



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



**REQUEST FOR QUOTATION**

RFQ No.: **2024-06-0075**

Date : June 04, 2024

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**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

**ALVIN P. DIAZ**  
 Director IV  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	LOT	<b>PROCUREMENT OF ISO 27001:2002 CERTIFICATION BODY</b> <i>SEE ATTACHED TERMS OF REFERENCE</i>	₱800,000.00	₱800,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b> <b>3. Latest Income/Business Tax Return</b>  Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: <b>4. Duly notarized Omnibus Sworn Statement</b>		
<b>TOTAL AMOUNT</b>				<b>₱800,000.00</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

**Canvassed by:**

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**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

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**DEPARTMENT OF FINANCE**  
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**REQUEST FOR QUOTATION**

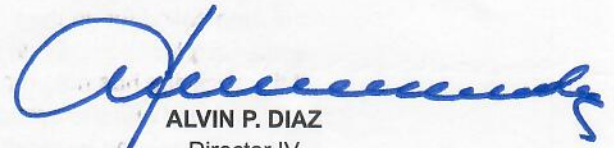
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**Canvassed by:**

\_\_\_\_\_

**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TERMS OF REFERENCE**  
**PROCUREMENT OF ISO 27001:2022 CERTIFICATION BODY**  
 Request for Quotation (RFQ) No. 2024-06-0075 dated June 04, 2024

**I. ICT PROJECT SCOPE**

1. The scope of services to be provided by the certification body shall include the following:

<p>a. Certification Audit –</p> <ul style="list-style-type: none"> <li>• Stage 1 - one (1) day</li> <li>• Stage 2 - one (1) day</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and submit certification audit plan</li> </ul>
<p>b. Issuance of ISO 27001:2022 Certificate valid for three (3) Years</p>	<ul style="list-style-type: none"> <li>• Conduct certification audit; and</li> <li>• Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 27001:2022 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site/online audit</li> </ul>
<p>c. Surveillance Audit for the 2<sup>nd</sup> year (Year 2025) – One (1) day</p>	
<p>d. Surveillance Audit for the 3<sup>rd</sup> year (Year 2026) – One (1) day</p>	

2. The certification body shall adhere to the agreed scope of work or deliverables with the prior approval of the CMIO.
3. The certification body shall include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certification body cannot be made, DOF shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator.
4. The certification body audit team shall provide a full report on the operations audited consistent with the approved scope of work/deliverables to the DOF within five (5) working days of each initial assessment, surveillance and recertification audit unless otherwise agreed by the DOF.

**II. TECHNICAL SPECIFICATIONS**

Item	Specification
<b>a. Detailed Minimum Specifications of the Items to be Procured</b>	
Services of ISO 27001:2022 Certification Body for the Central Management Information Office (CMIO) of the DOF	<ol style="list-style-type: none"> <li>1. Stage 1 audit</li> <li>2. Stage 2 audit</li> <li>3. Issuance of ISO 27001:2022 Certificate (valid for three (3) years)</li> <li>4. 1<sup>st</sup> Surveillance Audit (Year 2)</li> <li>5. 2<sup>nd</sup> Surveillance Audit (Year 3)</li> <li>6. Period of three (3) years starting CY 2024 and shall end on CY 2026</li> </ol>
<b>b. Manpower Requirement</b>	
	Please refer to the Special Conditions of the Contract.
<b>c. Inspection and Test Requirement</b>	
	<i>Not Applicable</i>

<b>d. Support Service Requirements</b>	
	<p><b>Responsibilities of the Certification Body</b></p> <ol style="list-style-type: none"> <li>1. At least one (1) auditor of the initial team should participate in all audits of the three-year audit cycle.</li> <li>2. The certification body shall provide the DOF its company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.</li> <li>3. The certification body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19001:2002 – Guidelines for Quality and/or Environmental Management Systems Auditing.</li> <li>4. In cases of appeals and/or complaints against the content of the audit or the certification process, escalation of such must be up to the head auditor only.</li> <li>5. The certification body must address and respond to any concerns/inquiries/questions raised by the DOF within a maximum period of 48 hours or else it may lead to poor performance.</li> </ol>
<b>e. Special Conditions of the Contract</b>	
	<p><b>Qualification of Certification Body</b></p> <ol style="list-style-type: none"> <li>1. The certification body shall be duly accredited by Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry.</li> <li>2. In order to avoid conflict of interest, the certification body should have no service contract within the DOF to provide site-specific auditor training to a particular group/unit during the prior two-year period. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting services.</li> <li>3. Must have experience in the Philippine government ISO/ISMS auditing and certification, preferably an attached agency of the Department of Finance.</li> <li>4. The certification body composed of audit and surveillance teams shall satisfy the following: <ol style="list-style-type: none"> <li>a) The certification body must have at least five (5) years experience in the industry;</li> <li>b) The certification body must have at least two (2) Accreditation on ISO 27001 from the International Accreditation Forum;</li> <li>c) The certification body must have at least one (1) year ISO 27001, but not earlier than ISO 27001:2013, auditing experience in the Information Security related entities;</li> <li>d) At least one (1) team member shall have relevant Information Technology sector experience;</li> <li>e) Audit team members shall have a minimum of one (1) year ISO 27001, but not earlier than 27001:2013, auditing experience; and</li> <li>f) Advance training on ISO 9001 or ISO 27001 Auditing of at least one (1) auditor should not be less than thirty-two (32) hours.</li> </ol> </li> </ol>

	<p><b>Selection of Certification Body</b></p> <p>1. The DOF Bids and Awards Committee shall select the most qualified certification body using the quality cost-based methodology and shall strictly adhere to the pertinent provisions of Republic Act No. 9184, the Government Procurement Reform Act and its Revised Implementing Rules and Regulations.</p> <p>2. The DOF Bids and Awards Committee will adopt the applicable evaluation procedure embodied under the Revised Implementing Guidelines of RA No. 9184.</p>
<b>f. Warranty and Sales Requirements</b>	
	<i>Not Applicable</i>
<b>g. Accreditation Requirement</b>	
	The certification body must provide an accreditation certificate from the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry, obtained/secured for the current year.
<b>h. Existing Certification</b>	
	ISO 27001:2013 Information Security Management System Certified
<b>i. Drawings, Plans or Other Necessary Requirements</b>	
	<i>Not Applicable</i>

**III. SCHEDULE AND TERMS**

The services required shall be for ISO 27001:2022 3rd Party Audit services including surveillance audits.

Item Number	Description	Delivery/Schedule	Total Quantity
1	Services of ISO 27001:2022 Certification Body for the Central Management Information Office of the Department of Finance	Prepare and submit certification audit plan from the issuance of the Notice to Proceed (NTP)	1 lot
	Stage 1 audit	September 2024	
	Stage 2 audit	October 2024	
	Issuance of ISO 27001:2013 Certificate (valid for three (3) years)		
	1 <sup>st</sup> Surveillance Audit (Year 2)	Year 2025	
	2 <sup>nd</sup> Surveillance Audit (Year 3)	Year 2026	

#### IV. PAYMENT TERMS

1. In consideration of the services performed by the certification body, the DOF shall make to the former the following payments which shall be made in Philippine Pesos:

Mode of Payment	Deliverables/ Issuance of Certificates	Amount
Down payment/ advance payment/ mobilization fee (12% of amount)	<ul style="list-style-type: none"><li>• Stage 1 audit</li><li>• Stage 2 audit</li><li>• Issuance of ISO 27001:2013 Certificate (valid for three (3) years)</li></ul>	₱400,000.00 (VAT-inclusive)
	1 <sup>st</sup> Surveillance Audit (Year 2)	₱200,000.00 (VAT-inclusive)
	2 <sup>nd</sup> Surveillance Audit (Year 3)	₱200,000.00 (VAT-inclusive)
	<b>TOTAL</b>	<b>₱800,000.00</b>

2. Payments thereof shall be based on the completion of the activities as evidenced by the submission and acceptance of the required deliverables for the identified processes.
3. Provided, further that the DOF may refuse to make payments when the terms and requirements of the services are not satisfactorily performed by the certification body.
4. DOF shall provide transportation on the days of the stage 1, stage 2 and surveillance audits from the Office of the Certification Body to DOF and back, chargeable against the CMIO Budget.

#### V. MUTUAL AGREEMENT AND NON-DISCLOSURE AGREEMENT

1. Shall follow the DOF template on the mutual agreement and non-disclosure agreement.
2. Except with the prior written consent of the DOF, the certification body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the certification body make public the findings/observations/ recommendations formulated in the course of, or as a result of, the services.
3. The certification body shall value the importance of impartiality in the certification of the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.

*I hereby certify to comply and deliver all the above requirements.*

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

Company Name : \_\_\_\_\_  
Date Signed : \_\_\_\_\_  
Email/Phone No.: \_\_\_\_\_

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Company Name : \_\_\_\_\_

Date Signed : \_\_\_\_\_

Email/Phone No.: \_\_\_\_\_