

17 February 2021

**REQUEST FOR PROPOSAL (RFP)**

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

**RFP No. TPB-PR 2021.02.059**

**Requirement:** Consultancy Services for the Maintenance and Improvement 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>Consultancy Services for TPB ISO 9001:2015 Quality Management</b></p> <p><b>Objectives</b> To provide technical assistance and guidance to TPB officers, key personnel and staff for better understanding, improved application and implementation of:</p> <ol style="list-style-type: none"> <li>1. ISO 9001:2015 QMS established in the respective areas of duties, responsibilities and authorities for more effective and efficient long-term maintenance of TPB's Quality Management System;</li> <li>2. Corrective Action Process as a management system tool to conduct root cause analysis, formulate appropriate correction and corrective action to address external and internal audit findings and to improve TPB's Quality Management System process performance;</li> <li>3. Organizational and process-level risk identification, evaluation and control to help achieve TPB's organizational goals and objectives; and</li> <li>4. Review and update of relevant systems and operating procedures, forms and other monitoring</li> </ol>	998,0000.00	998,000.00

and measurement tools to ensure adequacy, suitability and responsiveness to the current needs of TPB.

**Scope of Work/Deliverables**

The said consulting services shall involve the following activities:

1. Adherence to the appointment - mutually agreed training and consulting days;
2. Provision of electronic copies of the training material prior to the scheduled training;
3. Compliance with training and consulting requirements for the entire approved undertakings;
4. Conduct workshops for better understanding of the participants; and
5. Training and workshops to be conducted online.

**Eligibility Requirements**

Qualification of the Firm

1. Must be in the industry for the last five (5) years, handling consulting project in the establishment/ documentation up to certification of an ISO 9001 QMS;
2. Must have undertaken at least five (5) successful consultancy project services with government organizations in the establishment of QMS towards the achievement of certification to ISO 9001:2015 Standard
  - a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable
  - b. Submit list of ongoing and completed government and private contract for the last five (5) years whether similar or not similar in nature to the project. The format shall include the name of the agency, title of the project amount of the contract.
  - c. Submit copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable);

Qualification of the Consultant

1. Must possess at least five (5) years of consulting experience in the establishment/ documentation up to certification of an ISO 9001 QMS.
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);
3. Must be an approved Third Party Auditor by a certifying body in auditing ISO 9001:2015 QMS; and
4. Must have conducted Public trainings for ISO 9001:2015 QMS with a recognized government training institution.
  - a. Submit Certificate as ISO Trainer/Auditor
  - b. Submit CV using the TPF6 Form
  - c. Submit copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable

**Qualification of the Key Personnel**

Minimum of one (1) Auditor to assist in the pre-surveillance audit. Must have at least three (3) years of relevant work experience.

- a. Submit Certificate as ISO Auditor
- b. Submit CV using the TPF6 Form

**CRITERIA FOR EVALUATION**

Proposal	Weight
A. Technical Proposal	85%
B. Financial Proposal	15%

Technical and Financial Proposals Criteria and Rating (85% Passing Score)

**Qualified Bidders shall be required to present their technical proposal (maximum of 15 minutes), the date of the presentation will be on short notice.**

	<b>Please see attached Terms of Reference for the detailed scope of works, rating criteria for the technical proposal, methodology and, other details.</b>		
Terms	As stated in the TOR		
Delivery	As stated in the TOR		
ABC	PhP998,000.00 inclusive of applicable taxes		

Please submit your **proposal and legal documents** duly signed by your representative to the email address *janet\_villafranca@tpb.gov.ph* not later than **23 February 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The proposal shall be in a **compressed file folder**, for easy identification of emails, the subject shall be in this format: **ISO Consultant\_<bidder name>**

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Email:

janet\_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten on your company letterhead.**
2. Price Validity shall be for thirty (30) calendar days.
3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:

For the Firm

- PhilGEPS Registration Certificate
- Mayor/Business Permit
- Latest Income Tax Return Certificate
- Omnibus Sworn Statement
- Company Profile

For Individual Consultant

- PhilGEPS Registration Certificate
- BIR Registration Certificate
- Professional License
- Curriculum Vitae