



REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines – Central Office (CAAP-CO), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the project described below for Fiscal Year 2025, in accordance with Section 34 of the **Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the “New Government Procurement Act.”

RFQ No.	:	C25-089-08
Name of the project	:	Procurement of Certification Services for CAAP Administrative and Finance Service (AFS) Quality Management System under ISO 9001-2015 Quality Management System (QMS)
Approved Budget for Contract (ABC)	:	Php700,000.00
Terms	:	See the attached Annex “A” for Terms of Reference
Location	:	Procurement Division, CAAP, MIA Road, Pasay City
Delivery term	:	The contract shall be completed within three (3) years from the issuance of the Notice for Compliance after all requirements provided for under the procurement law and its associated rules for the contract are complied
Delivery time	:	8:00 AM – 4:00 PM
Delivery location	:	CAAP Central Office, Old MIA Road, Pasay City

I. SUBMISSION OF DOCUMENTS

Interested suppliers are required to submit the following valid and current documents, which must be: properly paginated, with tabbing, and placed in a sealed long brown envelope; and chronologically arranged in accordance with the list below:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor’s/Business Permit;
3. Valid Tax Clearance Certificate;
4. Latest Income and/or Business Tax Return (Annual or Quarterly);
5. Duly accomplished and original Omnibus Sworn Statement (OSS) in the form prescribed by the NGPA Standard Forms, and if applicable:
 - Original Notarized Secretary’s Certificate, for corporations, partnerships, or cooperatives; or



- Original Special Power of Attorney, for joint ventures, authorizing the signatory to represent the Bidder and sign the OSS (required for ABCs above ₱50,000.00);
6. Original brochure or product literature (if applicable);
 7. Duly accomplished Price Quotation Form, in the prescribed format.

Upon claiming the Contract, the winning supplier shall present the original copies of all documents listed above for verification purposes, or submit a Certified True Copy issued by the relevant government agency. However, original copies of the Omnibus Sworn Statement, Brochure (if applicable), and Price Quotation Form must be included in the submitted sealed quotation/proposal.

II. QUOTATION VALIDITY AND SUBMISSION DETAILS

All price quotations shall remain valid for a period of one hundred twenty (120) calendar days from the date of submission. Interested suppliers must submit their quotation or proposal in person, enclosed in a sealed long brown envelope, on or 24 SEP 2025, not later than 10:00 A.M., at the 3rd Floor, Procurement Division, General Services Building, Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City, Metro Manila. Late submissions shall not be accepted and will be deemed non-compliant.

Addressed to:

THE SECRETARIAT

Canvass and Contract Committee (CCC)
Civil Aviation Authority of the Philippines
Old MIA Road, Pasay City, Metro Manila

Likewise, any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

III. EVALUATION AND AWARD OF CONTRACT

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted either the Single or Lowest Calculated and Responsive Bid (S/LCRB) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

IV. INSPECTION AND ACCEPTANCE

The CAAP Technical Inspection and Acceptance Committee (TIAC) reserves the right to inspect and/or test the goods to verify compliance with the technical specifications.

V. OTHER CONDITIONS

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this September 16, 2025 at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.


ATTY. MARK NESTER T. MENDOZA
Chairperson
Canvass and Contract Committee
Civil Aviation Authority of the Philippines



Annex "A"

PRICE QUOTATION FORM

Date: _____

The Chairperson
Canvass and Contract Committee
Procurement Division, CAAP,
MIA Road, Pasay City

Sir:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:



Procurement of Certification Services for CAAP- Administrative and Finance Services (AFS) Quality Management System under ISO 9001:2015 Quality Management System (QMS)													
Technical Specifications	QTY	Unit	Unit Price	Total Price									
<p>SCOPE OF WORK</p> <p>This engagement will involve the following services to be provided by the Certification Body (CB):</p> <p>1. Certification Audits</p> <ol style="list-style-type: none"> Conduct and reporting of Stage 1 audit Conduct and reporting of Stage 2 audit Issuance of Audit Report/Audit Findings Acceptance Report of Correction/ Corrective Actions Award of ISO 9001:2015 Certificate <p>2. Surveillance Audits</p> <ol style="list-style-type: none"> 1st Annual Surveillance Audit 2nd Annual Surveillance Audit <p>Stage 1 audit is intended to review on-site the overall readiness of the ISO 9001:2015 QMS of CAAP – AFS to proceed to Stage 2 audits.</p> <p>Stage 2 audit is intended to review the effective implementation and compliance of CAAP – AFS ISO 9001:2015 QMS with the end view of confirming its overall effectiveness to achieve its objectives.</p> <p>The surveillance audit is intended to review the continued maintenance of CAAP-AFS ISO 9001:2015 QMS and achieve its objectives.</p> <p>3. TIMELINESS OF ENGAGEMENT</p> <p>3-year Audit Activities</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Output</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Stage 1 Audit</td> </tr> <tr> <td>1. Preparation of Stage 1 Audit plan</td> <td>Stage 1 <u>Audit Plan</u></td> <td>Within 10 calendardays upon receipt of the Notice to Proceed (NTP)</td> </tr> </tbody> </table>	Activity	Output	Timeline	Stage 1 Audit			1. Preparation of Stage 1 Audit plan	Stage 1 <u>Audit Plan</u>	Within 10 calendardays upon receipt of the Notice to Proceed (NTP)	units	15		
Activity	Output	Timeline											
Stage 1 Audit													
1. Preparation of Stage 1 Audit plan	Stage 1 <u>Audit Plan</u>	Within 10 calendardays upon receipt of the Notice to Proceed (NTP)											



2. Conduct of Stage 1 Audit	Stage 1 <u>Audit conducted</u>	Within 30 calendar days upon receipt of NTP				
3. Submission of Stage 1 Audit Report	Audit Report/Audit Findings	Within 10 working days after Stage 1 Audit				
4. Evaluation of Correction/ Corrective Actions of Stage 1 Audit Findings	Acceptance Report of Correction/ Corrective Actions	Within 10 calendar days upon receipt of the correction/corrective actions				
Stage 2 Audit						
1. Preparation of Stage 2/ Certification Audit Plan	Stage 2/Certification Audit Plan	Within 7 calendar days after Stage 1 Audit				
2. Conduct of Stage 2/ Certification Audit	Stage 2 Audit conducted	Within 120 calendar days upon receipt of NTP				
3. Submission of Stage 2 Audit Report	Audit Report/Audit Findings	Within 10 working days after Stage 2 Audit				
4. Evaluation of Correction/Corrective Actions of Stage 2/ Certification Audit Findings	Acceptance Report of Correction/ Corrective Actions	Within 10 calendar days upon receipt of the correction/corrective actions				
Activity	Output	Timeline				
Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate	Within 15 calendar days upon acceptance of Correction/ Corrective Actions				
1st and 2nd Surveillance Audits						
3. Surveillance audit planning	Surveillance audit plan	Within year 1 after the certification Within year 2 after the certification				
4. Conduct of annual surveillance audit	Annual Surveillance audit reports: • 1 st Surveillance Audit Report • 2 nd Surveillance Audit Report					
1. Schedule of Audit Sampling						
Audit Activity	Man-Day	No. of Audit Sites				
Certification Audit - Stage 1	2	1 - CAAP - AFS				
Certification Audit - Stage 2	6	1 - CAAP - AFS				
1 st Surveillance Audit	6	1 - CAAP - AFS				
2 nd Surveillance Audit	6	1 - CAAP - AFS				
Total	20					
2. Personnel Complement (as of April 2025)						
	Permanent Sites	Total Manpower				
		Permanent	Job Order	Contract of Service	Outsourced	TOTAL
1.	Civil Aviation Authority of the Philippines (CAAP) Head Office: - AFS Building - Old MIA Road corner Ninoy Aquino Avenue, Pasay City	44	6	10	230	290
Source: CAAP-HRMD, Talent Acquisition and Career Management Team						
xxx nothing follows xxx						

units 15



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Total (Inclusive of VAT)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Position

Name of Company

Contact No.

Email Address



TERMS OF REFERENCE

Name of Project	:	Procurement of Certification Services for CAAP- Administrative and Finance Services (AFS) Quality Management System under ISO 9001:2015 Quality Management System (QMS)
Approved Budget	:	Php 700,000.00
Delivery Period	:	Refer to item II of the Technical Specification
Delivery Location	:	CAAP Central Office, CAAP Compound, MIA Road corner Ninoy Aquino Avenue, 1300 Pasay City, Metro Manila Philippines
Terms of Payment	:	Refer to item VIII of the Technical Specification

Technical Specifications:

I. SCOPE OF WORK

This engagement will involve the following services to be provided by the Certification Body (CB):

1. Certification Audits

- a. Conduct and reporting of Stage 1 audit
- b. Conduct and reporting of Stage 2 audit
- c. Issuance of Audit Report/Audit Findings
- d. Acceptance Report of Correction/ Corrective Actions
- e. Award of ISO 9001:2015 Certificate

2. Surveillance Audits

- a. 1st Annual Surveillance Audit
- b. 2nd Annual Surveillance Audit

Stage 1 audit is intended to review on-site the overall readiness of the ISO 9001:2015 QMS of CAAP – AFS to proceed to Stage 2 audits.



Stage 2 audit is intended to review the effective implementation and compliance of CAAP – AFS ISO 9001:2015 QMS with the end view of confirming its overall effectiveness to achieve its objectives.

The surveillance audit is intended to review the continued maintenance of CAAP-AFS ISO 9001:2015 QMS and achieve its objectives.

II. TIMELINESS OF ENGAGEMENT

3-year Audit Activities

Activity	Output	Timeline
Stage 1 Audit		
1. Preparation of Stage 1 Audit plan	Stage 1 Audit Plan	Within 10 calendardays upon receipt of the Notice to Proceed (NTP)
2. Conduct of Stage 1 Audit	Stage 1 Audit conducted	Within 30 calendars days upon receiptof NTP
3. Submission of Stage 1 Audit Report	Audit Report/Audit Findings	Within 10 workingdays after Stage 1 Audit
4. Evaluation of Correction/ Corrective Actions of Stage 1 Audit Findings	Acceptance Report of Correction/ Corrective Actions	Within 10 calendar days upon receipt of the correction/corrective actions
Stage 2 Audit		
1. Preparation of Stage 2/ Certification Audit Plan	Stage 2/Certification Audit Plan	Within 7 calendar days after Stage 1Audit
2. Conduct of Stage 2/ Certification Audit	Stage 2 Auditconducted	Within 120 calendar days upon receipt of NTP
3. Submission of Stage 2 Audit Report	Audit Report/Audit Findings	Within 10 workingdays after Stage 2 Audit



4. Evaluation of Correction/Corrective Actions of Stage 2/ Certification Audit Findings	Acceptance Report of Correction/ Corrective Actions	Within 10 calendar days upon receipt of the correction/corrective actions
Activity	Output	Timeline
Issuance of ISO 9001:2015 Certificate	ISO 9001:2015 Certificate	Within 15 calendar days upon acceptance of Correction/ Corrective Actions
1st and 2nd Surveillance Audits		
3. Surveillance audit planning	Surveillance audit plan	Within year 1 after the certification Within year 2 after the certification
4. Conduct of annual surveillance audit	Annual Surveillance audit reports: <ul style="list-style-type: none"> • 1st Surveillance Audit Report • 2nd Surveillance Audit Report 	

1. Schedule of Audit Sampling

Audit Activity	Man-Day	No. of Audit Sites
Certification Audit – Stage 1	2	1 - CAAP - AFS
Certification Audit – Stage 2	6	1 - CAAP - AFS
1 st Surveillance Audit	6	1 - CAAP - AFS
2 nd Surveillance Audit	6	1 - CAAP - AFS
Total	20	

2. Personnel Complement (as of April 2025)



	Permanent Sites	Total Manpower				
		Permanent	Job Order	Contract of Service	Outsourced	TOTAL
i.	Civil Aviation Authority of the Philippines (CAAP) Head Office: - AFS Building - Old MIA Road corner Ninoy Aquino Avenue, Pasay City	44	6	10	230	290

Source: CAAP-HRMD, Talent Acquisition and Career Management Team

III. IMPLEMENTING ARRANGEMENTS

1. Responsibilities of the Certifying Body (CB):

- a. Prior to any execution of activities related to this Terms of Reference, the CB's representative shall present the mechanics and rules of the certification process to CAAP QMS Team Leader with the presence of the Overall CAAP – AFS QMC;
- b. The CB's representative shall coordinate all audit activities with the QMS Secretariat for confirmation of audit schedules, including any changes on audit methodology or dates or any delay in the activities related to CAAP-AFS ISO 9001:2015 certification. The representatives from the CB shall coordinate and mutually agree with the CAAP-AFS QMS Secretariat regarding any changes on the date of schedule of the audit or any delay in the activities related to the ISO certification.
- c. The CB shall appoint an audit team to conduct the audit of CAAP-AFS QMS based on the list of recommended CB auditors with curriculum vitae/professional profiles and duly accepted by the CAAP-AFS in accordance with the qualification criteria for CB auditors;
- d. The CB, through its designated representative or audit team leader, shall provide the CAAP-AFS QMS Secretariat a proposed audit plan/itinerary at least ten (10) working days before the audit to enable the proper coordination with concerned, departments, division and section, and their respective personnel, and allow the concerned office to plan for any travel and accommodation, where appropriate;



- e. The CB, through its designated representative or audit team leader, shall submit a written audit report not more than ten (10) working days after completion of an audit as a reckoning for any action required from CAAP-AFS such as submission of corrective action, as appropriate;
- f. The CB, through its designated representative or audit team leader, shall provide written confirmation of the acceptance of corrective actions and/or attestation for the completion of the audit.
- g. The CB shall issue its billing statement/statement of account addressed to the Overall CAAP QMS Team Leader immediately after the completion of the conduct of the audit with either an audit report, confirmation letter, or attestation as a supporting document.

2. Responsibilities of the CAAP-AFS:

- a. The CAAP-AFS, through the CAAP-AFS QMS Secretariat, under the supervision of CAAP – AFS QMT, shall closely coordinate with the CB through its designated representative for the conduct of audits and other certification-related activities such as audit travel and logistics.
- b. The CAAP-AFS QMS Secretariat shall coordinate with respective Department, Division and Section Heads, as well as process owners and staff for any scheduled audits of the CB and subsequent needed corrective actions to be submitted, if any.
- c. The CAAP-AFS QMS Secretariat shall coordinate with the CB for any audit or post-audit communications such as concerning the audit report and attestation.
- d. The CAAP-AFS QMS Secretariat shall initiate immediately the processing of payment upon receipt of the billing statement/statement of account and supporting document from the CB.

IV. DURATION OF THE ENGAGEMENT

1. The services of the CB will be engaged for three (3) years. The project is expected to commence in 2025 and will end in 2027.
2. The conduct of all audits (Stage 1 and 2 audits, surveillance audits) will take place upon the mutual agreement of the parties, with explicit



confirmation of CAAP-AFS through its CAAP-AFS QMS Secretariat.

3. Surveillance audits after the certification audit will be done for two consecutive years based on the date of the Stage 2 Audit.
4. The engagement of the CB will end in accordance with the signed contract.

V. SPECIFIC QUALIFICATIONS

The Certifying Body must comply and provide the procuring entity with the following information and/or supporting documents:

1. The certifying body must have the applicable experience and good track record with at least 10 years of auditing experience and must provide the following:
 - a. Company profile highlighting a minimum of 10 related government certification projects for ISO 9001:2015 Quality Management System including at least 1 Central Office of a National Agency;
 - b. A complete and clear scope of work and implementation/certification methodology;
 - c. Curriculum vitae of the proposed certification audit team with audit experience of at least 5 years, including auditing of Public Administration/Government Service under ISO 9001:2015 with at least 5 Government Agencies;
 - d. Valid PhilGEPS Platinum registration certificate.
2. The certifying body shall have an active accreditation with the Department of Trade and Industry-Philippine Accreditation Bureau with PNS ISO/IEC 17021:2018 to provide Quality Management Systems (QMS) certification services for ISO 9001:2015 QMS. Furthermore, the certifying body shall have an SEC-registered office in the Philippines.

Notes:

1. *In addition to the audit of the Central Office, covers all regional offices once during the three-year certification cycle.*
2. *The Participating CBs must ensure sufficient job capacity/audit workload relative to capacity to conduct CAAP-AFS Stage 1, Stage 2, and Surveillance Audits at agreed/determined timelines.*
3. *All information reviewed and recorded by the certification body audit team will be always treated in the strictest confidence.*



VI. EVALUATION AND SELECTION CRITERIA

The Certifying Body shall be evaluated based on the Quality-Cost Based Evaluation. Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

Evaluation Criteria	Rating
Accredited by Department of Trade and Industry-Philippine Accreditation Bureau (PAB) with PNS ISO/IEC 17021:2018 and shall have an SEC-registered office in the Philippines and a Valid PhilGEPS Platinum registration certificate	20%
A minimum of 10 years auditing experience and a minimum of 10 related government certification projects for ISO 9001:2015 Quality Management System including at least 1 Central Office of a National Agency	30%
Certification Audit Team has an audit experience of at least 5 years, including auditing of Public Administration/Government Service under ISO 9001:2015 with at least 5 Government Agencies	30%
A complete and clear scope of work and implementation/certification methodology	10%
Within the Approved Budget for the Contract (ABC), with a transparent all-inclusive breakdown	10%
Total	100%

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The engagement of the Certification Body who will provide the ISO 9001:2015 Certification Services will cover a period of three (3) years with an ABC of not more than **Seven Hundred Thousand Pesos (Php 700,000.00)**, inclusive of all applicable government taxes, charges, and fees.



VIII. TERMS OF PAYMENT

The progress payment for the services of the Certification Body will be made after completion of audit/s supported by Statement of Account/Billing Statement and output, to wit:

Phase	Output	Payment
1 st Payment - After completion of Stage 2 Audit/Certification Audits	Audit Report and/or Certificate/Attestation	50% of total contract cost
2 nd Payment - 1 st Surveillance Audit		25% of total contract cost
3 rd Payment - 2 nd Surveillance Audit		25% of total contract cost

1 st Payment - After completion of Stage 2 Audit/Certification Audits	Audit Report and/or Certificate/Attestation	50% of total contract cost
2 nd Payment - 1 st Surveillance Audit		25% of total contract cost
3 rd Payment - 2 nd Surveillance Audit		25% of total contract cost

Prepared by:

Approved by:


MARY MAGDALENE S. POSERAN
 QMS Consultant
 SQMO


MS. NELSIE M. FABILA
 Corporate Executive Officer IV
 SQMO