



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES

REQUEST FOR QUOTATION

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites **EXTERNAL AUDITOR** for **ISO 9001:2015 QMS Initial Certification Audit** of the **National Library of the Philippines**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Qty	Item Description	Total ABC
1 Lot	<p>NLP ISO 9001:2015 QMS Initial Certification Audit Target Date of Initial Audit: August 6-10, 2018 No. of Personnel: 171 Requirements:</p> <ul style="list-style-type: none"> • The CERTIFICATION BODY is, at the minimum, a Department of Trade and Industry – Philippine Accreditation Office (DTI-PAO) Accredited Certification Body with PNS ISO/IEC 17021:2011 to provide Quality Management Systems (QMS) certification to ISO 9001:2008 for L75: Public Administration scope. • The CERTIFICATION BODY must have at least five (5) years ISO 9001 auditing experience • The CERTIFICATION BODY shall conduct Pre-Audit • The CERTIFICATION BODY shall conduct ISO 9001:2015 Certification Audit of the NLP QMS being implemented by all the Processes/Division/Offices (P/D/O) in the Institution and issue the corresponding Certificate for the purpose. The following processes shall be covered by the audit procedure: <ul style="list-style-type: none"> I. Management Process <ul style="list-style-type: none"> a. Office of the Directors II. Core Processes <ul style="list-style-type: none"> a. Acquisition Process <ul style="list-style-type: none"> 1. Collection Development Division 2. Copyright Section b. Preservation and Conservation <ul style="list-style-type: none"> 1. Filipiniana Division c. Access <ul style="list-style-type: none"> 1. Reference Division 2. Public Libraries Division 3. Filipiniana Division d. Production <ul style="list-style-type: none"> 1. Research and Publications Division 2. Catalog Division 3. Bibliographic Services Division 4. Public Libraries Division III. Support Processes <ul style="list-style-type: none"> a. Procurement Management <ul style="list-style-type: none"> 1. Supply Section, FAD b. Human Resource Management <ul style="list-style-type: none"> 1. Human Resource, FAD c. Financial Management <ul style="list-style-type: none"> 1. Budget Section, FAD d. Physical Resources Management 	P380,000.00

	<p>1. Maintenance Section, FAD</p> <p>e. Documentation Management and Maintenance and Retention of Documented Information</p> <p>1. Records Section, FAD</p> <p>f. Information and Communication Technology Management</p> <p>1. Information Technology Division</p> <ul style="list-style-type: none"> • The CERTIFICATION BODY shall have adequate technical and Management capability in conducting the audit • The CERTIFICATION BODY shall have the capacity to deploy the necessary number of key experts per unit area • The CERTIFICATION BODY shall submit necessary documents: <ul style="list-style-type: none"> 1. Pre-Audit Plan, Completion of Pre-Audit, Report 2. Document Review Report 3. Audit Plan, Completion of Initial Audit, Audit Report 4. Issuance of ISO 9001:2015 Certificate to the NLP • The CERTIFICATION BODY shall conduct 1st and 2nd Surveillance Audits <ul style="list-style-type: none"> ➤ Upon completion of Audit activities, the CERTIFICATION BODY shall submit: Completion and Submission of Audit Surveillance Report of 1st and 2nd Surveillance Audits • The CERTIFICATION BODY shall coordinate with the NLP overall Quality Management System (QMS) Leader on all matters relating to the contract implementation • The CERTIFICATION BODY or any person/entity connected to the NLP certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of NLP Overall QMS Leader • The CERTIFICATION BODY shall, within fifteen (15) days from the end of contract, turn over to the NLP Overall QMS Leader all documents pertaining to the implementation of this project, such as, but not limited to, pending documentary requests within its custody or control or within the custody or control of any person/entity operating on its behalf. 	
	<p>Quotation should be VAT inclusive.</p> <p>Date of Initial Audit may be change.</p>	
	TOTAL	P380,000.00

Submit your quotation duly signed by you or your representative and of the following eligibility requirements:

1. Latest Tax Clearance Certificate
2. PhilGEPS Certificate of Registration

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. National Library of the Philippines shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

For further information, please refer to:

RICA JANE SANTOS
RHODORA JULIAN
BAC Secretariat
T.M. Kalaw St., Ermita, Manila
Tel. No. 336-7200 loc. 215/418

Sealed Bids must be delivered to the address above on or before **July 19, 2018 5:00 P.M.** Late bid shall not be accepted. Bids higher than the ABC shall be automatically disqualified.

The NATIONAL LIBRARY OF THE PHILIPPINES reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

Sgd. EDGARDO B. QUIROS
BAC Chairperson