



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>

July 7, 2021

Solicitation No.: **RFQ2021-07-02**

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 12, 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.
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.

(Sgd.) ROMIROSE B. PADIN
Chairperson, Bids and Awards Committee

A food-secure Philippines
with prosperous farmers and fisherfolk



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).

The total number of personnel at the FPA Central Office is ninety-four (94) personnel as of June 30, 2021.

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 1st and 2nd 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:

Criteria for Proposal Evaluation	Weight
1. Applicable Experience and Track Record of the CB a. Years of experience in conducting ISO 9001 QMS Audit and Certification b. ISO certification projects to various government agencies	40 %
2. Qualification of Auditors a. Education b. Experience in auditing ISO 9001 aligned QMS preferably to a regulatory agency	40 %
3. Plan of Approach and Methodology a. Substance of the Proposal b. Completeness of the Proposal c. Clarity of Methodologies and Approaches	20 %
Total	100 %

V. DURATION AND DELIVERABLES OF THE ENGAGEMENT

The term of the engagement shall be for a period of three (3) years upon receipt of the CB of the Notice to Proceed (NTP). The deliverables for this engagement are as follows:

Deliverables	Timeline
1. Audit Plan (Stage 1 & 2)*	shall be submitted at least a month prior to the conduct of each assessment/ audit
2. Recertification Audit	shall be conducted on or before August 20, 2021
3. Initial Audit Report	must be presented at the Closing Meeting of each assessment/ audit
4. Final Audit Report	must be submitted within seven (7) working days after each assessment/ audit unless otherwise agreed by FPA and CB.
5. ISO 9001:2015 Certification with 3-year validity	within a month after the validation of all corrective actions submitted to address any nonconformities found during the Recertification Audit.
6. 1 st Surveillance Audit	shall be conducted one (1) year after the certification was approved and issued

7. 2 nd Surveillance Audit	shall be conducted two (2) years after the certification was approved and issued
---------------------------------------	--

VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND PAYMENT TERMS

The Approved Budget for the Contract (ABC) of the engagement of services of a CB for the renewal of ISO 9001:2015 Certification of FPA is **one hundred ninety-five thousand pesos (PhP 195,000.00)**. The winning CB will be paid through progress payments based on the completion of the following activities as evidence by the submission and acceptance of the required deliverables for the following:

Deliverables	Payment (based on Contract Price)
1. Completion of Recertification Audit and Issuance of ISO 9001:2015 Certification	50 %
2. Completion of 1 st Surveillance Audit	25 %
3. Completion of 2 nd Surveillance Audit	25 %

<p>Conforme:</p> <p>_____</p> <p>Company Name</p> <p>_____</p> <p>Name and Signature of Authorized Representative</p> <p>_____</p> <p>Position</p> <p>_____</p> <p>Date</p>
