



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



PURCHASE ORDER
DEPARTMENT OF FINANCE

Supplier : TUV RHEINLAND PHILIPPINES, INC.	P.O. No. : 2024-07-0041
Address : G/F La Fuerza Bldg. 1 2241 Don Chino Roces Ave. Makati City	Date : July 09, 2024
TIN : 239-108-366-000	Mode of Procurement : SMALL VALUE PROCUREMENT

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: DEPARTMENT OF FINANCE - MANILA	Delivery Term : <i>such requirements specified in the TOR</i>
Date of Delivery : _____	Payment Term : GOVERNMENT TERMS


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	PROCUREMENT OF ISO 27001:2022 CERTIFICATION BODY <i>such requirements specified in the approved Terms of Reference (TOR)</i>	1	₱623,840.00	₱623,840.00


TOTAL AMOUNT (In words): Six Hundred Twenty-Three Thousand Eight Hundred Forty Pesos Only **₱623,840.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


 Isabel M. Tiu
Signature over Printed Name of the Supplier
 July 19, 2024
 Date


NIÑO RAYMOND B. ALVINA
 OIC-Undersecretary
 Policy Development and Management Services Group (PDMSG)

Fund Cluster : _____
 Funds Available : _____

ORS/BURS No. : 01101012024-07 - 001452
 Date of ORS/BURS : 7/11/2024
 Amount : ₱ 623,840.00
50241030-02
- CM10 -


LOIDA P. LAGUYO
 Chief Accountant

TERMS AND CONDITIONS

1. Suppliers should see to it that the full services required and quality ordered are delivered within the prescribed period in accordance with the price quotation at the back hereof. This Purchase Order should accompany the delivery Invoices.
2. Suppliers failure to make the delivery when due, the Department of Finance shall impose the following penalties: (a) to deduct for each day of delay 1/10 of one percent of the amount of the delayed delivered item/s or (b) the Department may opt to canvass from one supplier and charge the balance to the herein Suppliers if the price canvassed is lower than the price of herein quoted.
3. Suppliers agree to deliver / render the service ordered only during the official hours of the government except when a special arrangement is made before the acceptance of the Purchase Order by the Suppliers.
4. If the Suppliers cannot serve this Order for any reason he must return this Order accompanied by this written explanation within the period of delivery of the merchandise.
5. Service rendered are subject to government inspection and the DEPARTMENT reserves the right to cancel the Purchase Order and rejects the service delivered if found not in accordance with the specification called in the order.
6. The DEPARTMENT reserves the right to ban or reject any Purchase Order entered into by the herein Suppliers in violation of the above terms and conditions.
7. The Suppliers bond maybe confiscated if the suppliers refuse to accept this Purchase Order and abide by this Terms and Conditions.

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"> • Stage 1 - one (1) day • Stage 2 - one (1) day <p>b. Issuance of ISO 27001:2022 Certificate valid for three (3) Years</p> <p>c. Surveillance Audit for the 2nd year (Year 2025) – One (1) day</p> <p>d. Surveillance Audit for the 3rd year (Year 2026) – One (1) day</p>	<ul style="list-style-type: none"> • Prepare and submit certification audit plan <ul style="list-style-type: none"> • Conduct certification audit; and • 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
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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
a. Detailed Minimum Specifications of the Items to be Procured	
Services of ISO 27001:2022 Certification Body for the Central Management Information Office (CMIO) of the DOF	<ol style="list-style-type: none"> 1. Stage 1 audit 2. Stage 2 audit 3. Issuance of ISO 27001:2022 Certificate (valid for three (3) years) 4. 1st Surveillance Audit (Year 2) 5. 2nd Surveillance Audit (Year 3) 6. Period of three (3) years starting CY 2024 and shall end on CY 2026
b. Manpower Requirement	
Please refer to the Special Conditions of the Contract.	
c. Inspection and Test Requirement	
<i>Not Applicable</i>	

d. Support Service Requirements

Responsibilities of the Certification Body

1. At least one (1) auditor of the initial team should participate in all audits of the three-year audit cycle.
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.
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.
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.
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.

e. Special Conditions of the Contract

Qualification of Certification Body

1. The certification body shall be duly accredited by Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry.
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.
3. Must have experience in the Philippine government ISO/ISMS auditing and certification, preferably an attached agency of the Department of Finance.
4. The certification body composed of audit and surveillance teams shall satisfy the following:
 - a) The certification body must have at least five (5) years experience in the industry;
 - b) The certification body must have at least two (2) Accreditation on ISO 27001 from the International Accreditation Forum;
 - 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;
 - d) At least one (1) team member shall have relevant Information Technology sector experience;
 - e) Audit team members shall have a minimum of one (1) year ISO 27001, but not earlier than 27001:2013, auditing experience; and
 - f) Advance training on ISO 9001 or ISO 27001 Auditing.

	<p>Selection of Certification Body</p> <ol style="list-style-type: none"> 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. 2. The DOF Bids and Awards Committee will adopt the applicable evaluation procedure embodied under the Revised Implementing Guidelines of RA No. 9184.
f. Warranty and Sales Requirements	<i>Not Applicable</i>
g. Accreditation Requirement	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.
h. Existing Certification	ISO 27001:2013 Information Security Management System Certified
i. Drawings, Plans or Other Necessary Requirements	<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		
	Issuance of ISO 27001:2013 Certificate (valid for three (3) years)	October 2024	
	1 st Surveillance Audit (Year 2)	Year 2025	
	2 nd 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:

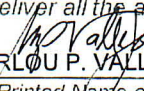
Mode of Payment	Deliverables/ Issuance of Certificates	Amount
Down payment/ advance payment/ mobilization fee (12% of amount)	<ul style="list-style-type: none">• Stage 1 audit• Stage 2 audit• Issuance of ISO 27001:2013 Certificate (valid for three (3) years)	346,080.00
	1 st Surveillance Audit (Year 2)	138,880.00
	2 nd Surveillance Audit (Year 3)	138,880.00
	TOTAL	623,840.00 (Vat inc.)

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.


MARLOU P. VALLEJO

Signature over Printed Name of the Representative

Company Name : TUV Rheinland Philippines, Inc.

Date Signed : June 18, 2024

Email/Phone No.: marlou.vallejo@tuv.com/09989686157