



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 10244483
Procuring Entity PROVINCE OF LA UNION
Title For the Engagement of Consultancy Services of a Certifying Body for the ISO Integrated Management System (IMS) Re-Certification for the three (3) Standards ISO 9001:2015 Quality Management System (QMS)
Area of Delivery La Union

Solicitation Number:	2023-1-02C	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	4
Category:	Consulting Services	Date Published	20/10/2023
Approved Budget for the Contract:	PHP 870,000.00	Last Updated / Time	20/10/2023 00:00 AM
Delivery Period:	3 Year/s	Closing Date / Time	26/10/2023 10:00 AM
Client Agency:			
Contact Person:	Gerardo Jr. V Viloria Administrative Officer Provincial Capitol San Fernando City La Union Philippines 2500 63-72-2425550 Ext.249 pglu_bacsu@launion.com		

Description

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 26, 2023.

NAME OF PROJECT : FOR THE ENGAGEMENT OF CONSULTANCY SERVICES OF A CERTIFYING BODY FOR THE ISO INTEGRATED MANAGEMENT SYSTEM (IMS) RE-CERTIFICATION FOR THE THREE (3) STANDARDS ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS), ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) ISO 45001:2018 OCCUPATIUNAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM (OHS)

LOCATION : BAC Office, Provincial Capitol Bldg., Brgy. II, San Fernando City, La Union

APPROVED BUDGET FOR THE CONTRACT : ₱ 870,000.00

TERMS OF REFERENCE:

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. The

IMS certification is an important step for the PGLU in its ongoing commitment to delivering high-quality services and achieving excellence in its operations.

II. OBJECTIVES

- The Integrated Management System (IMS) will positively impact specific management system components and outcomes, such as improvements in quality of services, safety management, address and reduce risk, and boost productivity of workers.
- The main objective of the IMS is to integrate all areas governed by management systems into a single system. This significantly impacts work by simplifying it and avoiding conflicts and duplication of documents. The IMS responds to the need to control the risks and performance.
- This also aims to ensure that PGLU offices comply with all applicable legal and regulatory obligations and helps assess how well the management system functions across the entire organization.
- The effective participation and synergy of PGLU departments in securing the integration of the management system will greatly affect the sustainability of IMS and continuously improve its processes and management system functions by initiating efficient services for employees, clients or customers, citizens and for the welfare of the constituents.
- In sustaining an integrated management system, the PGLU will continue to improve its service delivery, increase customer satisfaction, protect the safety of clients and employees, and further develop its performance in the spirit of sustainable environmental protection.

III. SCOPE OF SERVICES AND EXPECTED OUTPUT

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

ACTIVITY DELIVERABLES

Year 1 (2023)

- ISO IMS Recertification Audit a. Conduct of ISO IMS Re-certification Audit
b. Audit Result
c. Issuance of IMS Certification (if the PGLU passed)

Year 2 (2024)

- ISO IMS Surveillance 1 Audit a. Conduct of ISO IMS Surveillance Audit
b. Audit Result

Year 3 (2025)

- ISO IMS Surveillance 2 Audit a. Conduct of ISO IMS Surveillance Audit
b. Audit Result

IV. PROJECT DURATION AND BUDGETARY REQUIREMENTS

The Approved Budget for the Contract (ABC) is ₱ 870,000.00 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. In addition, the travel expenses and room accommodation shall be at the expense of the service provider. The budget for the engagement of certification services does not include the venue, food, and other operational requirements in the conduct of audit.

The project duration will take 3 years upon receipt of Notice to Proceed (NTP). Timeline of the project may be adjusted depending on the results of the assessment and evaluation in the implementation of IMS subject to the approval of the PGLU.

INTERVENTION JUN JUL AUG SEP OCT NOV DEC

Year 1 (2023) Recertification Audit

Year 2 (2024) Surveillance 1 Audit

Year 3 (2025) Surveillance 2 Audit

NO.

DELIVERABLES/PARTICULARS PERCENTAGE OF TOTAL BUDGET
AMOUNT

1 Year 1 (2023) Recertification Audit

- a. Conduct of ISO IMS Recertification Audit to selected PGLU Offices
b. Audit Findings
c. Issuance of certificates (if the PGLU passed)

50%

₱ 435,000.00

2 Year 2 (2024) Surveillance 1 Audit

- a. Conduct of ISO IMS Surveillance Audit to selected PGLU Offices
b. Audit Findings

25%

₱ 217,500.00

3 Year 3 (2025) Surveillance Audit

- a. Conduct of ISO IMS Surveillance Audit to selected PGLU Offices
- b. Audit Findings

25%

₱ 217,500.00

TOTAL 100% ₱ 870,000.00

V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Provide audit services to the PGLU during the IMS recertification and surveillance audit.
2. Adhere to the agreed scope of work/deliverables which were approved by the PGLU.
3. Provide audit reports consistent with the content of the approved scope of work/deliverables to the PGLU.
4. Provide certificates if the PGLU passed the IMS re-certification.
5. Travel expenses and room accommodation of auditors shall be at the expense of the service provider.
6. All information reviewed and recorded shall be always treated in the strictest confidentiality.

VI. 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 auditor.
3. The PGLU shall pay the Certifying Body 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 auditor/s:
 - Suitable venue and administrative support
 - Interprovincial Transportation
 - Food for the auditors and the participants during sessions

VII. QUALIFICATIONS OF THE CERTIFYING BODY

The CB should have the following minimum qualifications:

- a. The CB should be registered in the Philippine Government Electronic Procurement System (PhilGEPS) and duly accredited for IMS certification activities by any International Accreditation Body member of the International Accreditation Forum (IAF);
- b. The CB must have a minimum 5 years of experience of successfully certifying ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 and at least two (2) government agency or GOCCs certified for three standards.
- c. The CB must issue certificate that are compliance with British Standard (BS), European Norm (EN) and International Standard (ISO). Sample certificate must be submitted.
- d. The CB must have a FULL scope of accreditation for EAC36 (Public Administration) and EAC38 (Health & Social Work) and schedule of accreditation must be submitted.
- e. Audit teams, including surveillance, should satisfy the following:
 - i. Consists of auditor(s) with actual hands-on experience on IMS who are qualified to conduct audits in the name of the CB;
 - ii. Auditor(s) shall have a minimum of three (3) years ISO 9001, ISO 14001 & ISO 45001 IMS auditing experience;
 - iii. Have team members with actual hands-on experience on government & hospital IMS Process; and
 - iv. Replacement of any team shall require prior written approval from the PGLU.

VIII. 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 85% while the cost (Financial Proposal) is 15% and is allocated as follows:

CRITERIA

DOCUMENTS

RATING SYSTEM

WEIGHT

A Applicable Experience of the Company SEC or DTI Registration

100% More than 10 years in business or more

15%

80%

7-9 years in business

50%

5-6 years in business

20%

Less than 5 years in business

B Company's

Completed Similar Projects in size and complexity within the last 5 years Submitted Listed Contracts/ Auditor's

References

100% More than 10 completed related contracts

10%

80%

8-9 completed related contracts

CRITERIA

DOCUMENTS

RATING SYSTEM

WEIGHT

50%

5-7 completed related contracts

20% Less than 5 completed related contracts

C Applicable Experience of the Audit Team to be Assigned to the Recertification and Surveillance Audit Curriculum Vitae

Lead Auditor

5%

100% More Than 5 related experience in Auditing Services as provided under Section III of Terms of Reference

80% 4-5 related experience in Consultancy Services as provided under Section III of Terms of Reference

50% 2-3 related experience in Consultancy Services as provided under Section III of Terms of Reference

50% Less than 2 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project

Member (Auditor 2)

5%

100% More Than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference

50% Less than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project

Member (Auditor 3)

5%

100% More Than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference

50% Less than 5 related experience in Consultancy Services as provided under Section III of Terms of Reference or member has been sub-contracted particularly for the specific project

D

Lead Auditor

5%

CRITERIA

DOCUMENTS

RATING SYSTEM

WEIGHT

Qualification of the Audit Team

Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment

100% Degree on any course related to the project

50% Any other related field and relevant certifications

Member (Auditor 2)

5%

100% Degree on any course related to the project

50% Any other related field and relevant certifications

Member (Auditor 3)

5%

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 E.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness, and practicability to site conditions.

15%

100% Exceeds the minimum requirement

66% Meets the minimum requirement

33% Below the minimum requirement

0% Does not meet the minimum requirement

E.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.

15%

100% Exceeds the minimum requirement

66% Meets the minimum requirement

33% Below the minimum requirement

0% Does not meet the minimum requirement

TECHNICAL SCORE

85%

Financial Bid 10% Lowest bid

15%

Other Financial Score = $\frac{\text{Lowest Financial Bid}}{\text{Financial Bid}} \times 100\%$

CRITERIA

DOCUMENTS

RATING SYSTEM

WEIGHT

TOTAL

100%

IX. PROJECT DURATION

The CB shall perform and deliver the services for a period of three (3) years starting in CY 2023 and shall end in CY 2025.

X. 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.

XI. 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. PhilGEPS Registration Number;
 4. Company Profile;
 5. Tax Clearance;
 6. Net Financial Contracting Capacity (NFCC) Computation (Annex "B");
 7. List of all ongoing government and private contracts (Annex "C");
 8. List of all completed contracts similar in nature for the last 10 years (Annex "D");
 9. Curriculum Vitae of Project Team (Annex "E");
 10. Comments and Suggestions of the Certifying Body on the TOR (Annex "F");
 11. Team Composition and Task (Annex "G");
 12. Time Schedule for Professional Team Members (Annex "H");
 13. Activity Work Schedule (Annex "I");
 14. Income/Business Tax Return; and
 15. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page.
- For further inquiries, please coordinate with Robert L. Lelina at telephone number (072) 242-5550 loc. 249. 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, Ground Floor 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

Created by Gerardo Jr. V Vilorio

Date Created 19/10/2023

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