



REQUEST FOR PROPOSAL

Date: **April 14, 2025**

RFQ No.: **AREA6-ILO-**

SVP(RFP)-2025-005

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

Sir/Madam:

Please quote your **best offer** for the item/s described herein addressed to:

(Sgd.) JOEL C. GERVERO

Chairperson, Bids and Awards Committee

Civil Aviation Authority of the Philippines

Iloilo International Airport, Cabatuan, Iloilo

Email: bac_area6@caap.gov.ph

Telephone No.: (033)-321 1950; (033)-3299500 loc. 3266

Subject to the Terms and Conditions provided on this Request for Proposal (RFP).
Submit your quotation duly signed by you or your duly authorized representative in
sealed envelope included herein, **not later than April 21, 2025 @ 8:30 AM** for:

| | |
|-----------------------------|--|
| Name of the Project: | Certification Services for ISO 14001:2015 Environmental Management System Second Surveillance Audit at Iloilo International Airport |
| Location: | Iloilo International Airport |

The following documents are also required to be submitted along with your quotation on the specified deadline above:

- Mayor's Permit (Certified True Copy)
- PhilGEPS Certificate of Registration (Certified True Copy)
- Original Notarized Omnibus Sworn Statement
- Original Notarized Secretary's Certificate for Corporation & Cooperative
- Original Notarized Special Power of Attorney (SPA) for Sole Proprietorship (if applicable)
- Professional License/Curriculum Vitae





For any clarification, you may contact us at telephone no. or email address provided.

(Sgd.) CARLO A. ALUTAYA
Head, Bids and Awards Committee
Secretariat

(Sgd.) JIMS BERNARD DE LA CUESTA
Assistant, Bids and Awards Committee
Secretariat

TERMS AND CONDITIONS:

- 1) Bidders must provide correct and accurate information required in this form.
- 2) Only authorized representative shall be allowed to sign the Request For Proposal in behalf of the owner/ corporation.
- 3) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
- 4) Bidders must quote for all the items. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.
- 5) Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the date of submission.
- 6) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 7) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8) Award of contract shall be made to the single or highest quotation (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 9) Refer to the attached Terms of Reference for additional requirements or clarifications.
- 10) The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11) 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.





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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 |
| | | | | Php 117,600.00 | QTY | Unit Price | Total Price | | Yes | No | |
| 1 | ISO 14001:2015 Environmental Management System Second Surveillance Audit Certification | 1 | lot | | | | | | | | |
| | | | | | | | | | | | |
| 2 | Travelling | | | | | | | | | | |
| | Ticket (Round Trip) | 3 | pax | | | | | | | | |
| | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | |

TERMS OF REFERENCE

FOR THE SERVICES OF AN ACCREDITED CERTIFYING BODY TO PROVIDE ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) CERTIFICATION TO ISO 14001:2025 OF CIVIL AVIATION AUTHORITY OF THE PHILIPPINES – ILOILO INTERNATIONAL AIRPORT





I. General Information

Environmental Management Systems (EMS) of the 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 Ninety Thousand Pesos (Php 90, 000.00).

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 ISO 14001:2015 Standards for the Assessment Audit of CAAP-IIA EMS.

III. Objectives

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

IV. Scope of Work

The EMS CB shall:

1. Conduct an Assessment Audit for the CAAP-IIA EMS covering the management, core, and support process of the Airport as Implemented by the different units;
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

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.
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 schedule dates of audit.
3. Prior to an execution of activities related to this TOR, the CAAP-IIA EMT and Secretariat shall convene a meeting between the representative 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





1. The service provider shall conduct ISO 14001:2015 2nd Surveillance Audit of the CAAP-IIA EMS being implemented by all Services/Offices and issue the corresponding Certificate for the purpose.
2. Conduct of 2nd Surveillance Audit for the assessment of CAAP-IIA EMS Manual Compliance with ISO 14001:2015 within 7 calendar days from the receipt of the Audit Plan by the EMT.
3. The CB shall have adequate technical and management capability in conducting the audit.
4. The CB shall have the capacity to deploy a team composed at least two (2) auditors and one (1) technical specialist.

| PARTICULAR | Qualification |
|-------------------------|---|
| Certification Body (CB) | <ol style="list-style-type: none">1. At the minimum, a Department of Trade and Industry – Philippines Accreditation Bureau (DTI-PAB) Accredited CB with Philippine National Standard International Organization for Standardization/ International Electro technician 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 the International Accreditation Forums (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 two (2) qualified auditor experts, i.e. one (1) technical specialist of the audit team, in accordance with the qualification and competences of the key personnel. |
| Auditors | <ol style="list-style-type: none">1. With QMS audit experience as a 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 EMS Auditor's training certificate and proof of orientation on ISO 14001:2015 Standards |
| Audit Team Member/s | <ol style="list-style-type: none">1. With EMS audit experience as a team member or any other roles in audit in private and government institution to ISO EMS certification of at least three (3) years.2. Adequate knowledge or familiarity attained through work or audit experience.3. With relevant training on conducting quality audit as prescribed under ISO 14001:2015 |





4.1 The CB shall submit documents:

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

4.1.2 Written Advice by CB of completion of 2nd Surveillance Audit.

4.1.3 2nd Surveillance Audit Report within 3 calendar days from receipt of the written advice of completion of 2nd Surveillance Audit by the EMT.

4.1.4 Issuance of ISO 14001:2015 Certificate to CAAP-IIA within 60 calendar days from receipt of 2nd Surveillance 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.

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

6. 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.

7. 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 request within its custody or control or within the custody of any person/entity operating on its behalf.

VII. Schedule of Requirements

| ITEMS | DESCRIPTION | DELIVERABLES | DELIVERY SCHEDULE |
|-------|---|---|---|
| 1 | Submission of Audit Plans, and Conduct and Completion of Reassessment Audit - 38% | Audit Plan | From receipt of the Notice to Proceed but not later than May 13, 2025 |
| 2 | Surveillance Audit - 62% | Post Certification, 2nd Surveillance Audit and Reporting: Checking the effectiveness of the implemented Environmental Management System, thru evaluation of documentary and physical evidence. | Before the anniversary of the 1 st Surveillance Audit. |

VIII. Terms of Payment

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





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Signature over Printed Name

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

