

03 February 2022

REQUEST FOR PROPOSAL (RFP)

The **TOURISM PROMOTIONS BOARD** invites you to submit proposal for the requirements listed below:

RFP No. TPB-PR 2022.02.024

Requirement: Consultancy Services for the Maintenance and Improvement of the Tourism Promotions Board's ISO 9001:2015 Quality Management System

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Consultancy Services for ISO 9001:2015 Quality Management System</p> <p>Objectives:</p> <p>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"> 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; 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; 3. Organizational and process-level risk identification, evaluation and control to help achieve TPB's organizational goals and objectives; and 4. Review and update of relevant systems and operating procedures, forms and other monitoring and measurement tools to ensure 	998,000.00	998,000.00

	<p>adequacy, suitability and responsiveness to the current needs of TPB.</p> <p>Scope of Services</p> <p>The said consulting services shall involve the following activities:</p> <ol style="list-style-type: none"> 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. <p>Eligibility and Technical Requirements</p> <p>A. Qualification of the Firm</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable b. Submit a Company Profile c. 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. d. Submit copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable); 		
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	<p>B. Qualification of the Consultant</p> <ol style="list-style-type: none">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;4. Must have conducted Public trainings for ISO 9001:2015 QMS with a recognized government training institution.<ol style="list-style-type: none">a. Submit Certificate as ISO Trainer/Auditorb. Submit CV using the TPF6 Formc. Submit copy of Notice to Proceed, Contract, Certificate of Project Completion, or whichever is applicable <p>Key Personnel</p> <p>Minimum of one (1) Auditor to assist in the pre-surveillance audit. Must have at least three (3) years of relevant work experience.</p> <ol style="list-style-type: none">a) Submit Certificate as ISO Auditorb) Submit CV using the TPF6 Form <p>Legal Documents</p> <ol style="list-style-type: none">1. PhilGEPS Registration Certificate2. Mayor/Business Permit3. Business/Income Tax Return Certificate4. Omnibus Sworn Statement <p>Criteria for Evaluation</p> <table><tr><th>Proposal</th><th>Weight</th></tr><tr><td>A. Technical Proposal</td><td>85%</td></tr><tr><td>B. Financial Proposal</td><td>15%</td></tr></table> <p>Rating (80% Passing Score)</p>	Proposal	Weight	A. Technical Proposal	85%	B. Financial Proposal	15%		
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	<p>Eligible Bidders shall be required to prepare a 15-minute presentation of their proposal. The Secretariat shall send the notice to the Eligible bidders at least three (3) calendar days prior to the date of the presentation.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Terms of Reference • TPF6 Form • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP998,000.00 inclusive of applicable taxes		

Please submit your **proposal** together with the **technical and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **11 February 2021, until 5:00pm.**

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **ISO Consultant_ <Company Name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department