



Republic of the Philippines
PROVINCE OF LA UNION
City of San Fernando



**ENGAGEMENT OF CONSULTANCY
SERVICES FOR THE INTEGRATED
MANAGEMENT SYSTEM (ISO 9001:2015
QUALITY MANAGEMENT SYSTEM, ISO
14001:2015 ENVIRONMENTAL
MANAGEMENT SYSTEM, AND ISO
45001:2018 OCCUPATIONAL HEALTH AND
SAFETY MANAGEMENT SYSTEM)
CERTIFICATION IN THE PROVINCIAL
GOVERNMENT OF LA UNION
(Part 1)**

ITB No. 2023-2-36C

May 24, 2023

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*Section I. Request for Expression of
Interest*



Republic of the Philippines
PROVINCE OF LA UNION
Provincial Capitol, Barangay II
City of San Fernando



**REQUEST FOR EXPRESSION OF INTEREST FOR THE
ENGAGEMENT OF CONSULTANCY SERVICES FOR THE
INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015
QUALITY MANAGEMENT SYSTEM, ISO 14001:2015
ENVIRONMENTAL MANAGEMENT SYSTEM, AND ISO
45001:2018 OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM) CERTIFICATION IN THE PROVINCIAL
GOVERNMENT OF LA UNION**

1. The **Provincial Government of La Union (PGLU)**, through the **PGLU Annual Budget for CY 2023 (General Fund)** intends to apply the sum of **One Million One Hundred Twenty Thousand Pesos (₱1,120,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **ENGAGEMENT OF CONSULTANCY SERVICES FOR THE INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015 QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM, AND ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM) CERTIFICATION IN THE PROVINCIAL GOVERNMENT OF LA UNION**, Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **PGLU** now calls for the submission of eligibility documents for the **Engagement of Consultancy Services for the Integrated Management System (ISO 9001:2015 Quality Management System, ISO 14001:2015 Environmental Management System, and ISO 45001:2018 Occupational Health and Safety Management System) Certification in the Provincial Government of La Union**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **June 1, 2023 at 9:59AM** at the **BAC Office, Provincial Capitol Building, Brgy. II, San Fernando City, La Union**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from **PGLU** and inspect the Bidding Documents at the address given below during **office hours (8:00 a.m. to 4:30 p.m.) from Monday to Friday**.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **May 24 – June 1, 2023** from the address below and upon payment of the applicable fees for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the **amount of Five Thousand Pesos (₱5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **not more than three (3)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	DOCUMENTS	RATING SYSTEM	WEIGHT
1. Company’s years in Business	SEC or DTI Registration	100% - More than 5 years in business or more	40
		80% - 4-5 years in business	
		50% - 2-3 years in business	
		20% - Less than 2 years in business	
2. Qualification of the Company	Statement of Completed Government and Private Contracts Similar to the Project within the last 5 years	100% - More than 10 completed related contracts	40
		80% - 8-9 completed related contracts	
		60% - 5-7 completed related contracts	
		40% - Less than 5 completed related contracts	
3. Current Workload	NFCC as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts whether similar or not similar in nature	100% - NFCC is more than 100% of the ABC	20
		80% - NFCC is 50-100% of the ABC	
		60% - NFCC is 25-49% of the ABC	
		40% - NFCC is less than 25% of the ABC	
T O T A L			100%

Minimum average rating to be considered for shortlisting is 80%.

- Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

- The Procuring Entity shall evaluate bids using the **Quality Cost Based Evaluation/Selection (QCBE/QCBS)**. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- The contract shall be completed within **six (6) months** from the date of receipt of the Notice to Proceed.

9. The **PGLU** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

PGLU-BAC Secretariat
BAC Office
Provincial Capitol, Brgy. II
City of San Fernando, Province of La Union
Email Add: pglu_bacsu@launion.gov.ph
Telephone No. (072) 242-5550 Loc. 249

May 24, 2023

SGD.

ENGR. RESSIE A. ESTRELLA
Chairperson, Bids and Awards
/Committee (BAC)

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;

- (c) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped

by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (f) the name of the prospective bidder;
- (g) whether there is a modification or substitution; and
- (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>The types of Consulting Services to be performed are consultancy services for the development and/or implementation of any ISO Management Systems, advisory and review services on compliance on any ISO Management Systems, and training services for the development and implementation of any ISO Management Systems.</p> <p>Note: See Terms of Reference (TOR) Section VI for details.</p>
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Satisfactory completed contracts should have an attached owners' acceptance or equivalent as proof.
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	PGLU-Bids and Awards Committee
4.3(d)	ENGAGEMENT OF CONSULTANCY SERVICES FOR THE INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015 QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM, AND ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM) CERTIFICATION IN THE PROVINCIAL GOVERNMENT OF LA UNION
5	<p>The address for submission of eligibility documents is:</p> <p>BAC Chairperson Provincial Capitol, Barangay II City of San Fernando, La Union Telephone No.: (072) 242-5550 Loc. 249 Email Add.: pglu_bacsu@launion.gov.ph</p> <p>The deadline for submission of eligibility documents is on June 1, 2023 before 10:00AM.</p>
8.1	The place of opening of eligibility documents is at the BAC Conference Room, Provincial Capitol, City of San Fernando, Province of La Union.

	The date and time of opening of eligibility documents is on June 1, 2023, Thursday, from 10:00AM onwards.																																												
9.1	Similar contracts shall refer to Consultancy Services related to Development, Implementation and Review of ISO Management Systems.																																												
9.2	<table border="1"> <thead> <tr> <th>CRITERIA</th> <th>DOCUMENTS</th> <th colspan="2">RATING SYSTEM</th> <th>WEIGHT</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1 Applicable Experience</td> <td rowspan="4">SEC or DTI Registration</td> <td>100%</td> <td>- 5 years in business or more</td> <td rowspan="4">35</td> </tr> <tr> <td>80%</td> <td>- 3-4 years in business</td> </tr> <tr> <td>60%</td> <td>- 1-2 years in business</td> </tr> <tr> <td>20%</td> <td>- Less than 1 year in business</td> </tr> <tr> <td rowspan="3">2 Qualification of the Company</td> <td rowspan="3">Single Largest Completed Contract Similar to the Project in terms of size and complexity</td> <td>100%</td> <td>- Completed contract as Main Contractor</td> <td rowspan="3">40</td> </tr> <tr> <td>80%</td> <td>- Completed Contract as Partner Contractor</td> </tr> <tr> <td>60%</td> <td>- Completed Contractor as Subcontractor</td> </tr> <tr> <td rowspan="4">3 Current Workload</td> <td rowspan="4">NFCC as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts</td> <td>100%</td> <td>- NFCC is more than 100% of the ABC</td> <td rowspan="4">25%</td> </tr> <tr> <td>80%</td> <td>- NFCC is 50-100% of the ABC</td> </tr> <tr> <td>60%</td> <td>- NFCC is 25-49% of the ABC</td> </tr> <tr> <td>40%</td> <td>- NFCC is 1-24% of the ABC</td> </tr> <tr> <td colspan="4" style="text-align: center;">T O T A L</td> <td>100%</td> </tr> </tbody> </table> <p>* The prospective Service Provider(s) must pass the required minimum score of eighty percent (80%) to be shortlisted.</p>				CRITERIA	DOCUMENTS	RATING SYSTEM		WEIGHT	1 Applicable Experience	SEC or DTI Registration	100%	- 5 years in business or more	35	80%	- 3-4 years in business	60%	- 1-2 years in business	20%	- Less than 1 year in business	2 Qualification of the Company	Single Largest Completed Contract Similar to the Project in terms of size and complexity	100%	- Completed contract as Main Contractor	40	80%	- Completed Contract as Partner Contractor	60%	- Completed Contractor as Subcontractor	3 Current Workload	NFCC as computed based on submitted Audited Financial Statements and Statement of All On-going Government and Private Contracts	100%	- NFCC is more than 100% of the ABC	25%	80%	- NFCC is 50-100% of the ABC	60%	- NFCC is 25-49% of the ABC	40%	- NFCC is 1-24% of the ABC	T O T A L				100%
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Section IV. Terms of Reference

TERMS OF REFERENCE (TOR)

ENGAGEMENT OF CONSULTANCY SERVICES FOR THE INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015 QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM, AND ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM) CERTIFICATION IN THE PROVINCIAL GOVERNMENT OF LA UNION

I. BACKGROUND

In line with the Philippine government's program to promote efficiency and responsiveness, the Provincial Government of La Union (PGLU) has adopted and implemented the ISO 9001:2015 Quality Management System (QMS), ISO 14001:2015 Environmental Management System (EMS), and ISO 45001:2018 Occupational Safety and Health Management System (OHSMS) to further enhance its operations and its delivery of services. To further intensify its implementation, the PGLU is gearing towards an Integrated Management System (IMS) Certification. To achieve this, acquisition of ISO consultancy services is an important step for the PGLU in its ongoing commitment to delivering high-quality services and achieving excellence in its operations.

II. OBJECTIVES

By acquiring consultancy services for ISO IMS, the Provincial Government of La Union shall be:

- Trained and prepared to develop, implement, maintain, monitor, and improve the organization's IMS, and establish its own IMS Policy.
- Established with an effective Corrective Action and Risk Planning System
- Integrated Management System (QMS, EHS, and OHSMS) certified.

III. SCOPE OF SERVICES AND EXPECTED OUTPUT

The scope of services of the engagement shall include the following:

1. Conduct of Gap Analysis

The first phase involves a gap analysis, which is an assessment of the PGLU's current management systems and practices against the requirements of the implemented ISO standards.

2. Conduct of Documentation Development

The next phase involves the development of necessary documentation, such as policies, procedures, and work instructions, to support the implementation of the management system. The consultant will work with the PGLU to ensure that the documentation is aligned with the ISO standard requirements.

3. Implementation of IMS

The implementation phase involves integration of the three ISO standards into practice. The consultant will provide guidance and support to the PGLU in implementing the management system effectively, ensuring that all relevant personnel are trained and the necessary resources are in place.

4. Conduct of Internal Audit

The consultant shall assist the PGLU in developing an internal audit program and providing training to personnel responsible for conducting audits to ensure that the system is working effectively.

5. Third-Party Certification Audit

Finally, the PGLU will undergo a certification audit conducted by an accredited certification body. The consultancy shall assist the PGLU in preparing for the certification audit, ensuring that all requirements are met, and provide support during the audit process.

6. Deliverables

The consultant shall have the following activity and deliverables:

ACTIVITY	DELIVERABLES
Phase 1 CONDUCT OF GAP ANALYSIS	a. Assessment/Consultation of the current status of PGLU offices b. Awareness Training for QMS, EHS, OHSMS c. Internal Gap Analysis d. Strategic Planning e. Risk Thinking and Risk Management
Phase 2 CONDUCT OF DOCUMENTATION DEVELOPMENT	a. Documentation/Process Design b. Documentation/Process Implementation <ul style="list-style-type: none"> • Document assessment and consultation on the IMS requirements. • Mapping of key processes based on QMS, EMS, OHSMS. • Identification of process objectives and plans as a basis for monitoring and continually improving business process as well as environmental effectiveness/ efficiency.
Phase 3 IMPLEMENTATION OF IMS	a. Assistance on the implementation of an Integrated Management System b. Consultation/Checking of PLGU IMS implementation
Phase 4 CONDUCT OF INTERNAL AUDIT	a. IMS Comprehensive Internal Auditors Training b. Root Cause Analysis with Effective Corrective Action c. Coaching/Consultancy <ul style="list-style-type: none"> • Conduct of IMS internal audit

ACTIVITY	DELIVERABLES
	<ul style="list-style-type: none"> Review on the report of the management review meeting
Phase 5 THIRD-PARTY CERTIFICATION AUDIT	a. Preparation for the Pre-Certification Audit b. Assistance during the certification c. Post-Consultancy with Coaching on the next steps and Audit Findings

7. Project Duration and Budgetary Requirements

The Approved Budget for the Contract (ABC) is **(₱1,120,000.00)** as budgeted in the Local Expenditure Program (LEP) of the Office of the Provincial Administrator (OPA). It shall be inclusive of all taxes, duties, fees, levies, and other charges imposed under applicable laws. The budget for the engagement of consultancy services does not include the venue, food and other operational requirements in the conduct of trainings/workshops, rapid assessment and consultation, and audits.

The project duration will take **(duration)** upon receipt of Notice to Proceed (NTP). Timeline of the project maybe adjusted depending on the results of the assessment and evaluation in the implementation of IMS subject to the approval of the PGLU.

INTERVENTION	JUL	AUG	SEP	OCT	NOV	DEC
Conduct of Gap Analysis						
Conduct of Documentation Development						
Implementation of IMS						
Conduct of Internal Audit						
Third-Party Certification Audit						

NO.	DELIVERABLES/PARTICULARS	PERCENTAGE OF TOTAL BUDGET	AMOUNT
1	Phase I a. Assessment/Consultation of the current status of PGLU offices b. Awareness Training for QMS, EHS, and OHSMS	31.25%	350,000.00

NO.	DELIVERABLES/PARTICULARS	PERCENTAGE OF TOTAL BUDGET	AMOUNT
	c. Internal Gap Analysis d. Strategic Planning e. Risk Thinking and Risk Management		
2	Phase II a. Documentation/Process Design b. Documentation/Process Implementation <ul style="list-style-type: none"> • Document assessment and consultation on the IMS requirements. • Mapping of key processes based on QM, EMS, and OHSMS • Identification of process objectives and plans as a basis for monitoring and continually improving business process as well as environmental effectiveness/efficiency. 	13.39%	150,000.00
3	Phase III f. Assistance on the implementation of an Integrated Management System g. Consultation/Checking of PGLU IMS implementation.	12.50%	140,000.00
4	Phase IV h. IMS Comprehensive Internal Auditors Training i. Root Cause Analysis with Effective Corrective Action j. Coaching/Consultancy <ul style="list-style-type: none"> • Conduct of IMS Internal Audit 	25.00%	280,000.00

NO.	DELIVERABLES/PARTICULARS	PERCENTAGE OF TOTAL BUDGET	AMOUNT
	<ul style="list-style-type: none"> • Review on the report of the management meeting 		
5	Phase V k. Preparation for the Pre-Certification Audit l. Assistance during the certification m. Post-consultancy with coaching on the next steps and Audit Findings.	17.86%	200,000.00
TOTAL		100%	P 1,120,000.00

IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Provide PGLU the necessary trainings on ISO related activities and requirements for the IMS certification.
2. Adhere to the agreed scope of work/deliverables w/c were approved by the PGLU.
3. Provide required reports consistent with the content of the approved scope of work/deliverables to the PGLU.
4. All information reviewed and recorded shall be always treated in the strictest confidentiality.

V. RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF LA UNION

1. In the IMS certification, the PGLU shall undertake all administrative and logistical requirements necessary to ensure that the interventions are successfully carried out.
2. The PGLU, through the OPA, and other concerned offices shall oversee the program status and will provide the necessary personnel, data information and other required resources related to the scope of work of the consultant.
3. The PGLU shall pay the Consultant upon turnover of expected outputs in each intervention conducted. Partial payment shall be allowed by the PGLU per intervention activity,
4. Provide for the following logistical requirements for the consultant:
 - Suitable venue and administrative support
 - Interprovincial Transportation
 - Food for consultants and the participants during sessions

VI. QUALIFICATIONS OF THE CONSULTANT

A prequalified/eligible consultant shall have proven/good track record in providing specialized services in the certification of Integrated Management System:

1. The Consulting firm eligible to conduct the consulting services with the following requirements:

- Duly licensed Filipino citizens/sole proprietorships
- Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to the citizens of the Philippines
- (iii) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines
- The consulting firm has the following documents
 - PhilGEPS registration
 - Technical Documents and list of all ongoing and completed government and private contracts
 - CV of the Project Team
 - Organizational Background
 - Submit all documents needed for the processing of payments (Business Permit, BIR Permit, Omnibus, DTI Permit, among others)

2. Professional Staff

- The Firm must have at least three (3) auditors with related educational background and with at least 5 years related or similar nature of work.

3. Applicable Experience

- The firm must have a track record in providing training, capacity-building and consultancy services in the implementation and certification of Integrated Management System.
- The firm/company must be established and have been providing services of the same nature for at least five (5) years; and

The firm must have a wealth of experience in handling both Government and Non-Government accounts.

Section V. Bidding Forms

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ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for [Title of Project], [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

CHECKLIST OF ELIGIBILITY DOCUMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Completed Contract similar to the contract to be bid within the last five (5) years; **and**
- (h) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions in accordance with Clause 1.2, including their respective curriculum vitae; **and**

Financial Documents

- (i) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL DOCUMENTS ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year:

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name : _____
 Business Address: _____

Name of Contract/Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role ¹		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

Note: This statement shall be supported with:
 1 Notice of Award or Notice to Proceed
 2 Contract or Purchase Order issued by the owner

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

_____ ¹ Bidder's Role whether main consultant, subcontractor, or partner in JV.

**STATEMENT OF CONTRACTS COMPLETED WITHIN THE YEAR 2018
TO PRESENT WHICH ARE SIMILAR IN NATURE**

Business Name : _____
Business Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role ²		a. Amount at Awarded b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						
Total Cost						

Note: This statement shall be supported with:

- 1 Contract or Purchase Order
- 2 Certificate of Completion or Certificate of Acceptance
- 3 Official Receipt/s or Sales Invoice/s

Submitted by : _____
(Print Name and Signature)
Designation : _____
Date : _____

² Bidder's Role whether main consultant, subcontractor, or partner in JV.

SEALING AND MARKING OF ENVELOPES



