Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Attention: _____

Date: July 3, 2026
Quotation #: PS 026-07-055
ABC: ₱540,400.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	**PROCUREMENT OF CONSULTING SERVICES FOR THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION AND SURVEILLANCE AUDITS OF THE OFFICE OF THE SOLICITOR GENERAL** **Description** Procurement of consulting services from a duly accredited Certification Body to conduct the ISO 9001:2015 Quality Management System (QMS) recertification audit and subsequent surveillance audits for the Office of the Solicitor General. The detailed scope of work, requirements, and deliverables are provided in the attached Terms of Reference (TOR). **Locations** The CERTIFYING BODY shall perform its services at the CLIENT's offices located ○ Convergys One Building, 6796 Ayala Avenue, Legazpi Village, Makati City ○ APMC Building, 136 Amorsolo Street, Legazpi Village, Makati City ○ OSG Building, 134 Amorsolo Street, Legazpi Village, Makati City **Scope of Work** The selected CERTIFYING BODY shall conduct the ISO 9001:2015 QMS recertification audit and the subsequent surveillance audits of the CLIENT's Quality Management System. ***Please refer to the attached Terms of Reference (TOR) for the detailed scope, processes, and services.*** **Duration** The CERTIFYING BODY shall complete the recertification audit on or before **September 11, 2026**, and, subject to satisfactory audit results and the CLIENT's timely closure of any nonconformities within the prescribed period, shall issue the corresponding ISO 9001:2015 certificate on or before **December 11, 2026**. The first surveillance audit shall be conducted on or before **September 10, 2027**, and, subject to satisfactory audit results and the CLIENT's timely closure of any nonconformities within the prescribed period, shall issue the corresponding surveillance audit report and maintain the validity of the certification on or before **December 11, 2027**. The second surveillance audit shall be conducted on or before **September 8, 2028**, and, subject to satisfactory audit results and the CLIENT's timely closure of any nonconformities within the prescribed period, shall issue the corresponding surveillance audit report and maintain the validity of the certification on or before **December 11, 2028**.	1	lot		

Schedule of Payment

YEAR	MILESTONE	Amount (VAT Inclusive)
2026	Completion of the Recertification Audit	₱192,500.00
	Submission of the Audit Report	₱15,000.00
	Issuance of the ISO 9001:2015 Certificate	₱25,000.00
	Total	₱260,400.00
2027	Completion of the First Surveillance Audit, including the Audit Report and Certification	₱140,000.00
2028	Completion of the Second Surveillance Audit, including the Audit Report and Certification	₱140,000.00

Note: The supplier/service provider must be a DTI-Philippine Accreditation Bureau (DTI-PAB) accredited certification body authorized to provide ISO 9001:2015 QMS certification and compliant with ISO 17021-1 and applicable International Accreditation Forum (IAF) Mnadatory Document. The assigned personnel must have sufficient audit and certification experienc. The supplier must also provide options for modification, rescheduling, or cancellation due to agency requirements or national government announcements affecting the scheduled audit, subject to the approval of the end-user.

(Price Vat-Included)

Delivery Period: _____
Warranty: _____
Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:
1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

AO V ANGELITO E. FRIAS / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph