



## REQUEST FOR QUOTATION

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., August 24 (Tuesday)**.

<b>NAME OF PROJECT</b>	:	FOR THE ENGAGEMENT OF SERVICE PROVIDER TO ASSIST IN THE ISO 9001:2015; ISO 14001:2015 and ISO 45001:2018 INTEGRATED MANAGEMENT SYSTEM CERTIFICATION FOR THE PROVINCIAL GOVERNMENT OF LA UNION
<b>LOCATION</b>	:	BAC Office, Provincial Capitol Bldg, Brgy. II, San Fernando City, La Union
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	Php 420,000.00

### TERMS OF REFERENCE:

#### I. BACKGROUND

The Provincial Government of La Union (PGLU) adopted the updated La Union Transformative Governance Roadmap which illustrates the Provincial Strategy on Response, Recovery, and Local Economic Development for a secure, self-sufficient, and sustainable Province. To support its vision and mission, the PGLU aims to elevate organizational performance continuous improvement of its core processes.

One of the strategies that enabled the PGLU to improve its operations and service delivery is the institutionalization of the ISO 9001:2015 Quality Management System (QMS). In December 2020, the PGLU successfully passed the first Surveillance Audit conducted by a Global Certification Body, and has maintained its certification of ISO 9001:2015. This year, the PGLU shall intensify its systems and strategies through the deployment of additional management systems namely, ISO 45001:2018 Occupational Health and Safety Management System (OHSMS) and ISO 14001:2015 Environmental Management System (EMS). These additional systems, which focus on the promotion of health/ safety and environmental management, coincide with #KalikasanNaman advocacy of the PGLU which aims to protect, conserve and manage the natural resources of the province.

In line with the Philippine Government Program to promote efficiency and responsiveness, the Provincial Government of La Union (PGLU) will adapt and implement ISO 14001:2015 and ISO 45001:2018 Integrated Management System to further enhance its operations, protection of environment, eliminate hazard, reduce risks on its delivery of Quality Services.

## **II. OBJECTIVES**

1. This project aims to assist and guide all Departments of the Provincial Government of La Union for the set-up of the Integrated Environmental, Health & Safety Management System for the Capitol, LUMC and the District Hospitals.
  - i. Design & develop the required documentation of the Integrated Management System.
2. To render technical assistance on the preparation of all Departments of PGLU Capitol and ensure successful result of the Surveillance Audit.
3. Successfully achieve the ISO Third-Party Certification Audit for the three (3) ISO standards.

## **III. REQUIREMENTS, SCOPE, COVERAGE AND DELIVERABLES**

PGLU is in need of a Consultancy Firm to provide professional, technical and consultancy services in order to enhance its QMS of ISO 9001:2015 and integrate the requirements of ISO 14001:2015 & ISO 45001:2018. Furthermore, the consultancy firm shall capacitate PGLU Officials and employees through trainings, coaching, and other activities for the maintenance of QMS and Annual Third-Party Audit. The requirements are as follows:

The Consultancy Firm shall provide the following services necessary for the continuous maintenance of the Quality Management System and Set-up of ISO 14001:2015 & ISO 45001:2018 Environmental, Occupational Health and Safety Management System:

1. Development and certification of ISO 14001:2015 & ISO 45001:2018.
2. Consultant shall assist the organization to establish the risk management of the organization and will be able to align on the defined context of the organization of ISO 14001:2015 & ISO 45001:2018 and integrate on the existing QMS.
3. Integrated Management System implementation
  - a. The consultant shall assist the organization to assess the status of the Integrated Management System's implementation through records checking and systems audit.
  - b. Assist the Departments to close out whatever non-conformances detected during the systems audit to properly maintain the established Quality Management System and be compliant to ISO 14001:2015 and ISO 45001:2018.
  - c. The consultant shall validate the effectiveness of the Integrated Management System through systems audits.
4. Ensure the successful ISO 14001:2015 & ISO 45001:2018 Certification of the Provincial Government of La Union Hospital and District Hospital.
5. Ascertain implementation of relevant activities and provide policy support for the implementation of required documented information of the Integrated Management System and adapted by the PGLU.

6. Check and/or provide advice, whenever applicable, on the consistency of the IMS Procedures and other documentation requirements to be prepared /updated by the PGLU compliant to the ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Standards and other legal laws.
7. Review the existing work/documents prepared by the PGLU, District Hospitals and LUMC such as Quality Manual, Quality Procedures, and Context of the Organization, Risk Assessment Registry, Opportunities Action Plan, Quality Objectives Monitoring, and other reportorial requirements and submit the reviewed documents based on the agreed timeline.
8. Must provide technical assistance to PGLU during its Third-Party Audits and certification and surveillance audits, if applicable such as, but not limited to, how to answer audit questions and how to arrange offices to be acceptable to the auditors
9. Assistance during certification auditing
  - a. The consultant shall guide the organization to ensure successful result of the third-party certification audit for ISO 14001:2015, ISO 45001:2018 and Surveillance audit for ISO 9001:2015 Integrated Management System.

#### **IV. PROJECT DURATION**

The Service Provider shall perform and deliver the services for a period of three (3) years starting in CY 2021 and shall end in CY 2024.

#### **V. QUALIFICATIONS OF THE SERVICE PROVIDER**

The Service Provider should have the following minimum qualifications:

1. Must be duly ISO 9001:2015 certified
2. Must be a PCO Training Organization Accredited by DENR
3. The consulting firm should be in the business of consulting for eighteen (18) years in the industry and have handled more than 90 government agencies. It is recommended that the principal consultant have an experience in ISO certification body as ISO AUDITOR to have a better understanding for the set-up and certification process of ISO standard.
4. Wide experienced consulting firm in setting up different ISO standards like ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System) & ISO 45001:2018 formerly OHSAS 18001 (Occupational Health & Safety Assessment Series) for LGU's for at least 55 Barangays, 20 Municipalities, 4 cities, 4 Capitols and at least 15 District hospitals, Provincial Hospitals, DOH controlled hospitals and Government Agencies. In this case the consultant/s is already experienced to handle how government agencies operate and ISO standard will be adopted for the set-up of Integrated Management System.
5. Must have experience in setting up Integrated Management System to different industries like government, manufacturing and service organization and most importantly government agencies. To attest that the consulting firm have better exposure on how the ISO standard will be implemented to different industries.

6. The consulting firm should have full time consultants to handle the project not as project-based consultants to ensure consistency for conducting the service provided

## VI. QUALIFICATION OF THE CONSULTANTS

The Service Provider should have the following minimum qualifications:

1. At least five (5) years of work experience as consultant and/or trainer engaged in establishing an Integrated Management System for certification to ISO 9001 Standard and at least two (2) other ISO Standards such as Health, Safety, and Environment Management System as this is timely for the Pandemic and is related to the directions of the Province.
2. Must have attended at least one (1) International training of any ISO related Standard within the last four (4) years.
3. Must have also attended two (2) additional trainings to other ISO Standards within the last four (4) years to maintain their competency as consultant.
4. Must have trainings on Environment, Occupational Health and Safety laws.
5. At least one of the consultants is a lecturer of Environment laws of DENR Pollution Control Officer and Managing Head.
6. Consultants should be organic employee of the consulting firm not freelance consultants to ensure consistency on the execution of the Service Contract.
7. Have trainings for ISO 9001:2015 and calibration trainings with the ISO certification body so that the interpretation of both the consultant and ISO auditor are the same.
8. Technically knowledgeable for all fields and/or areas of management system and all laws governing the set-up of ISO 9001:2015, ISO 14001:2015 and OHSAS - ISO 45001:2018 Management System.
9. Must have experience for handling government agencies from Barangay, Municipality, City, Provincial Capitol and Government Agency.
10. At least one of the consultants is an accredited lecturer of a Pollution Control Officer Training recognized by DENR.
11. Must have trainings on Basic Occupational Safety & Health accredited by DOLE.

## VII. 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
<b>I. TECHNICAL SCORING</b>				
A	Applicable Experience of the Company	SEC or DTI Registration	100% - More than 5 years in business or more 80% - 4-5 years in business 50% - 2-3 years in business	20%

			20%	- Less than 2 years in business	
B	Company's Completed Similar Projects in size and complexity within the last 5 years	Submitted Listed Contracts/ Consultant's References )	100%	- More than 5 completed related contracts	15%
			80%	- 4-5 completed related contracts	
			50%	- 3-4 completed related contracts	
			20%	- Less than 3 completed related contracts	
C	Applicable Experience of the Project Team to be Assigned to the Project	Curriculum Vitae	<b>Team Auditor</b>		5%
			100%	More Than 3 years of experience	
			80%	2-3 years of experience	
			50%	1-2 years of experience	
			20%	Less than 1 year experience	5%
			<b>Auditor 2</b>		
			100%	More Than 3 years of experience	
			80%	2-3 years of experience	
			50%	1-2 years of experience	5%
			20%	Less than 1 year experience	
			<b>Auditor 3</b>		
			100%	More Than 3 years of experience	
80%	2-3 years of experience	5%			
50%	1-2 years of experience				
20%	Less than 1 year experience				
D	Qualification of the Project Team		Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment	<b>Team Auditor</b>	
		100%		Degree on any course related to the project	
		50%		Any other related field and relevant certifications	5%
		<b>Auditor 1</b>			
		100%		Degree on any course related to the project	
		50%		Any other related field and relevant certifications	5%
		<b>Auditor 2</b>			
		100%		Degree on any course related to the project	
50%	Any other related field and relevant certifications				
E	Approach and Methodology	Submitted Description of the Methodology and Work Plan	G.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness and practicability to site conditions.		5%
			100%	- Exceeds the minimum requirement	
			66%	- Meets the minimum requirement	

			33% - Below the minimum requirement	
			0% - Does not meet the minimum requirement	
			G.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary.	5%
			100% - Exceeds the minimum requirement	
			66% - Meets the minimum requirement	
			33% - Below the minimum requirement	
			0% - Does not meet the minimum requirement	
Technical Score*				75%
			100% - Lowest Bid	25%
G	Financial Bid		Other Financial Score = Lowest Financial Bid/Financial Bid x 100%	
T O T A L				100%

**VIII. PAYMENT**

1. Payments shall be based on the completion of the above-mentioned activities under item III hereof and submission of required deliverables subject to acceptance of the authorized representative of the Head of Procuring Entity.
2. Consultant shall submit Terminal Reports and other requirements requested by the end-user, if applicable prior to the processing of payment.
3. The transportation and accommodations of the consultants for the entire period of consultancy will be provided by PGLU.
4. If the man-days will exceed, no additional cost shall be charged to the PGLU as long as the activities are within the scope and deliverables set forth between the PGLU and winning bidder.

**IX. 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.

**X. 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 Team;
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 for the last 10 years;
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.

  
**RESSIE A. ESTRELLA**

Chairperson – Bids and Awards Committee

**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:

<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1	FOR THE ENGAGEMENT OF SERVICE PROVIDER TO ASSIST IN THE ISO 9001:2015; ISO 14001:2015 and ISO 45001:2018 INTEGRATED MANAGEMENT SYSTEM CERTIFICATION FOR THE PROVINCIAL GOVERNMENT OF LA UNION	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.