

20 February 2023

### REQUEST FOR PROPOSAL (RFP)

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

**RFP No. TPB-PR 2023.02.030**

**Requirement: CONSULTING 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>SCOPE OF DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>Adherence to the appointment - mutually agreed training and consulting days;</li> <li>Provision of electronic copies of the training material prior to the scheduled training;</li> <li>Compliance with training and consulting requirements for the entire approved undertakings; and</li> <li>Conduct training or workshops for better understanding of the participants</li> </ol> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <p><u>Qualification of the Consulting Firm</u></p> <ol style="list-style-type: none"> <li>Must be operation for the last five (5) years, handling consulting project in the establishment/documentation up to certification of an ISO 9001 QMS;</li> <li>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 <ul style="list-style-type: none"> <li>Submit Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable</li> <li>Company Profile</li> <li>List of ongoing and completed government and private contract for the <b>last five (5) years</b> whether similar or not similar in nature to the project. The format shall include the name of the</li> </ul> </li> </ol>	998,000.00	998,000.00

client, title of the project, amount of the contract, and duration of the contract

- For Ongoing Project – submit any of the ff: Notice of Award, Notice to Proceed, or Contract
- For Completed Project – submit Certificate of Project Completion

Qualification of the Individual 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;
  - For Ongoing Project – submit any of the ff: Notice of Award, Notice to Proceed, or Contract
  - For Completed Project – submit Certificate of Project Completion
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.
  - a. Submit Certificate as ISO Trainer/Auditor
  - b. Submit CV using the TPF6 Form

Minimum Requirements for Key Personnel

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
- The Consultant / Consulting Firm is expected to submit technical and financial proposals which shall be evaluated based on Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignments:

Proposal	Weight (%)
Technical	85
Financial	15
TOTAL	100


	<ul style="list-style-type: none"> <li>Bidders are required to present (maximum of 15 minutes) their plan approach for the project.</li> </ul> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit (for Consulting Firm Only)</li> <li>Business/Income Tax Return Certificate</li> <li>Omnibus Sworn Statement</li> <li>Curriculum Vitae (TPF Form 6) (for Individual Consultant only)</li> </ol> <p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>Terms of Reference</li> <li>Revised Omnibus Sworn Statement</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>All entries must be typewritten in your company letterhead.</li> <li>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP998,000.00 inclusive of applicable taxes		

Please submit your **proposal** together with the **eligibility and legal documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **28 February 2023, 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>**.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

  
**ELOISA A. ROMERO**  
 Head, Procurement and General Services Division  
 Administrative Department

