



## BIDS AND AWARDS COMMITTEE

### 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 November 26, 2024**.

<b>NAME OF PROJECT</b>	:	<b>ENGAGEMENT OF A SERVICE PROVIDER TO CONDUCT INTERNAL AUDIT REFRESHER COURSE</b>
<b>LOCATION</b>	:	City of San Fernando, La Union
<b>APPROVED BUDGET FOR THE CONTRACT</b>	:	<b>₱328,160.00</b>

#### 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.

##### II. OBJECTIVES

- **Enhance Auditor Competency:** Equip internal auditors with comprehensive knowledge and practical skills in auditing Integrated Quality, Environmental, Health, and Safety Management Systems (QEHS) based on ISO 9001, ISO 14001, and ISO 45001 standards. This will ensure auditors are proficient in identifying risks, ensuring compliance, and driving continuous improvement across the organization.
- **Streamline Audit Processes:** Foster an integrated approach to auditing by combining the training for ISO 9001, ISO 14001, and ISO 45001 into a single course. This will reduce training time and costs while providing auditors with a holistic understanding of the interconnections between quality, environmental, and health and safety standards.
- **Improve Organizational Compliance:** Ensure the organization meets and exceeds the rigorous requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 by training auditors to conduct thorough and effective audits. This will strengthen the organization's ability to manage its QEHS management system, ensuring ongoing regulatory compliance and mitigating risks.

- **Facilitate Continuous Improvement:** Empower auditors to identify areas of improvement within the organization's QEHS management systems, providing valuable insights that contribute to enhanced operational efficiency, reduced environmental impact, and improved health and safety outcomes.
- **Promote Consistency and Quality in Auditing:** Standardize the internal audit process across the organization by training all auditors in the same methodologies and best practices. This will lead to consistent, high-quality audits that provide reliable data and actionable recommendations for management.

### III. SCOPE OF SERVICES AND EXPECTED OUTPUT

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

ACTIVITY	DELIVERABLES
<p><b>Day 1</b></p> <ul style="list-style-type: none"> <li>• ISO 9001 History</li> <li>• High Level Structure</li> </ul> <ul style="list-style-type: none"> <li>• Introduction to ISO 9001:2015</li> <li>• Key Changes in ISO 9001:2015</li> <li>• Overview of the ISO 9001:2015</li> <li>• Comparison between ISO 9001:2008 and 9001:2015</li> <li>• Conversion Process and Timeline</li> </ul>	<p>The history of ISO 9001 can be summarized in a timeline document highlighting key milestones in its development and a report outlining its global impact on quality management systems.</p> <p>For the High-Level Structure (HLS), a document would explain how ISO 9001 integrates with other standards like ISO 14001 and ISO 45001, supported by a matrix aligning ISO 9001:2015 clauses with HLS.</p> <p>An introduction to ISO 9001:2015 could be delivered as a guide or presentation, covering its purpose and benefits, along with a comparison chart highlighting its core principles.</p> <p>The key changes in ISO 9001:2015 would be captured in a document detailing updates such as risk-based thinking and leadership focus, complemented by an impact analysis for organizations transitioning from older versions.</p> <p>An overview of ISO 9001:2015 would be presented in a summary document outlining the core clauses, supported by a flowchart of the main requirements.</p> <p>A comparison between ISO 9001:2008 and 9001:2015 could be provided as a side-by-side document, along with a transition guide to help organizations shift to the 2015 version.</p> <p>Finally, the conversion process and timeline would be outlined in a roadmap or project plan, supported by a checklist to track progress during the transition.</p>
<p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>• ISO 14001 History</li> <li>• High Level Structure</li> </ul>	<p>The history of ISO 14001 outlines the development of environmental management standards aimed at improving organizational environmental performance. ISO 14001 follows a High-Level Structure (HLS) for compatibility with other standards. ISO 14001:2015</p>

<ul style="list-style-type: none"> <li>• Introduction to ISO 14001:2015</li> <li>• Key Changes in ISO 14001:2015</li> <li>• Overview of the ISO 14001:2015</li> <li>• Comparison between ISO 14001:2004 and 14001:2015</li> <li>• OH&amp;S Management System Model</li> <li>• ISO 45001:2018 Requirements</li> </ul>	<p>introduces updates that emphasize leadership, risk-based thinking, and sustainability. Key changes include integrating environmental management into core business processes and managing risks and opportunities.</p> <p>An overview of ISO 14001:2015 highlights its core clauses, leading to a comparison with ISO 14001:2004, noting shifts in risk management and stakeholder communication. The OH&amp;S Management System Model and ISO 45001:2018 requirements focus on worker participation, risk control, and legal compliance for occupational health and safety. These deliverables provide a comprehensive understanding of both environmental and OH&amp;S management systems.</p>
<p><b>Day 3</b></p> <ul style="list-style-type: none"> <li>• Initiating an Audit</li> <li>• Document Review</li> <li>• Audit Plan</li> <li>• Audit Work Documents</li> <li>• Opening Meeting</li> <li>• Execute the Audit</li> <li>• Documenting Non-Conformities</li> <li>• Closing Meeting</li> <li>• Audit Report</li> <li>• Audit Follow-Up</li> </ul>	<p>The audit process begins with an initiation memo outlining the objectives, confirming the audit team, and setting a timeline. During the document review, auditors compile a checklist of key documents, conduct a gap analysis, and highlight focus areas. An audit plan is then created, detailing the scope, schedule, and methodology, supported by audit work documents like checklists and questionnaires.</p> <p>In the opening meeting, the audit process is introduced, and participants are briefed. During the audit execution, evidence is gathered through interviews, observations, and documentation. Non-conformities are identified and documented using reports and corrective action forms.</p> <p>The closing meeting presents findings, including non-conformities and improvement opportunities. The audit report compiles these findings, with recommendations and supporting evidence. In the follow-up stage, auditors track corrective actions and ensure continuous improvement.</p>

#### IV. BUDGETARY REQUIREMENTS

The Approved Budget for the Contract (Internal Audit Refresher Course) is **P 328,160.00** 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 training services include the venue, food, and other operational requirements.

NO.	PARTICULARS/DELIVERABLE	PERCENTAGE OF TOTAL BUDGET	AMOUNT
1	Training Plan and Curriculum	20%	<b>328,160.00</b>

2	Training Manuals and Materials	5%	
3	Conduct of Training Sessions for the 67 PGLU/DH Internal Auditors	50%	
4	Certificates of Completion	10%	
5	Training Evaluation Report	15%	
<b>TOTAL</b>		<b>100%</b>	<b>328,160.00</b>

## V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Design and customize the course content based on the client's needs, ensuring coverage of all relevant audit procedures, including document review, audit planning, execution, and follow-up. The content must align with ISO 9001, ISO 14001, and ISO 45001 standards while remaining relevant to the participants' work environment.
2. Prepare the training in advance by providing a detailed agenda and learning objectives. The provider should also ensure that training materials, such as manuals, slides, and workbooks, are developed and distributed to participants before the course. Logistical arrangements, such as the training venue or online platform, must be confirmed.
3. Conduct the training according to the planned curriculum. This includes facilitating interactive sessions, such as role-playing audit scenarios, group discussions, and mock audits. The service provider must offer practical guidance and feedback on tasks like documenting non-conformities, preparing audit reports, and discussing corrective actions.
4. Ensure the trainers conducting the course are experienced professionals with expertise in internal audits, QEHS standards, and ISO requirements. They must address specific challenges that participants may face in their organizational context.
5. Assess participants' understanding during the training through quizzes, exercises, or mock audits. The course should conclude with a final exam or practical test to measure the participants' competence. Feedback on performance should be provided, identifying areas of strength and opportunities for improvement.
6. Provide post-training support, such as follow-up question-and-answer sessions, guidance on implementing audit improvements, or supplementary learning materials. The service provider should also issue certificates to participants confirming their successful completion of the course.
7. Deliver a final course completion report to the client, summarizing evaluations, participant feedback, and any outcomes of the training.
8. Ensure that the course content complies with the most recent ISO standards and incorporates best practices for conducting effective audits.
9. Must provide for its accommodation during the course of the training period.
10. All travel-related expenses and accommodations for the trainers will be shouldered by the training provider.

## VI. RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF LA UNION

1. The Provincial Government of La Union (PGLU) shall coordinate with the service provider to ensure the course is customized to meet the specific needs of its employees. This includes aligning the training with the existing QEHS practices and standards, particularly ISO 9001, ISO 14001, and ISO 45001, and sharing relevant organizational information, goals, and challenges.
2. Handle logistical arrangements for the training, such as selecting and preparing the venue for in-person sessions or providing the necessary technology for online training. PGLU must ensure that participants are informed about the schedule, venue, and requirements, and that all necessary resources are made available.
3. Ensure the participation of appropriate personnel. PGLU must identify and assign relevant employees, especially those involved in QEHS management and internal audits, to attend the training. The selected participants should have the required background to gain the maximum benefit from the course.
4. Monitor the progress and performance of participants during the training. This may involve working with the service provider to assess the learning outcomes, reviewing participant feedback, and ensuring that the training objectives are met.
5. Ensure that the knowledge and skills acquired from the training are applied within the organization. PGLU must facilitate the integration of new practices into existing QEHS systems, follow up on corrective actions identified, and conduct continuous evaluations to assess the long-term impact of the training.

## VII. QUALIFICATIONS OF THE TRAINING PROVIDER

### 1. Applicable Experience

- The service provider must have a track record of providing auditing services in the certification of the Integrated Management System.
- The firm/company must be established and have been providing services of the same nature for at least ten (10) years; and
- The firm must have a wealth of experience in handling both Government and Non-Government accounts.

### 3. Technical Rating

Below is the percentage for technical rating on the engagement of a Service Provider for the Internal Audit Refresher Course.

CRITERIA		DOCUMENTS	RATING SYSTEM		WEIGHT
A	Applicable Experience of the Company	SEC or Registration	DTI	100%	More than 10 years in business or more
				80%	
15%					

			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 Contracts/ References	Listed Trainers	100%	More than 10 completed related contracts	15%
			80%	8-9 completed related contracts		
			50%	5-7 completed related contracts		
			20%	Less than 5 completed related contracts		
C	Applicable Experience of the Team to be Assigned to the Internal Audit Refresher Course	Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment		Team Leader		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 1		2%
			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 2		2%
			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	
C	Applicable Experience of the Audit Team to be Assigned to the Internal Audit Refresher Course	Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment	Member 3		2%
			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	
D	Qualification of the Resource Speakers	Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment	Team Leader		3%
			100%	Degree on any course related to the project	
			50%	Any other related field and relevant certifications	

			Member 1		
			100%	Degree on any course related to the project	2%
			50%	Any other related field and relevant certifications	
			Member 2		
			100%	Degree on any course related to the project	2%
			50%	Any other related field and relevant certifications	
			Member 3		
			100%	Degree on any course related to the project	2%
			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	
<b>TECHNICAL SCORE</b>					80%
F	Financial Bid		10%	Lowest bid	20%



	Other Financial Score = Lowest Financial Bid/Financial Bid x 100%	
<b>TOTAL</b>		100%

\*Passing Technical Score is 50%

### VIII. BID SUBMISSION

The Request for Proposal shall be secured from the Bids and Awards Committee (BAC) which provides the instruction for the preparation of bid documents together with the procurement schedule.

The procurement process shall be in accordance with Republic Act No. 9184 or the Government Procurement Reform Act, and its Implementing Rules and Regulations.

### IX. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the service provider 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. PhilGEPS Registration Number;
4. Company Profile and Methodology;
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. Duly Notarized Curriculum Vitae of Project Team (Annex "E");
10. Comments and Suggestions of the Service provider on the TOR (Annex "F");
11. Team Composition and Task (Annex "G");
12. Time Schedule for Professional Team Members (Annex "H");
13. Income/Business Tax Return; and
14. 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 **Ms. Berlyn B. Camba** 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.

  
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:

Item No.	Item Description	Quantity	Unit Price	Total Price
1	<b>ENGAGEMENT OF SERVICE PROVIDER TO CONDUCT INTERNAL AUDIT REFRESHER COURSE</b>	1 lot		
<b>TOTAL (inclusive of VAT)</b>				

(Amount in words):

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

Truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact No.

## FINANCIAL DOCUMENTS FOR 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 2023
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 Service provider

\_\_\_\_\_  
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		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
<u>Private</u>								
					<b>Total Cost</b>			

*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 : \_\_\_\_\_



**FORMAT OF CURRICULUM VITAE (CV)  
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_  
 Name of Firm: \_\_\_\_\_  
 Name of Staff: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

**Education:**

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

**Languages:**

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Signature of staff member and authorized representative of the firm]*

Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_, at  
\_\_\_\_\_, affiant exhibiting to me his/her  
\_\_\_\_\_ as proof of his/her identity.

NOTARY PUBLIC

Doc No. \_\_\_\_;

Page No. \_\_\_\_;

Book No. \_\_\_\_;

Series of 2024.



**COMMENTS AND SUGGESTIONS  
OF THE SERVICE PROVIDER ON THE TOR**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be Provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

**TEAM COMPOSITION AND TASKS**

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<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

			Days in the Form of a Bar Chart		
Name	Position	Reports Due / Activities	1	2	
					Subtotal (1)
					Subtotal (2)
					Subtotal (3)
					Subtotal (4)

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities: \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Location: \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
 (Authorized Representative)

Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

1.