



Republic of the Philippines  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
Bids and Awards Committee

**REQUEST FOR QUOTATION**

The **NATIONAL LIBRARY OF THE PHILIPPINES** through its Bids and Awards Committee invites bidders / suppliers to bid for the **Procurement of ISO 9001:2015 3<sup>rd</sup> Party Audit (Reassessment Audit) for the National Library of the Philippines**. Bidding will be through **LOT Bidding**. Bids received in excess of the **Approved Budget Contract of (Php257,600.00)** shall be automatically rejected at bid opening.

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
1	Lot	<p><b>Reassessment to NLP ISO 9001:2015 QMS</b> Target Date of Initial Audit: <u>September 22-23, 2021</u> No. Of Personnel: 186 Requirements:</p> <ul style="list-style-type: none"><li>● The CERTIFICATE 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 System (QMS) certification to ISO 9001:2008 for L75: Public Administration scope.</li><li>● The CERTIFICATION BODY must have at least five (5) years ISO 9001 auditing experience</li><li>● The CERTIFICATION BODY shall conduct Pre-Audit</li><li>● The CERTIFICATION BODY shall conduct ISO 9001:2015 Certification Audit of the NLP QMS being implemented by all the Processes/Division/Office (P/D/O) in the Institution and issue the corresponding Certificate for the purpose.</li></ul> <p>The following processes shall be covered by the audit procedure:</p> <p>I. Management process a. Office of the Directors</p> <p>II. Core Processes a. Acquisition Processes 1. Collection Development Division 2. Copyright Section b. Preservation and Conservation 1. Filipiniana Division c. Access 1. Reference Division 2. Public Libraries Division 3. Filipiniana Division</p>			

NLP Building T.M. Kalaw Street, Ermita, Manila 1000, Philippines  
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web.nlp.gov.ph ; bac@nlp.gov.ph





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		<p>d. Production</p> <ol style="list-style-type: none"> <li>1. Research and Publications Division</li> <li>2. Catalog Division</li> <li>3. Bibliographic Services Division</li> <li>4. Public Libraries Division</li> </ol> <p>III. Support Processes</p> <ol style="list-style-type: none"> <li>a. Procurement Management       <ol style="list-style-type: none"> <li>1. Supply Section, FAD</li> </ol> </li> <li>b. Human Resource Management       <ol style="list-style-type: none"> <li>1. Human Resource, FAD</li> </ol> </li> <li>c. Financial Management       <ol style="list-style-type: none"> <li>1. Budget Section, FAD</li> </ol> </li> <li>d. Physical Resources Management       <ol style="list-style-type: none"> <li>1. Maintenance Section, FAD</li> </ol> </li> <li>e. Documentation Management and Maintenance and Retention of Documented Information       <ol style="list-style-type: none"> <li>1. Records Section, FAD</li> </ol> </li> <li>f. Information and Communication Technology Management       <ol style="list-style-type: none"> <li>1. Information Technology Division</li> </ol> </li> </ol> <ul style="list-style-type: none"> <li>● The CERTIFICATION BODY shall have adequate technical and management capability in conducting the audit</li> <li>● The CERTIFICATION BODY shall have the capacity to deploy the necessary number of key experts per unit area</li> <li>● The CERTIFICATION BODY shall submit necessary documents:       <ol style="list-style-type: none"> <li>1. Pre-Audit plan, Completion of pre-audit, Report</li> <li>2. Document Review Report</li> <li>3. Audit Plan, Completion of Initial Audit, Audit Report</li> <li>4. Issuance of ISO 9001:2015 Certificate to the NLP</li> </ol> </li> <li>● The CERTIFICATION BODY shall conduct 1<sup>st</sup> and 2<sup>nd</sup> surveillance Audits       <ul style="list-style-type: none"> <li>▶ Upon completion of Audit activities, the CERTIFICATION BODY shall submit: Completion and Submission of Audit surveillance Report of 1<sup>st</sup> and 2<sup>nd</sup> Surveillance Audits</li> </ul> </li> <li>● The CERTIFICATION BODY shall coordinate with the NLP overall Quality Management System (QMS) Leader on all matters relating to the contract implementation</li> </ul>		
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		<ul style="list-style-type: none"><li>● 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</li><li>● The CERTIFICATION BODY shall, within (15) days from the end of contract, turn over to the NLP Overall QMS Leader all documents pertaining to the implementation of the project, such as, but not limited to, pending documentary requests within its custody or control or any person/entity operating on its behalf</li></ul>			
		Quotation should be VAT inclusive and valid for 3 months. Date of Initial Audit may be change.			
				<b>TOTAL</b>	<b>257,600.00</b>

Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- 33.3.1. Latest Income/ Business Tax Returns
- 33.3.2. Mayor's/Business Permit
- 33.3.3. PhilGEPS Certificate of Registration

Bidding is restricted to Filipino citizens/sole proprietorship, 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.

Contract/delivery schedule is within Ten (10) days upon received of Notice to Proceed.

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:

**MARIE JOY H. BESTOIR**  
**ELEANOR C. SIYANG**  
**PHIL MARC JACINTO**  
BAC Secretariat  
T.M. Kalaw St., Ermita, Manila  
Tel. No. 5336-7200 loc. 406  
Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **September 24, 2021 5:00 pm**. Aside from the

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electronic copy of your original financial bid offer and documentary requirements, please email also an excel (.xlsx) format of your financial bid offer.

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.SUSAN J. FETALCO**  
BAC Chairperson