



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-0101-2022-09-0348-1216-0227
Purchase Request No.:	02-101-2022-09-0348

REQUEST FOR QUOTATION

Title of Procurement/End-user	: (2 nd posting) ENGAGEMENT OF A THIRD PARTY AUDIT FIRM FOR THE INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS) ISO/IEC 27001:2013 OF THE DEPARTMENT OF ENERGY (revised TOR)
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item / Per Lot
Delivery Terms/Schedule	: Ninety (90) Days upon receipt of Notice to Proceed
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **22 December 2022, 5:00PM**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>PURPOSE</p> <p>This Terms of Reference (TOR) outlines the Department of Energy’s requirements for a Certifying Body that will conduct thorough assessment of its Information Security Management System’s conformity to the ISO/IEC 27001:2013 standards for the 2022-2025 audit cycle.</p> <p>BACKGROUND</p> <p>The Philippine’s Department of Energy (DOE) is the executive department of the Philippine Government responsible for preparing, integrating, coordinating, supervising, and controlling all plans, programs and projects, and activities of the Government relative to energy exploration, development, utilization, distribution, and conservation.</p> <p>From its organization up to the present, the DOE continues to implement improvement initiatives aimed at enhancing the quality of its operations and delivery of services to the public. These initiatives include the implementation and maintenance of Information Security Management System (ISMS) that is at par with current industry standards. The DOE is looking to be ISMS certified to the ISO/IEC 27001:2013. Initially the scope of this certification shall cover Information Technology and Management Services (ITMS) only.</p>			400,000.00

	<p>DOE is now looking to avail the services of an accredited Certifying Body (CB) to assess and verify the effectiveness and continued conformity of its ISMS to the ISO/IEC 27001:2013 standards.</p> <p>OBJECTIVE</p> <p>The overall objective of the engagement of services of the certifying body is to provide independent confirmation that DOE-ITMS ISMS Processes to check fulfillment of all the requirements of the ISO/IEC 27001:2013 Standard. The confirmation shall be based on objective evidence from the audit activities to be conducted by the CB within a three-year period.</p> <p>CONTRACT DURATION</p> <p>The Certifying Body shall be working for DOE-ITMS during conduct of Certification Audit for the 2022 ISMS Certification. The delivery period is for ninety (90) days upon receipt of Notice to Proceed.</p> <p>SCOPE OF WORK</p> <p>The Certification Audit will be conducted in a mutually agreed date as specified and agreed in the Contract. Multi-site from DOE Main Office in Bonifacio Global City, Taguig City. The Certifying Body is expected to provide the following services and deliverables:</p> <table><tr><th>Service and Target Year</th><th>Scope of Work</th><th>Deliverables</th></tr><tr><td rowspan="4">Certification Audit (Year 2022)</td><td>Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Certification Audit</td><td>Certification Audit Plan</td></tr><tr><td>Conduct of Certification Audit</td><td>Provisional Report of Audit Findings</td></tr><tr><td>Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO/IEC 27001:2013 standards</td><td>Final Renewal Certification Audit Report</td></tr><tr><td>Issuance of an ISO/IEC 27001:2013 certificate that is valid for three (3) years within 30 to 45 days from: • the date of the auditor's acceptance of the required corrective actions from the DOE (if applicable); and • issuance of written recommendation for agency certification Provided that such period will be before 18 December 2022.</td><td>ISO/IEC 27001:2013 Certificate</td></tr><tr><td>Surveillance Audit (Year 2023)</td><td>Preparation and submission of an audit plan no later than seven (7) working</td><td>Surveillance Audit Plan</td></tr></table>	Service and Target Year	Scope of Work	Deliverables	Certification Audit (Year 2022)	Preparation and submission of an audit plan no later than seven (7) working days prior to the scheduled Certification Audit	Certification Audit Plan	Conduct of Certification Audit	Provisional Report of Audit Findings	Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO/IEC 27001:2013 standards	Final Renewal Certification Audit Report	Issuance of an ISO/IEC 27001:2013 certificate that is valid for three (3) years within 30 to 45 days from: • the date of the auditor's acceptance of the required corrective actions from the DOE (if applicable); and • issuance of written recommendation for agency certification Provided that such period will be before 18 December 2022.	ISO/IEC 27001:2013 Certificate	Surveillance Audit (Year 2023)	Preparation and submission of an audit plan no later than seven (7) working	Surveillance Audit Plan	
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		days prior to the scheduled Surveillance Audit		
		Conduct of at least one (1) Surveillance Audit every year for two consecutive years	Provisional Report of Audit Findings	
		Preparation and submission of an audit report detailing the observations, opportunities for improvement, and any non-conformity to the ISO/IEC 27001:2013 standards	Final Surveillance Audit Report	
	Other Services	Provision of regular updates on the new versions of the ISO/IEC 27001 standards and other applicable standards	Updates via electronic mail (if any)	
		Provision of alternative auditing arrangements in case of an extraordinary events (e.g. pandemic)	Proposal for alternative arrangements (as necessary)	
DOE'S RESPONSIBILITY				
<p>The DOE's Information Security Management System Representatives (ISMSR) shall evaluate the quality of work delivered by the Certifying Body based on this TOR to ensure the quality and relevance of work being conducted, and based on this, shall issue a written report acceptance/approval, retention, or discontinuance.</p>				
<p>The following comprise the general expectation from DOE:</p>				
	1.1	Prior to any execution activities related to the Terms of Reference, a meeting shall convene between the representatives of the Certifying Body and the DOE ISMSR for close anchoring and monitoring and shall be responsible for providing technical assistance of all the ISO activities.		
	7.2	The DOE designated ISMSR shall closely coordinate with the representatives of the Certifying Body in the conduct of the Audit and other ISO related certification activities, including monitoring of the progress of the various ISO – ISMS tasks.		
	7.3	The DOE ISMSR shall cooperate in the conduct of audit activities, ensuring that the process owners and concerned officials and staff are available on the scheduled dates of audits. For any request for change or cancellation of schedule, however, at least one (1) week notice shall be given, and the changes/adjustments shall be made based on mutual agreement by both parties.		
	7.4	Provide a full report consistent with the content of the approved scope of work/deliverables to the agency at the end of each activity unless otherwise agreed by DOE.		
	7.5	Provision of meals, venue/workspace, transportation service to fetch the Auditors from and to the Certifying Body's office and/or as may be needed during the ISO Audit/related activities.		
	7.6	Provision of a secure platform for remote audits.		

CERTIFYING BODY’S RESPONSIBILITY

The Certifying Body undertakes to perform the Certification Audit with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Certifying Body:

- 1.2 Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or client's (DOE) processes/operations.
- 1.3 Preparation of the Audit Itinerary composes of Certification Audit Plan / Surveillance Audit Plan and schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the ISMSR regarding any changes on the dates of audit schedules or any delay in the activities related to ISO certifications.
- 1.4 The duly authorized representative of the Certifying Body shall submit an audit report after conducting the surveillance audits on mutually agreed schedules.
- 4.4 Conduct of surveillance audit within the period of renewal certification audit of DOE in compliance to ISO/IEC 27001:2013 Standard.

CERTIFYING BODY’S QUALIFICATION REQUIREMENTS

The Certifying Body (CB) shall provide documented information to adequately assess the following:

Minimum Qualification and Competencies

- 1. The CB must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) and/ or UKAS DAKKS with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO/IEC 27001:2013.

Criteria	Qualifications	Documented Information
Experience and Capability of the CB	<ul style="list-style-type: none">• Have a minimum of five (5) years’ experience in conducting ISO ISMS audits and certification;• Have at least five (5) full-time auditors;• Have audited at least five (5) institutions for ISO ISMS, at least three (3) of which should belong to the public sector; and• Have a good track record for certifying government agencies for the ISO/IEC 27001 standards.	<ul style="list-style-type: none">(a) Proof of related experience;(b) Lists of completed and ongoing contracts;(c) List of full-time auditors working for the CB; and(d) Copies of Certificates of Satisfactory Service Rendered or other similar document, provided that it is duly signed by the audited institution’s representative/s (e.g.

			accomplished Client Satisfaction Survey)	
	Audit Team Qualifications	<p>The CB must field a team of at least five (5) auditors with the following qualifications:</p> <p>Lead Auditor Education:</p> <ul style="list-style-type: none">– Preferably with Master’s degree in the field of industrial engineering, public/business administration, organizational development, and other similar and/or relevant fields; <p>Training:</p> <ul style="list-style-type: none">– Preferably with 24 hours of advanced/intermediate training on international standards for management systems (e.g., ISO 9001, ISO 19011, ISO 31000, ISO/IEC 27001, etc.) and other organizational development and management-related trainings; <p>Years of Experience:</p> <ul style="list-style-type: none">– With at least ten (10) years of relevant experience in auditing government agencies and other institutions; <p>Similar/Relevant Engagements:</p> <ul style="list-style-type: none">– Have at least five (5) similar projects, i.e. ISO ISMS recertification and surveillance audits for	<p>Transcript of records and other supporting documents</p> <p>Training Certificate</p> <p>Certificate of Project completion</p>	

		<p>government institutions; and</p> <ul style="list-style-type: none"> – Have at least five (5) similar projects i.e. ISO ISMS recertification and surveillance audits for private companies. <p>Audit Team Members Education:</p> <ul style="list-style-type: none"> – Bachelor’s degree relevant to the job; <p>Training:</p> <ul style="list-style-type: none"> – Preferably with 24 hours of basic training on international standards for management systems (e.g., ISO 9001, ISO 19011, ISO 31000, ISO/IEC 27001, etc.) and other organizational development and management-related trainings; <p>Years of Experience:</p> <ul style="list-style-type: none"> – With at least five (5) years of relevant experience in auditing government agencies and other institutions; <p>Similar/Relevant Engagements:</p> <ul style="list-style-type: none"> – Have at least three (3) similar projects, i.e. ISO ISMS recertification and surveillance audits for government institutions; and – Have at least three (3) similar projects i.e. ISO ISMS recertification and surveillance audits for private companies 	<p>Transcript of records</p> <p>Training certificate</p> <p>Certificate of Project completion</p> <p>Certificate of Project completion</p>	
	<p>Plan of Approach and Methodology</p>	<ul style="list-style-type: none"> • Substance and completeness • Clarity of methodology and approach 	<p>(a) Written proposal outlining the Plan of Approach and Methodology; and</p> <p>(b) Audit Team Information Sheet specifying the team composition and work distribution</p>	

	<p>Other Documentary Requirements</p> <ul style="list-style-type: none">• DTI-PAB and/ or UKAS, DAKKS Certification/Accreditation (with PNS ISO/IEC 17021-1:2015 to provide QMS certification to ISO 9001:2015 for L75: Public Administration); <p>PAYMENT TERMS AND OTHER CONDITIONS</p> <p>1.1 Payments shall be made promptly by DOE, but in no case later than forty-five (45) days after submission of an invoice/claim by the Certifying Body.</p> <p>1.2 Payments shall be made only upon a certification by the End-User endorsed by ISMR Head to the effect that the service have been rendered in accordance with the terms as stipulated in the Contract and have been duly accepted.</p> <p>1.3 The Certifying Body's request(s) for payment shall be made to the DOE in writing, accompanied by a billing statement or statement of account describing services performed, and by submission of other required documents and obligations stipulated in the Contract.</p>	
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) Income /Business Tax Return (For ABCs above 500k)d) Omnibus sworn Statement (Annex C)4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.5. The Supplier shall clearly state the company name and account name for payment.6. The price quoted is inclusive of all taxes and other charges.7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.		

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<p>General Conditions:</p> <p>8. Quotation shall be valid for sixty (60) days from submission</p> <p>9. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)</p> <p>10. The following documents shall be attached/included in the submission of proposal/quotation:</p> <p> e) Mayor's / Business Permit</p> <p> f) PhilGEPS Registration Number</p> <p> g) Income / Business Tax Return</p> <p> h) Omnibus sworn Statement (Annex C)</p> <p>11. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.</p> <p>12. The Supplier shall clearly state the company name and account name for payment.</p> <p>13. The price quoted is inclusive of all taxes and other charges.</p>				

14. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

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

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement

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/PR No.]* 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/PR No.]* 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;
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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project/PR No.].

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.

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

Bidder's Representative/Authorized Signatory

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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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 _____