



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
 Office of the Bids and Awards Committee  
 Brgy. Ga-ub Cabatuan, Iloilo  
 Telefax: (033) 321 1950 / (033) 329 9500 loc 3266

**REQUEST FOR PROPOSAL**

Date: December 6, 2022  
 RFP.: RFP BSVP 2022-001

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**PROCUREMENT: Certification Services for ISO 14001: 2015 Environmental Management System Certification at Iloilo International Airport**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation. Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit, PhilGEPS Certificate of Registration, Professional License/Curriculum Vitae, Omnibus Sworn Statement and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Cooperative**) not later than **December 12, 2022 at 9:00 AM**.

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

**(SGD.) ATTY. FRANCES SHANELLE G. SALINAS**  
 Procurement Officer

**TERMS AND CONDITIONS:**

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the single or highest quotation (for consulting services) (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative's
- Refer to Terms of Reference for additional requirements or clarifications.
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER						
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS
			QTY	Unit Price	Total Price		Yes	No	
<b>PHP 368,000.00</b>									
1.0 Management/ Application Fee	1 lot								
2.0 Stage 1 Initial Audit and Reporting	1 lot								
3.0 Stage 2 Certification/Audit and Reporting	1 lot								
4.0 1st Annual Surveillance Audit Reporting	1 lot								
Sub Total									
Vat 12%									
Travelling Ticket (Round Trip)	5 Pax								
<b>TOTAL</b>									

Signature over Printed Name

Contact Number (Landline and/ or Cellphone Nos)/Email Address

**TERMS OF REFERENCE**

FOR THE SERVICES OF AN ACCREDITED CERTIFYING BODY TO PROVIDE ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) CERTIFICATION TO ISO 14001:2015 OF CIVIL AVIATION AUTHORITY OF THE PHILIPPINES- ILOILO INTERNATIONAL AIRPORT

**I. General Information**

Environmental Management Systems (EMS) of Civil Aviation Authority of the Philippines- Iloilo International Airport (CAAP-IIA). The CAAP-IIA requires the provision of Certification Audit from an accredited Certifying Body for the International Standard Organization (ISO) with an approved budget of contract (ABC) of Three Hundred Nineteen Thousand Two Hundred Pesos (Php 319,200.00).

**II. Purpose**

The purpose of this Terms of Reference (TOR) is to outline the selection criteria requirements for procuring the services of an accredited Certification Body (CB) well-versed with the ISO 14001:2015 Standard for the Assessment Audit of CAAP-IIA EMS.

**III. Objective**

This project aims to subject the CAAP- IIA EMS to assessment and surveillance audits by an independent CB based on the ISO 14001:2015 Standard towards the continual improvement of the systems, processes and services of the Airport.

**IV. Scope of Work**

The EMS CB shall:

- 4.1 Conduct an Assessment Audit for the CAAP-IIA EMS covering the management, core, and support processes of the Airport as implemented by the different units;
- 4.2 Issue the ISO 14001:2015 Certification to the CAAP-IIA upon satisfactory compliance with the requirements of the Standard.

**V. Responsibilities of CAAP-IIA**

- 5.1 The CAAP-IIA, through CAAP-IIA Environmental Management Team (EMT) and Secretariat, shall closely coordinate with the representatives of the CB in the preparation and conduct of audit and other related audit/certification activities.
- 5.2 The CAAP-IIA EMT and Secretariat shall coordinate the conduct of audit activities ensuring that the process owners and concerned CAAP-IIA officials and staff are available on the scheduled dates of audit.
- 5.3 Prior to any execution of activities related to this TOR, the CAAP-IIA EMT and Secretariat shall convene a meeting between the representatives of the CB and the CAAP’s key personnel concerned. Close anchoring and monitoring of all activities as indicated herein shall be undertaken by the CAAP-IIA EMT and Secretariat.

**VI. Technical Specifications and Setting Requirements**

- 6.1. The service provider shall conduct ISO 14001:2015 Certification Audit of the CAAP-IIA EMS being implemented by all the Services/Offices and issue the corresponding Certificate for the purpose:
- 6.2. Conduct of Stage 1 Audit for the assessment of CAAP-IIA EMS Manual Compliance with ISO 14001:2015 within 7 calendar days from receipt of the Audit Plan by the EMT.
- 6.3. Conduct of Stage 2 Audit (on-site or remote audit, whichever is applicable)
- 6.4. The CB shall have adequate technical and management capability in conducting the audit.
- 6.5. The CB shall have the capacity to deploy a team composed of at least four (4) key experts (a lead auditor and members of the audit team).

PARTICULAR	QUALIFICATIONS
Certification Body (CB)	1. At the minimum, a Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/International Electro technical Commission (PNS), ISO/IEC 17021:2015 (Conformity Assessment – Requirements for Bodies Providing Audit and Certification of Management Systems) and relevant IAF Mandatory Documents (MDs) to provide EMS certification to ISO 14001:2015 for International Accreditation Forum (IAF) 36: Public Administration.
	2. With at least five (5) years of experience in conducting ISO EMS audits.
	3. CB shall have the capacity to deploy a team composed of at least five (4) qualified experts, i.e., one (1) lead auditor and four (3) members of the audit team, in accordance with the qualification and competencies of key personnel.
Lead Auditor/s	1. With QMS audit experience as a lead auditor in private and/or government institutions to ISO EMS certification of at least ten (10) years.
	2. With knowledge or familiarity with government management processes attained through work or audit experience.
	3. With valid Lead Auditor’s training certificate and proof of orientation on ISO 14001:2015 Standard.
	1. With EMS audit experience as a team member or any other roles in audit in private and government institutions to ISO EMS certification of at least three (3) years.

Audit Team Member/s	2. Adequate knowledge or familiarity with government management processes attained through work or audit experience.
	3. With relevant training on conducting quality audit as prescribed under ISO 14001:2015.

6.6. The CB shall submit documents:

6.6.1 Audit Plan for acceptance and approval by the EMT within 3 calendar days from receipt of Notice to Proceed.

6.6.2 Written Advice by CB of completion of Stage 1 Audit

6.6.3 Stage 1 Audit Report within 3 calendar days from receipt of the written advice for completion of Stage 1 Audit by the EMT.

6.6.4 Written Advice by CB of completion of Stage 2 Audit

6.6.5 Stage 2 Audit Report within 3 calendar days from receipt of the written advice of completion of Stage 2 Audit by the EMT.

6.6.6 Issuance of ISO 14001:2015 Certificate to CAAP-IIA within 60 calendar days from receipt of Stage 2 Audit Report without non-conformities; or in case of non-conformities, submission by the EMT of the corrective plan that is determined by the Certifying Body as compliant.

7. The CB shall coordinate with the EMT and Secretariat.

8. The CB or any person/entity connected to the CAAP-IIA certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of EMT.

9. The CB shall, within fifteen (15) days from the end of contract, turn-over to the EMT all documents pertaining to the implementation of this project, such as, but not limited to, answer sheets, pending documentary requests within its custody or control or within the custody of any person/entity operating on its behalf.

#### VI. Schedule of Requirements

ITEMS	DESCRIPTION	DELIVERABLES	DELIVERY SCHEDULED
1	Submission of Audit Plan, and Conduct and Completion of Reassessment Audit – 38%	Audit Plan	From receipt of the Notice to Proceed but not later than December 31, 2022
		Stage 1 / Initial Audit and Reporting: Checking in full, the preparedness of CAAP-IIA for a full review of the Environmental Management System that has been developed.	January 1 – 31, 2023
		Stage 2 / Certification / Audit and Reporting: Checking the effectiveness of the implemented Environmental Management System, thru evaluation of physical evidence.	Not later than thirty (30) calendar days upon completion of the initial audit.
2	Issuance of ISO 14001:2015 Certificate to CAAP-IIA - 35%	ISO 14001:2015 Certificate in five (5) individually framed copies	Within seven (7) calendar days from receipt of Assessment Audit Report without nonconformities; or in case of non-conformities, thirty (30) calendar days from submission by the CAAP-IIA of the corrective action plan that is determined by the CB as compliant.
3	Surveillance Audit – 27%	Post Certification Audit	On or before the anniversary of the stage 2 Audit.

#### VII. Terms of Payment

The service provider must issue a billing statement and proof of deliverables/ means of verification before the processing of any payment.