



REQUEST FOR PROPOSAL

The Provincial Government of La Union (PGLU), through the Bids and Awards Committee (BAC), hereby invites all interested consultants to quote their lowest price on the terms listed below, subject to the General Conditions stated herein, and submit the same along with their respective proposals on or before **10:00 a.m. of October 20, 2020 (Tuesday)**.

NAME OF PROJECT : RECERTIFICATION OF ISO 9001:2015 –
QUALITY MANAGEMENT SYSTEM
LOCATION : BAC Office, Provincial Capitol Bldg., Brgy.
II, San Fernando City, La Union
APPROVED BUDGET FOR THE : P450,000.00
CONTRACT

TERMS OF REFERENCE:

I. BACKGROUND

The Provincial Government of La Union (PGLU) has been certified as ISO 9001:2015, Quality Management System (QMS), in 2017 which enabled the PGLU to standardize and streamline its procedures and business processes, prevent bureaucratic red tape, and render prompt and efficient services.

However, the ISO 9001:2015 Certification is only valid for a period of Three (3) years and the PGLU needs to be reassessed to renew its ISO certification. Further, the Department Heads and their representatives, ISO working team, Document Control Center (DCC) officers, and internal auditors need to undergo series of trainings and courses under the ISO 19011:2018, Audit Management System, an auditing guideline which qualifies their competency to prepare and conduct ISO activities or undertakings particularly in reviewing the documents and records of the 27 PGLU Offices, assessing its performances and ensuring compliance to the QMS.

The Recertification of ISO 9001:2015 will support the goal of the PGLU to improve its organizational performance as reflected in its previous assessment. Through the implementation of ISO 9001:2015, the PGLU maintained a 100 percent compliance rate to the Anti-Red Tape Act Standards, and increased its overall citizen satisfaction from 90.54% in 2018 to 96.25% in 2019.

II. OBJECTIVES

The PGLU intends to engage the services of a Consultant who will provide technical assistance in preparing for the Recertification of ISO 9001:2015 through the conduct of trainings, coaching sessions, and system audits.

III. SCOPE OF SERVICES AND APPROVED BUDGET FOR THE CONTRACT

1. Hereunder are the Scope of Work and the corresponding Costs for the consideration of the consultant:

Scope of Work		Cost
PHASE 1: Online Training		
Refresher Course for Internal Auditors incorporating ISO 19011:2018 (Guidelines for Auditing)	1 pax/day	P35,000.00
Root Cause Analysis	1 pax/day	P35,000.00
Refresher Course on Risk Management	1 pax/day	P35,000.00
Remote Auditing	60 pax (2500)	P150,000.00
Phase 2: Documents Process & Assessment (Provincial Capitol)	2 pax/day	P65,000.00
Phase 3: Implementation Phase (Monitoring & Validation of the Provincial Capitol)	4 pax/day	
Dry Run Audit and Closing of Findings if any	2 pax/day	P130,000.00
Assistance during the 3 rd Party @nd Surveillance Audit		
TOTAL (ABC)		P450,000.00

Payments shall be based on the completion of the above-mentioned activity and submission of required deliverables subject to acceptance of the authorized representative of the Head of Procuring Entity.

IV. CRITERIA FOR EVALUATION

The PGLU will use the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 70% while the cost (Financial Proposal) is 30% and is allocated as follows:

CRITERIA	DOCUMENTS	RATING SYSTEM	WEIGHT
1	Applicable Experience (related to ISO 9001:2008/2015 and ISO Recertification)	100% - 10 years in business or more	20%
		80% - 6-9 years in business	
		60% - 2-5 years in business	
		20% - Less than 2 years in business	
2	Completed Projects with Private Establishments (related to ISO 9001:2008/2015 and ISO Recertification)	100% - More than 12 projects	20%
		75% - 8-11 projects	
		50% - 4-7 projects	
		25% - Less than 4 projects	
		0% - 0 project	
3	Completed Projects with Local	100% - More than 12 projects	10%
		75% - 8-11 projects	

CRITERIA	DOCUMENTS	RATING SYSTEM	WEIGHT	
Government Units (related to ISO 9001:2008/2015 and ISO Recertification)		50% - 4-7 projects		
		25% - Less than 4 projects		
		0% - 0 project		
4 Qualifications of Project Lead	Curriculum Vitae, Certified True Copy of Diploma or Transcript of Records of Highest Educational Attainment	5.1 Highest educational attainment	10%	
		100% - Doctorate Degree in Business Management, Public Administration, Marketing or other related fields		
		80% - Master's Degree in Business Management, Public Administration, Marketing or other related fields		
		60% - Undergraduate Degree in Business Management, Public Administration, Marketing or other related fields		
		40% - Any other related field and relevant certifications		
		5.2 Years of professional experience		10%
		100% - More than 20 years of experience		
		80% - 15-19 years of work Experience		
		60% - 9-14 years of work Experience		
		40% - 3-8 years of work experience		
		0% - Less than 3 years of work experience		
5 Financial Bid		100% - Lowest Quote	30%	
		80% - 2 nd Lowest Quote		
		60% - 3 rd Lowest Quote		
		40% - 4 th Lowest Quote		
		00% - 5 th Lowest Quote		
T O T A L			100%	

V. PROJECT DURATION

The Consultant shall perform and deliver the services for a span of 30 man-days.

VI. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the consultant and all the members of his/her team, including those temporarily assigned, shall be required to sign, upon his/her engagement, a Perpetual Non-Disclosure Agreement, which shall form part of the Contract Agreement for Consultancy.

VII. GENERAL CONDITIONS

Interested Consultants are required to submit together with the price quotation (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. Curriculum Vitae of Project Lead;
4. PhilGEPS Registration Number;
5. Company Profile;
6. Tax Clearance;
7. Net Financial Contracting Capacity (NFCC) Computation;
8. List of all ongoing government and private contracts;
9. List of all completed contracts similar in nature;
10. Income/Business Tax Return; and
11. All pages of this "Request for Price Quotation" bearing the signature of the bidder at the right bottom corner of the page.

For further inquiries, please coordinate with **Gerry Vilorio** at telephone number (072) 242-5550 loc. 307. The Quotation may be submitted through e-mail at philgeps_baclu@yahoo.com or delivered to the following address:

Bids and Awards Committee Secretariat

BAC Office, Old SP Building
Provincial Capitol, Brgy. II
San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Supplier/Consultant, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Supplier/Consultant for any expenses incurred in the preparation of their Quotation.



RESIE P. ESTRELLA

Chairperson – Bids and Awards Committee

October 14, 2020

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
Provincial Government of La Union
Provincial Capitol, Aguila Road
San Fernando City, La Union

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Item Description	Quantity	Unit Price	Total Price
1	PROCUREMENT FOR THE ENGAGEMENT OF SERVICES OF A CONSULTANT TO ASSIST THE PGLU FOR THE RECERTIFICATION OF ISO 9001:2015 – QUALITY MANAGEMENT SYSTEM	1 lot		
TOTAL (inclusive of VAT)				

(Amount in words) _____

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

Truly yours,

Name/Signature of Representative

Name of Company

Contact No.