shall provide in their audit activities a procedure for client appeals. If Resolutions on good terms for disputes between the PRC and Certifying Body cannot be made, the PRC shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body.</li> <li>6. At all times, the certifying Body shall not be allowed to sub-contract its services to any other person or entity.</li> <li>7. Flexibility in the project schedule shall be allowed subject to the approval of PRC.</li> </ol>	
		<p><b>VII. QUALIFICATIONS OF THE CERTIFYING BODY</b></p> <p>The Certifying Body must meet the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1. Accredited for ISO 9001:2015 certification activities by a national accreditation duly recognized by the Philippine Government such as the Bureau of Products Standards (BPS) of the Department of Trade and Industry (DTI);</li> <li>2. The Certifying Body must present its company profile and list of clients highlighted related projects, the scope of work and implementation methodology as reflected in the Curriculum Vitae of the proposed certification team. Included in the submission are the supporting documents e.g. certifications of the audit team members, as shown by its company profile;</li> <li>3. The certifying body must have been in existence for the last five (5) years as evidenced by the SEC registration</li> </ol>	



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		<p>or DTI Certification, and have at least five (5) years ISO auditing experience;</p> <p>4. To include in the proposal, the audit activities and a procedure for client appeals. Any dispute which may arise between PRC and the Certifying Body shall be resolved amicably in good faith. However, PRC shall be afforded the right to lodge appeals about the decisions of the audit team through the accreditation body. Further, the parties are not precluded from resorting to any legal remedy that may be available to them;</p> <p>5. The Certifying Body must present proof that it has a good track record of certifying government agencies for quality management system (photocopy of certificate); and</p> <p>6. The certifying body must submit a sworn statement (separate sworn statement duly notarized) attesting that the company, or any member of the audit/surveillance team, has not provided quality management system consulting services for PRC.</p> <p>Further, the Sworn Statement should also attest that the Certifying Body audit teams, including surveillance and re-certification audit, has:</p> <p>a. At least one (1) certified international certifying body for auditors to conduct audits in the name of the Certifying Body;</p> <p>b. All team members must be certificated with the ISO 9001:2015 standards and in Internal Quality Audit;</p> <p>c. At least one (1) team member is with actual hands-on experience in auditing government services, particularly the Quality</p>	
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		<p>Management System (QMS) Process Scope;</p> <p>d. At least one (1) team member shall have relevant public sector specific experience for all relevant ISIC codes (For PRC, L75 Public Administration);</p> <p>e. At least one (1) auditor of the initial team should participate in all audits of the three-year cycle;</p> <p>f. At least two (2) members shall have a minimum of three (3) audits experience under ISO 9001:2015; and</p> <p>g. All team members must show utmost restraint, respect and protocol to the auditees who are all public officials.</p>	
		<p><b>VIII. RESPONSIBILITIES OF THE CERTIFYING BODY</b></p> <p>a. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19001:2002 – Guidelines for Quality and/or Environmental Management Systems Auditing.</p> <p>b. Adhere to the agreed scope of work/ deliverables approved by PRC.</p> <p>c. Provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to PRC at the end of each initial and surveillance audits otherwise agreed by PRC.</p> <p>d. All information reviewed and recorded by the Certifying Body audit team would be treated in the strictest confidence at all times.</p>	



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**IX. CONFIDENTIALITY AND IMPARTIALITY CLAUSE**

1. Except with prior written consent from the PRC, the Certifying Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certifying Body make public the findings, observations, recommendations in the course of, or as a result of, the services.
2. The Certifying Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

**X. ENGAGEMENT FEE**

1. In consideration of the services to be performed by the Certifying Body, the PRC shall make to the former the payments which shall be made in Philippine currency for the following schedule:

Item	Deliverables	Schedule of Payment	Amount
1	Audit Plan / Audit Report for Reassessment Audit (1 <sup>st</sup> Year - 2022)	40% of the Approved Budget for the Contract	Php.226,667.00
2	ISO 9001:2015 Certificate (1 <sup>st</sup> Year - 2022)	10% of the Approved Budget of the Contract	<u>Php.56,666.00</u>
	Sub-Total FY 2022		Php.283,333.00
3	Surveillance Audit Report (2 <sup>nd</sup> year – 2023)	25% of the Approved Budget for the Contract	Php.141,667.00
4	Surveillance Audit Report (3 <sup>rd</sup> year – 2024)	25% of the Approved Budget for the Contract	Php.141,667.00
<b>TOTAL</b>		<b>100%</b>	<b>Php. 566,667.00</b>



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		<p>2. Payment shall be based on the completion of the activities as evidenced by the submission and acceptance of the above-mentioned required deliverables.</p> <p>3. In order to protect the interest of the Philippine Government, the PRC may refuse payment when there is evident failure by the Certifying Body to comply with the terms and conditions in the delivery of services agreed hereto.</p>																	
		<p><b>XI.VENUE OF THE ISO 9001:2015 AUDIT</b></p> <p>The venue of the Audit is at its Principal Office address in Sampaloc, Manila, and in the Philippine International Convention Center (PICC) if conducted <i>via</i> face-to-face. However, remote auditing will be accepted during a government declared pandemic.</p> <p>Any change in venue or address of the auditee shall promptly be communicated.</p>																	
		<p><b>XII.PERIODS OF DELIVER</b></p> <table border="1" data-bbox="613 1390 1222 1809"> <thead> <tr> <th></th> <th>Delivery</th> <th>Dates</th> <th>Output</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>Issuance of the ISO 9001:2015 Certificate</td> <td>30 days after the conduct of the audit</td> <td>ISO 9001:2015 Certification</td> </tr> <tr> <td>b.</td> <td>Conclusion of the Surveillance Audit (2023)</td> <td>September 2023</td> <td>Renewal of ISO 9001:2015 Certificate</td> </tr> <tr> <td>c.</td> <td>Conclusion of the Surveillance Audit (2024)</td> <td>September 2024</td> <td>Renewal of ISO 9001:2015 Certificate</td> </tr> </tbody> </table>		Delivery	Dates	Output	a.	Issuance of the ISO 9001:2015 Certificate	30 days after the conduct of the audit	ISO 9001:2015 Certification	b.	Conclusion of the Surveillance Audit (2023)	September 2023	Renewal of ISO 9001:2015 Certificate	c.	Conclusion of the Surveillance Audit (2024)	September 2024	Renewal of ISO 9001:2015 Certificate	
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1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.



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3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a) (ii) and/or **GCC** Clause 2.1 (a) (ii).

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE-REBID

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



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## OFFICIAL BID FORM FINANCIAL

Date: \_\_\_\_\_  
Invitation to Bid No: 2022-25

### To: PROFESSIONAL REGULATION COMMISSION

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer the **ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT FOR RE-ASSESSMENT OF CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION-CENTRAL-OFFICE-REBID** with Approved Budget for the Contract of Five Hundred Sixty-Six Thousand Six Hundred Sixty-Seven (P566,667.00) Pesos - (ITB No. 2022-15).

In conformity with the said PBDs for the sum of Total Bid Price:

**TOTAL BID PRICE for the Project (Inclusive of all taxes and bank charges):**

YEAR	ABC	BID PRICE
FY 2022	Php. 283,333.00	
FY 2023	Php. 141,667.00	
FY 2024	Php. 141,667.00	
<b>TOTAL</b>	<b>Php. 566,667.00</b>	

\_\_\_\_\_  
\_\_\_\_\_  
(In Words)

If our Bid is accepted, we undertake:

To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;





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To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of \_\_\_\_\_ [name of the bidder] as evidenced by the attached \_\_\_\_\_ [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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