



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7705372
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title Consulting Services of a Certification Body to Conduct Recertification Audit of the ISO 9001:2015 Standard Requirements - REPOST
Area of Delivery Metro Manila

Solicitation Number:	PRA-BAC-21-0031	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	20/05/2021
Approved Budget for the Contract:	PHP 500,000.00	Last Updated / Time	20/05/2021 00:00 AM
Delivery Period:	3 Year/s	Closing Date / Time	25/05/2021 17:00 PM
Client Agency:			
Contact Person:	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203 bac@pea.gov.ph		

Description

The Philippine Reclamation Authority (PRA) shall be engaging the services of ONE (1) Third-Party Certification Body (CB) that will conduct recertification audit of PRA QMS 9001:2015 Standard Requirements" in accordance with existing ISO 9001:2015 auditing standards and Auditor Code of Conduct and Ethics.

The Approved Budget for the Contract (ABC) is Five Hundred Thousand Philippine Pesos (Php500,000.00) which is inclusive of Remuneration cost, Reimbursable costs and the Twelve Percent (12%) VAT. Only proposals not exceeding the ABC shall be considered.

The CB must be accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) with the scope of accreditation covering the process being applied for ISO 9001 certification.

The CB must have at least five (5) years of ISO 9001: 2008/2015 auditing experience and must have CONDUCTED AT LEAST FIVE (5) SIMILAR ENGAGEMENTS within the last five (5) years of which at least two (2) are for government institutions.

The detailed scope of work, expertise required, selection/evaluation procedure, engagement fee and deliverables are in the attached Terms of Reference (TOR) for the Project.

SEE ATTACHED TERMS OF REFERENCE AND REQUEST FOR PROPOSAL FOR COMPLETE DETAILS.

Line Items

Item No.	Product/Service Name	Description	Quantity UOM	Budget (PHP)
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Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati
Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662
Website: www.pea.gov.ph • Email: info@pea.gov.ph

REQUEST FOR PROPOSAL

**Consulting Services of a Certification Body to Conduct Recertification Audit of the
ISO 9001:2015 Standard Requirements**

1. The Philippine Reclamation Authority (PRA) shall be engaging the services of ONE (1) Third-Party Certification Body (CB) that will conduct recertification audit of PRA QMS 9001:2015 Standard Requirements" in accordance with existing ISO 9001:2015 auditing standards and Auditor Code of Conduct and Ethics.
2. The Approved Budget for the Contract (ABC) is **Five Hundred Thousand Philippine Pesos (Php500,000.00)** which is inclusive of Remuneration cost, Reimbursable costs and the Twelve Percent (12%) VAT. Only proposals not exceeding the ABC shall be considered.
3. The CB must be accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) with the scope of accreditation covering the process being applied for ISO 9001 certification.
4. The CB must have at least five (5) years of ISO 9001: 2008/2015 auditing experience and must have CONDUCTED AT LEAST FIVE (5) SIMILAR ENGAGEMENTS within the last five (5) years of which at least two (2) are for government institutions.
5. The detailed scope of work, expertise required, selection/evaluation procedure, engagement fee and deliverables are in the attached Terms of Reference (TOR) for the Project.
6. The services subject of the procurement shall be for a period of three (3) years starting upon receipt of the Notice to Proceed (NTP).
7. The PRA shall evaluate proposals using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating for the selection of the Consultant are as follows:

Criteria	Weight
Applicable Experience and Capability of the Participating Consultant	35%
Qualification and Competence of Auditors to be assigned to the team	35%
Financial Proposal	30%
Total	100%

8. The CB must submit the following documents:
 - A. Valid and current Accreditation from the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI);
 - B. PhilGEPS registration number;
 - C. Valid and current Mayor's/ Business Permit;
 - D. Latest Income/ Business Tax Returns;
 - E. Omnibus Sworn Statement, with Secretary Certificate for partnership or corporation;

- F. Company Profile highlighting related projects, scope of work and implementation methodology (**TPF4**);
- G. List of Government/Private clients, services rendered and contract amount (**SF-CONS-15A**);
- H. Statement on Owners/Principals/Partners and Key Staff (**SF-CONS-17**);
- I. Professional License/Curriculum vitae of Auditors to be assigned (**TPF6**);
- J. Team Composition and Task (**TPF5**); and
- K. FINANCIAL PROPOSAL SUBMISSION FORM (**FPF1**)

Note: * **Valid Certificate of Platinum Membership** issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

GPPB Resolution No. 09-2020 dated 07 May 2020, expired Mayor's/Business Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Mayor's/Business Permit after award of contract but before payment.

** Submission of the Latest Income/Business Tax Return and notarized Omnibus Sworn Statement after award of contract but before payment must be complied.

- 9. The documents stated in Item 8 above, must be submitted to the BAC Secretariat on or before May 25, 2021, 5:00 p.m. at the PRA Office, 7th Floor, Legaspi Towers 200 Bldg., 107 Paseo de Roxas Street, Legaspi Village, Makati City or **ELECTRONICALLY** at bac@pea.gov.ph, in **ONE (1) PDF FILE A4 Size** pursuant to GPPB Resolution No. 09-2020. Please check PRA website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.
- 10. The Proposals must be addressed to Atty. Joseph John M. Literal, BAC Chairperson.
- 11. The PRA reserves the right to reject any and all bids, annul the procurement process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- 12. For further information, the BAC Secretariat may be reached at phone number 8459-5000 local 7800 or email address bac@pea.gov.ph.

(SGD)
Atty. JOSEPH JOHN M. LITERAL
BAC Chairperson

PHILIPPINE RECLAMATION AUTHORITY

TERMS OF REFERENCE

FOR THE ENGAGEMENT OF SERVICES OF A CERTIFICATION BODY TO CONDUCT RECERTIFICATION AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS

1. OBJECTIVE

PRA intends to engage the services of a third-party certification body that will conduct recertification audit of PRA QMS ISO 9001:2015 standard requirements.

2. DEFINITIONS OF TERMS

The following terms used under the TOR shall be understood as follows:

- 2.1 ISO – Stands for *International Organization for Standardization*. It is a worldwide federation of national standards bodies, with representatives from each of the approximately 175 countries.
- 2.2 ISO 9001:2015 – It is the international standard specifying requirements for quality management systems - and is the most prominent approach to quality management systems.
- 2.3 Quality Management System – It is a formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives. A QMS helps coordinate and direct an organization's activities to meet customer and regulatory requirements and improve its effectiveness and efficiency on a continuous basis.

3. SCOPE OF WORK

- 3.1 The Certification Body (CB) hereby undertakes to perform the Project entitled: "For the Engagement of Services of a Certification Body to Conduct Recertification Audit of the PRA QMS 9001:2015 Standard Requirements" in accordance with existing ISO 9001:2015 auditing standards and Auditor Code of Conduct and Ethics.
- 3.2 The CB shall submit to PRA within fifteen (15) working days a recertification audit plan from the issuance of the Notice to Proceed (NTP).
- 3.3 The CB shall perform the following audit services:

<i>1. Stage 2 Audit</i>	<ul style="list-style-type: none">• Conduct Stage 2 audit• Prepare and submit an audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards and suggestions on how to address them.• Issuance of ISO 9001:2015 Certificate valid for three (3) years• Submit surveillance plan for the second year
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2. <i>Surveillance Audit for the 2nd year (2022)</i>	<ul style="list-style-type: none"> • Conduct surveillance audit • Prepare and submit an audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards and suggestions on how to address them. • Issuance of ISO 9001:2015 Certificate relative to the Surveillance Audit • Submit surveillance plan for the third year
3. <i>Surveillance Audit for the 3rd year (2023)</i>	<ul style="list-style-type: none"> • Conduct surveillance audit • Prepare and submit an audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards and suggestions on how to address them. • Issuance of ISO 9001:2015 Certificate relative to the Surveillance Audit

4. QUALIFICATIONS AND REQUIREMENTS FOR THE CERTIFICATION BODY

- 4.1 In compliance with GQMC Memorandum Circular No. 2017-1, the CB shall be accredited by the International Accreditation Forum for ISO 9001 certification activities. Preferably, the CB is accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) with the scope of accreditation covering the process being applied for ISO 9001 certification.
- 4.2 The CB must have at least five (5) years of ISO 9001: 2008/2015 auditing experience.
- 4.3 The CB must have conducted at least five (5) similar engagements within the last five (5) years of which at least two (2) are for government institutions.
- 4.4 The CB shall submit the following eligibility and technical requirements:

CHECKLIST AND TABBING OF ELIGIBILITY AND TECHNICAL REQUIREMENTS

TAB NUMBER	FORM	DESCRIPTION
1		Valid and current Accreditation from the PAB of the DTI
2		Mayor's/ Business Permit
3		PhilGEPS Registration Number
4		Income/Business Tax
5		Omnibus Sworn Statement "with Secretary's Certificate for partnership or corporation"
6	TPF4	Company Profile highlighting the related projects, scope of work and implementation methodology
7	SF-CONS-15A	List of completed Government and Private Contracts, within the last five (5) years
8	SF-CONS-17	Statement on Owners/Principals/Partners and Key Staff
9	TPF6	Professional License/Curriculum Vitae
10	TPF5	Team Composition and Task
11	FPF1	FINANCIAL PROPOSAL SUBMISSION FORM

5. RESPONSIBILITIES OF THE CERTIFICATION BODY

5.1 In order to avoid conflict of interest, certification bodies that have provided quality management system consulting services or site-specific auditor training within the prior two (2) years to a particular group/unit within the PRA, shall not be contracted as CB for the agency.

Note: Consulting refers to the provision of training documentation development, or assistance with implementation of quality management systems to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting.

5.2 The CB shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between the PRA and the CB cannot be made, the PRA shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.

5.3 All information reviewed and recorded by the CB audit team would be treated in the strictest confidence at all times.

5.4 The CB shall adhere to the agreed scope of work/ deliverables which were prior approved by the PRA's selection committee.

5.5 The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work/ deliverables to the PRA within five (5) calendar days of each initial, surveillance and re-certification audit unless otherwise agreed by the PRA.

5.6 The CB shall ensure that, during the certification and 3 year-period, the audit teams, including surveillance, shall satisfy the following:

- a. Consist of five (5) certified auditors with at least two (2) years of experience to conduct audits in the name of CB;
- b. Have team members with background or knowledge on the QMS Process Scope and government procurement process;
- c. No member of the audit team should have provided consultancy for the PRA within two (2) years prior to the audit;
- d. At least one (1) auditor of the initial team should participate in all audits of the three (3) – year audit cycle. For each subsequent audit cycle, different auditors should be used and;
- e. Replacement of any team or team member shall require prior written approval from the PRA.

6. CRITERIA

6.1. The proposals shall be evaluated based on Quality-Cost Based Evaluation. The criteria and rating system for the selection of the winning certifying body are as follows:

Criteria	Weight
Technical Proposal a. Applicable Experience and Capability of the Participating Consultant - No. of years of auditing experience (10%)	35%

<ul style="list-style-type: none"> - Similar engagements completed within five (5) years (10%) - Similar projects conducted in government institutions within the last five (5) years (10%) - Satisfactory Performance (5%) 	
<p>b. Qualification and Competence of Auditors to be assigned to the team</p> <ul style="list-style-type: none"> - Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the CB (10%) - Audit team members with background or knowledge on the QMS Process Scope (10%) - Audit team members with minimum of two (2) years ISO 9001:2015 auditing experience (10%) - Educational attainment/applicable accreditation of Audit Team members (5%) 	35%
Financial Proposal	30%
Total	100%

7. ENGAGEMENT FEE

Cost of engagement of the CB shall be based on agreed contract between the two parties. Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance by PRA of the required deliverables for the identified business processes.

Activities	Deliverables	Amount (Php) (% of Contract Price)	Date of Payment
Conduct of Stage 2 Audit (2021)	Audit Report for 2 nd Stage	30%	Within ten (10) calendar days from receipt by the PRA of the deliverable
	ISO 9001:2015 Certificate valid for three (3) years	40%	Within ten (10) calendar days from receipt by the PRA of the deliverable
2 nd Year Surveillance Audit (2022)	Audit Report	15%	Within ten (10) calendar days after completion of 2 nd Year Surveillance Audit and receipt by the PRA of the deliverable
3 rd Year Surveillance Audit (2023)	Audit Report	15%	Within ten (10) calendar days after completion of 2 nd Year Surveillance Audit and receipt by the PRA of the deliverable

8. DURATION OF SERVICES

The services subject of the procurement shall be for a period of three (3) years starting upon receipt of the NTP.

9. CONFIDENTIALITY AGREEMENT

8.1. Each Party undertakes not to divulge at any time to any third person any confidential information relating to the other, except upon prior written consent of the other or where required under the law or regulation or by a valid order of a court or other governmental authority with competent jurisdiction.

8.2. The CB and its audit team members shall execute and sign a *Confidentiality and Non-Disclosure Undertaking* upon the CB's receipt of the NTP.

10. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) shall be FIVE HUNDRED THOUSAND PESOS (Php 500,000.00) which is inclusive of Remuneration cost, Reimbursable costs and the Twelve Percent (12%) VAT.

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

**TPF 4. Company Profile Highlighting the Related Projects, Scope
of Work and Implementation Methodology**

PHILIPPINE RECLAMATION AUTHORITY

Project Reference:
Project Name: FOR THE ENGAGEMENT OF SERVICES OF A CERTIFICATION BODY TO CONDUCT RECERTIFICATION AUDIT OF THE ISO 9001:2015 STANDARD REQUIREMENTS

SF-CONS-17
STATEMENT ON OWNERS/PRINCIPALS/PARTNERS AND KEY STAFF

Date of Issuance

ATTY. JANILO E. RUBIATO
General Manager and CEO
Philippine Reclamation Authority
7F Legaspi Towers 200 Bldg.
107 Paseo de Roxas Street
Legaspi Village, Makati City

Attention: **ATTY. JOSEPH JOHN M. LITERAL**
Chairperson
Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the Philippine Reclamation Authority (PRA) - Bids and Awards Committee for the **Engagement of Services of a Certification Body to Conduct Recertification Audit of the ISO 9001:2015 Standard Requirements**, we certify that (Name of the Bidder) has the following owners/principals/partners and key staff:

Name and Title	Degree	Years with Firm	Age
1.			
2.			
3.			
4.			
5.			

Attached are their Curriculum Vitae.

Very truly yours,

(Name of Representative of Bidder)
(Position)
(Name of the Bidder)

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

FORMAT OF RELEVANT SERVICES CARRIED OUT IN THE LAST FIVE YEARS THAT BEST ILLUSTRATE QUALIFICATIONS

Name of Firm: _____

Address: _____

Years of Experience in ISO 9001 Auditing Experience: _____

List of Similar Projects Undertaken within the last five (5) years:

No.	Name of Client	Project Name/Description	Project Location	Contract Amount	Date Started	Date Completed	Classification (Government/Private)

Attachment:

Certificate of Satisfactory Completion or Performance, copy of Official Receipt of Final Payment of services rendered issued by the Client or Certificate of Services Rendered issued by any five (5) government/private clients within the last five (5) years which at least two (2) are for government institution.

Submitted by:

(signature over printed name)
 Authorized Representative of the Auditing Firm

FORMAT OF CURRICULM VITAE (CV) FOR PROPOSED AUDITORS

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Years of Experience in ISO Auditing Works: _____

Education:

School	Date Attended	Degree Obtained

Training:

School	Inclusive Date

Employment Record:

Position Held	Company	From	To

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

(Signature)

Date: _____
(Day/Month/Year)

SUBSCRIBED AND SWORN to before me this _____ day of (month) (year) at (place of execution) , Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *(insert type of government identification card used)*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this _____ day of (month) (year) .

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. _____, *(date issued)*, *(place issued)*

IBP No. _____, *(date issued)*, *(place issued)*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

FORMAT OF FINANCIAL PROPOSAL SUBMISSION FORM

Date:

ATTY. JOSEPH JOHN M. LITERAL

Chairperson, Bids and Awards Committee
 Philippine Reclamation Authority
 7/F Legaspi Towers 200 Bldg.
 107 Paseo de Roxas St.
 Legaspi Village, Makati City

Dear Atty, Literal:

I, the undersigned, as the duly authorized representative of **Name of Company**, offer to provide the consulting services for the Conduct of Audit of the PRA QMS ISO 9001:2015.

Our Financial Proposal is for the sum of **(amount in words and figures) inclusive of all applicable taxes** for the duration of three (3) years from the Consultant's actual receipt of the Notice to Proceed (NTP).

Our Financial Proposal shall be binding upon us up to expiration of the Contract.

We confirm that we have read, understood and accept the contents of the Terms of Reference.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Authorized Signature:
 Name and Title of Signatory:
 Name of Firm:
 Address: