

18 June 2020

### REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. **TPB-PR 2020.06.182**

**Requirement: Consultancy Services for the Enhancement and Maintenance of the Tourism Promotions Board ISO 9001:2015 Quality Management System**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p><b>PR No. 3.003</b> <b>Consultancy Services for TPB's ISO 9001:2015 Quality Management System</b></p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>1. To enhance the competence of Officers, key personnel, and staff of TPB in the understanding and application of: <ul style="list-style-type: none"> <li>• ISO 9001:2015 QMS requirements</li> <li>• Setting of Quality Objectives</li> <li>• Organizational and process-level risk identification, evaluation, and control</li> </ul> </li> <li>2. To coach and guide Internal Quality Auditors in auditing processes focused more on the risks and opportunities identified.</li> <li>3. To guide the Process Owners of the six (6) processes that underwent Life cycle audit last CY 2019 in implementing the needed improvements / streamlining to ensure the alignment of meeting of timelines.</li> <li>4. To guide the Process Owners in implementing the Opportunities for Improvement cited during the External Audit last November 26, 2019.</li> </ol>	998,000.00	998,000.00

	<p><b>Scope of Services</b></p> <p>The said consulting services shall involve the following activities:</p> <ol style="list-style-type: none"> <li>1. Adherence to the appointed mutually agreed training and consulting/visit days;</li> <li>2. Provision of training handouts prior to the scheduled training;</li> <li>3. Compliance with training requirements for the entire approved undertakings;</li> <li>4. Conduct workshops for better understanding of the participants; and</li> <li>5. Training and workshops to be conducted online.</li> </ol> <p><b>Qualification of the Consultant/Firm</b></p> <ol style="list-style-type: none"> <li>1. Must possess at least five (5) years of consulting experience in the establishment/ documentation up to certification of an ISO 9001 QMS;</li> <li>2. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment of QMS towards the achievement of certification to ISO 9001:2015 Standard (provide copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable);</li> <li>3. For Consultants, must be an approved Third Party Auditor by a certifying body in auditing ISO 9001:2015 QMS; and</li> <li>4. For Consulting Firm, all key personnel to be assigned in the project should have at least three (3) years of relevant work experience.</li> </ol> <p><b>Please see attached Terms of Reference for the ff:</b></p> <ol style="list-style-type: none"> <li>1. <b>Schedule of Deliverables</b></li> <li>2. <b>Duration of Engagement</b></li> <li>3. <b>Terms of Payment</b></li> <li>4. <b>Rating Criteria</b></li> </ol> <p><b>Qualified bidders are required to present their technical proposal for a maximum of 15 mins</b></p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		

ABC	PhP998,000.00 inclusive of service charge and all applicable taxes
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Please submit your **quotation and legal documents** duly signed by your representative to email address *janet\_villafranca@tpb.gov.ph* not later than **26 June 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

Thank you very much.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

0995-0274187

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

For the Firm

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. BIR Certificate of Registration
4. Omnibus Sworn Statement
5. Company Profile

For Individual Consultant

1. PhilGEPS Registration Certificate
2. BIR Certificate of Registration
3. Professional License/Curriculum Vitae