



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
FPA Bldg, BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.  
Tel. Nos. 8920-8573, 8441-1601, 8922-3368  
E-mail add: fpacentral77@gmail.com | Website: <http://fpa.da.gov.ph>

### NOTICE OF AWARD

August 2, 2021

**MS. ISABEL TIU**  
Area Sales Manager  
TUV Rheinland Philippines, Inc.  
G/F La Fuerza Buidling 1  
2241 Don Chino Roces Avenue  
Makati City

Dear **Ms. Tiu**:

We are pleased to inform you that based on the recommendation of the FPA – Bids and Awards Committee per Resolution No. 073021-01 dated July 30, 2021, the purchase order for the Engagement of Services of a Certifying Body for the Renewal of ISO 9001:2015 Certification of the Fertilizer and Pesticide Authority amounting to **one hundred seventy-six thousand four hundred pesos only (Php 176,400.00)** is hereby awarded in your favor.


Kindly coordinate with the BAC Secretariat for the processing and release of the purchase order.

Thank you.

Very truly yours,

  
**WILFREDO C. ROLDAN**  
Executive Director

Conforme:

  
**MS. ISABEL TIU**  
Date: August 3, 2021

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*with prosperous farmers and fisherfolk*





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July 1, 2021

Solicitation No.: **RFQ2021-07-01**


### REQUEST FOR QUOTATION

The Fertilizer and Pesticide Authority, through its Bids and Awards Committee (BAC), invites interested parties for the:

**Engagement of Services of a Certifying Body for the Renewal of ISO 9001:2015  
Certification of the Fertilizer and Pesticide Authority  
Approved Budget for the Contract (ABC): Php 195,000.00**

#### Terms and Conditions:

1. Please see Annex "A" for the Terms of Reference (TOR) of this procurement project.
2. Quotations received in excess of the ABC shall be automatically rejected during its opening.
3. Suppliers must submit their proposal and the supporting documents stipulated in Annex "A".
4. All quotations must be submitted to the FPA-BAC Secretariat through **Mr. Angelo S. Bugarin**. Deadline of submission of quotations is on **July 6, 2021, 5:00 p.m.**
5. All quoted items must be VAT inclusive.
6. Interested suppliers may obtain further information from the BAC Secretariat at the above address or at **8927-3647** during office hours (8:00 am – 5:00 pm) or through electronic mail at this address: [fpa.bac@gmail.com](mailto:fpa.bac@gmail.com).
7. Suppliers must preferably have a Landbank Account relative to the adoption of checkless payment or Direct Payment Scheme. In case other commercial bank account will be used, it will be subjected to the corresponding charges debited from payment transaction.
8. FPA-BAC reserves the right to accept or reject any quotation, annul the procurement process and reject all quotations at any time prior to the Award of Purchase Order without hereby incurring any liability to the affected suppliers.

  
**ROMIROSE B. PADIN**  
Chairperson, Bids and Awards Committee

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## **ANNEX "A" – TERMS OF REFERENCE**

### **ENGAGEMENT OF SERVICES OF A CERTIFYING BODY FOR THE RENEWAL OF ISO 9001:2015 CERTIFICATION OF THE FERTILIZER AND PESTICIDE AUTHORITY**

#### **I. RATIONALE**

Following Executive Order No. 605, s. 2007, otherwise known as "*Institutionalizing the Structure, Mechanisms, and Standards to implement the Government Quality Management Program (GQMP)*," the Fertilizer and Pesticide Authority – Quality Management System (FPA-QMS) was established in December 2017 covering the provisions for the issuance of licenses, registrations, and permits on fertilizer which is mainly being done by the Fertilizer Regulations Division (FRD). On October 15, 2018, the FPA obtained its certification following the PNS ISO 9001:2015. The said certification is valid until October 14, 2021.

With this and as part of the continual improvement of the established management system, the scope of FPA-QMS was expanded in 2019 to cover the provisions for the issuance of licenses, registrations, and permits on fertilizer, pesticide, and other agricultural chemicals. The said expansion of scope includes core and support processes at the FPA Central Office located at the FPA Building, BAI Compound, Visayas Avenue, Diliman, Quezon City where the following organizational units are covered:

1. Office of the Executive Director (OED)
2. Fertilizer Regulations Division (FRD)
3. Pesticide Regulations Division (PRD)
4. Laboratory Services Division (LSD)
5. Finance and Administrative Division (FAD)
6. Planning, Management, and Information Division (PMID).

With this, the objectives of this Terms of Reference (TOR) are as follows:

1. engage/ procure the services of a Certifying Body (CB) for the renewal of ISO 9001:2015 Certification;
2. conduct recertification assessment/ audit of the QMS as a prerequisite for the renewal of the ISO 9001:2015 Certification of FPA; and
3. conduct periodic surveillance assessments/ audits to maintain the aforesaid certification.

#### **II. SCOPE OF SERVICE**

In general, the scope of this engagement are:

1. conduct of recertification assessment/ audit to FPA QMS by the CB covering the expanded scope of certification before the expiration of the initial certification which is due on October 14, 2021;

2. issuance of a renewed ISO 9001:2015 Certification with 3-year validity upon validation of the CB of all corrective actions done relative to the possible nonconformities raised during the recertification assessment/ audit;
3. conduct of periodic surveillance audits on the 1<sup>st</sup> and 2<sup>nd</sup> year of the contract or engagement with the CB.

### **III. QUALIFICATION REQUIREMENTS OF THE CERTIFYING BODY**

1. The CB must have a valid accreditation from the Philippine Accreditation Bureau (PAB).
2. The CB must have an extensive experience on certifying QMS of various government agencies for at least three (3) years.
3. The CB must be able to provide the assessment and surveillance team/s with the following qualifications:
  - a. minimum of three (3) qualified auditors with auditing QMS experience following ISO 9001:2015 Standard for at least 5 years for lead auditor and 3 years for its members;
  - b. each auditor must handle at least one (1) QMS Certification activity of a government agency;
  - c. at least 1 auditor from the initial assessment team shall be assign to participate in the surveillance audit for the 3-year assessment cycle; and
  - d. each auditor must have not provide any consultancy activity related to ISO 9001 to FPA five (5) years prior to audit.
4. The CB shall conduct remote assessment for the recertification and surveillance audits for the entire three (3) years in consideration of the current pandemic situation.
5. The CB shall submit their proposal and the following documentary requirements to the FPA BAC Secretariat within the dates stipulated at the Request for Quotation:
  - a. Company Profile
  - b. Copy of PAB Accreditation Certificate
  - c. PhilGEPS Registry Number
  - d. Business/ Mayor's Permit
  - e. Annual Business Tax Return
  - f. Omnibus Sworn Statement
  - g. Price Quotation and Compliance to this TOR
  - h. Quotation including the Proposal with Plan of Approach and Methodology
  - i. List of Ongoing and Completed Government Projects for at least three (3) years

### **IV. EVALUATION CRITERIA**

The FPA Bids and Awards Committee (BAC) will evaluate the submitted proposal following Section 32.2.1.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 or the 'Quality-Cost Based Evaluation Procedure'. The quoted price weights 20 % in the evaluation criteria and the remaining 80 % is for the content of the submitted proposal. The criteria for evaluating the proposal is found below: