

## REQUEST FOR PROPOSAL

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

**RFP No.** TPB RFP 2025-02-052  
**PR No.** 02.058  
**Requirements:** CONSULTANCY SERVICES FOR THE MAINTENANCE AND IMPROVEMENT OF THE TPB'S ISO 9001:2015 QUALITY MANAGEMENT SYSTEM ON CY 2025

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)																					
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>The said consulting services shall involve the following activities:</p> <ol style="list-style-type: none"><li>1. Adherence to the mutually agreed-upon training and consulting schedule;</li><li>2. Provision of electronic copies of training materials prior to the scheduled sessions;</li><li>3. Compliance with all training and consulting requirements for the approved undertakings; and</li><li>4. Conduct of training sessions or workshops to enhance participants' understanding.</li></ol> <p><b>SCHEDULE OF DELIVERABLES:</b></p> <table><tr><th>Activity</th><th>No. of Days</th><th>Proposed Schedule</th></tr><tr><td colspan="3"><b>A. MILESTONE ON ISO 9001:2015 QMS AWARENESS AND REFRESHER TRAINING</b></td></tr><tr><td><b>ISO 9001:2015 QMS Awareness</b> <i>(designed for new personnel and process owners)</i></td><td>1 day</td><td>01 April</td></tr><tr><td colspan="3"><b>B. MILESTONE ON INTERNAL QUALITY AUDITING</b></td></tr><tr><td><b>Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop</b> <i>(designed for new IQAs and serves as a Refresher Course for existing IQAs)</i></td><td>2 days</td><td>24 – 25 April</td></tr><tr><td><b>Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit</b> <i>(designed for new and existing IQAs)</i></td><td>2 days</td><td>29 – 30 April</td></tr><tr><td><b>ISO 9001:2015 Opportunity and Risk Identification, Evaluation and Control Training and Workshop</b> <i>(designed for New Departmental Managers,</i></td><td>2 days</td><td>27 – 28 May</td></tr></table>	Activity	No. of Days	Proposed Schedule	<b>A. MILESTONE ON ISO 9001:2015 QMS AWARENESS AND REFRESHER TRAINING</b>			<b>ISO 9001:2015 QMS Awareness</b> <i>(designed for new personnel and process owners)</i>	1 day	01 April	<b>B. MILESTONE ON INTERNAL QUALITY AUDITING</b>			<b>Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop</b> <i>(designed for new IQAs and serves as a Refresher Course for existing IQAs)</i>	2 days	24 – 25 April	<b>Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit</b> <i>(designed for new and existing IQAs)</i>	2 days	29 – 30 April	<b>ISO 9001:2015 Opportunity and Risk Identification, Evaluation and Control Training and Workshop</b> <i>(designed for New Departmental Managers,</i>	2 days	27 – 28 May	PhP1,000,000.00	PhP1,000,000.00
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<b>ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop</b> (designed for New Departmental Managers, Division Chiefs and Key Process Owners)	2 days	09 – 10 June	
<b>Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports</b> (designed for new and existing IQAs)	3 days	07 - 09 July	
<b>C. MILESTONE ON RETOOLING ON DOCUMENT CONTROL</b>			
<b>Calibration of Document Controllers</b> (designed for Corporate Document Control Officer and Deputy Document Controllers)	1 day	02 April	
<b>D. FOCUS GROUP DISCUSSION AND CONSULTING (13 days)</b>			
<b>Focus Group Discussion on the Technical Review and Update of TPB's System Procedures (SPMs), Forms, Allowed Permanent Process Changes and Opportunity/Risk Rating Schemes</b> (designed for concerned Departmental Managers, Division Chiefs and Key Process Owners)	2 days	07 & 08 April	
<b>Focus Group Discussion on the Technical Review and Update of Relevant Quality Operating Procedures (QOPs), Forms and Allowed Permanent Process Changes – Per Department</b> (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs) (designed for Departmental Managers, Division Chiefs and Key Process Owners)	2 days	05 & 06 May	
<b>Focus Group Discussion on the Technical Review and Update of Functional Quality Objectives and Targets (FQOTs), Monitoring Log Sheets and Quality Objectives Monitoring and Evaluation Tools – Per Department</b> (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)	2 days	13 & 14 May	



	(designed for Departmental Managers, Division Chiefs and Key Process Owners)				
	<b>Focus Group Discussion on the Technical Determination, Evaluation and Control of Process-Level Opportunities and Risks Using the Prescribed Relevant Forms – (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b> (designed for Departmental Managers, Division Chiefs and Key Process Owners)	3 days	03, 04, & 05 June		
	<b>Focus Group Discussion on the Technical Conduct of Root Cause Analysis, Formulation of Corrections and Corrective Actions, and Appropriate Use of the Corrective Action Request Forms – Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b> (designed for Departmental Managers, Division Chiefs and Key Process Owners)	2 days	11 & 13 June		
	<b>Focus Group Discussion on the External Audit Findings</b> (designed for Departmental Managers, Division Chiefs and Key Process Owners)	2 days	06 – 07 November		
	<b>E. MILESTONE ON PRE-SURVEILLANCE AUDIT</b>				
	<b>Pre-Surveillance Audit</b>	10 person-days	15 – 19 September		
	<i>Note: The proposed schedule and the number of days allotted for each Focus Group Discussion may be adjusted, subject to the recommendations of the Consultant/Consulting Firm and the approval of the TPB.</i>				
	<b>BIDDER’S ELIGIBILITY REQUIREMENTS AND KEY PERSONNEL</b>				
	<b>A. Qualifications of the Firm</b>				
	<ol style="list-style-type: none"> <li>Must have been in the industry for at least five (5) years, handling consulting projects related to the establishment, documentation, and 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 a QMS, leading toward the achievement of certification to the ISO 9001:2015 Standard. <ol style="list-style-type: none"> <li>Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable;</li> <li>Submit a list of ongoing and completed government and private contracts for the last five (5) years, whether similar or not in nature to this project. The format shall include the name of the agency, the title of the project, and the amount of the contract.</li> </ol> </li> </ol>				

- For ongoing projects – submit any of the following:
  - a. Notice of Award
  - b. Notice to Proceed
  - c. Contract
- For completed projects – submit either of the following:
  - a. Certificate of Project Completion
  - b. Official Receipt issued relative to the provided service

**B. Qualifications of the Consultant**

1. Must possess at least five (5) years of consulting experience in the establishment and documentation leading up to the certification of an ISO 9001 QMS;
2. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment of a QMS, leading toward the achievement of certification to the ISO 9001:2015 Standard.
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  - For completed projects – submit either of the following:
    - a. Certificate of Project Completion
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3. Must be an approved Third-Party Auditor by a Philippine certifying body for auditing ISO 9001:2015 QMS;
4. Must have conducted public training sessions on ISO 9001:2015 QMS with a recognized government training institution.
  - a. Submit Certificate as an ISO Trainer/Auditor
  - b. Submit Resume using the TPF6 Form

**C. 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

**PROPOSALS**

The Consultant/ Consulting Firm is expected to submit technical and financial proposals, which shall be evaluated based on the Single Highest Rated Responsive Quotation (SHRRB). The winning bidder must attain a hurdle rate of 85%, based on the following selection criteria and their corresponding weight assignments:

Proposal	Weight (%)
Technical	85
Financial	15
TOTAL	100

Bidders are required to present their project approach within a maximum of 15 minutes.

The details of the Technical Rating Criteria is stated in the attached Terms of Reference.

	<p><b>LEGAL REQUIREMENTS:</b></p> <ul style="list-style-type: none"><li>• <b>For Firm</b><ol style="list-style-type: none"><li>1. Mayor's/ Business Permit</li><li>2. PhilGEPS Registration Number/ Certificate</li><li>3. Income/Business Tax Return</li><li>4. Notarized Omnibus Sworn Statement</li></ol></li><li>• <b>For Individual Consultant</b><ol style="list-style-type: none"><li>1. PhilGEPS Registration Number/ Certificate</li><li>2. Professional License/ Curriculum Vitae</li><li>3. BIR Certificate of Registration</li><li>4. Notarized Omnibus Sworn Statement</li></ol></li></ul> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"><li>1. Omnibus Sworn Statement</li><li>2. Terms of Reference</li></ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"><li>1. All entries must be typewritten in your company letterhead.</li><li>2. Price validity shall be for a period of thirty (30) calendar days.</li></ol>																				
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	<b>E. MILESTONE ON PRE-SURVEILLANCE AUDIT</b>			
	20% of the ABC	Upon completion of the deliverables of the Pre-Surveillance Audit (10 person-days)		
	Note: Proposed terms of payment may be adjusted subject to the financial proposal of the Consultant/ Consulting Firm, but the total amount should not exceed the ABC.			
ABC	PhP1,000,000.00 inclusive of service charge and all applicable taxes.			<b>PhP1,000,000.00</b>

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **04 March 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that 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.



**JANET B. VILLAFRAÑA**  
Acting Head  
Procurement Management Division

**Contact person:** Ada Cruz

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES)  
 CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*  
*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];  
*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*  
*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;  
*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*  
*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;  
*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;  
*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



## **TERMS OF REFERENCE**

### **Engagement of Consultancy Services for the Maintenance and Improvement of the Tourism Promotions Board's ISO 9001:2015 Quality Management System on C.Y. 2025**

#### **I. PROJECT**

The Tourism Promotions Board (TPB) seeks a competent and experienced ISO consultant or consulting firm to provide technical services for the maintenance and enhancement of TPB's ISO 9001:2015 Quality Management System (QMS).

#### **II. BACKGROUND**

TPB, a certified ISO 9001:2015-compliant agency, successfully passed its re-certification audit on 08 August 2024.

This marks TPB's tenth consecutive recognition for its commitment to institutionalizing its Quality Management System (QMS), which covers the design, development, and provision of Philippine tourism marketing and promotion.

To ensure continued compliance with ISO 9001:2015, TPB aims to further enhance the application and implementation of its QMS across various areas of the Corporation, ensuring its long-term efficiency and effectiveness.

#### **III. OBJECTIVES**

The engagement aims to provide technical assistance and guidance to TPB officers, key personnel, and staff to enhance their understanding, application, and implementation of:

1. The ISO 9001:2015 QMS within their respective areas of duty, responsibility, and authority to ensure the effective and efficient long-term maintenance of TPB's Quality Management System.
2. The Corrective Action Process as a management tool to conduct root cause analysis, formulate appropriate corrective actions, and address external and internal audit findings to improve TPB's QMS process performance.
3. Organizational and process-level risk identification, evaluation, and control to support the achievement of TPB's organizational goals and objectives.
4. The review and updating of relevant systems, operating procedures, forms, and other monitoring and measurement tools to ensure their adequacy, suitability, and responsiveness to TPB's current needs.

#### **IV. SCOPE OF SERVICES**

The said consulting services shall involve the following activities:

1. Adherence to the mutually agreed-upon training and consulting schedule;
2. Provision of electronic copies of training materials prior to the scheduled sessions;
3. Compliance with all training and consulting requirements for the approved undertakings; and
4. Conduct of training sessions or workshops to enhance participants' understanding.

#### **V. CONSULTANT OR CONSULTING FIRM'S QUALIFICATION REQUIREMENTS**

##### Qualifications of the Firm

1. Must have been in the industry for at least five (5) years, handling consulting projects related to the establishment, documentation, and 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 a QMS, leading toward the achievement of certification to the ISO 9001:2015 Standard.
  - a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable;
  - b. Submit a list of ongoing and completed government and private contracts for the last five (5) years, whether similar or not in nature to this project. The format shall include the name of the agency, the title of the project, and the amount of the contract.
    - For ongoing projects – submit any of the following:
      - a. Notice of Award
      - b. Notice to Proceed
      - c. Contract
    - For completed projects – submit either of the following:
      - a. Certificate of Project Completion
      - b. Official Receipt issued relative to the provided service

#### Qualifications of the Consultant

1. Must possess at least five (5) years of consulting experience in the establishment and documentation leading up to the certification of an ISO 9001 QMS;
2. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment of a QMS, leading toward the achievement of certification to the ISO 9001:2015 Standard.
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3. Must be an approved **Third-Party Auditor** by a Philippine certifying body for auditing ISO 9001:2015 QMS.;
4. Must have conducted public training sessions on ISO 9001:2015 QMS with a recognized government training institution.
  - a. Submit Certificate as an ISO Trainer/Auditor
  - b. Submit Resume using the TPF6 Form

#### 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

**VI. SCHEDULE OF DELIVERABLES:**

Activity	No. of Days	Proposed Schedule
<b>A. MILESTONE ON ISO 9001:2015 QMS AWARENESS AND REFRESHER TRAINING</b>		
<b>ISO 9001:2015 QMS Awareness</b>  <i>(designed for new personnel and process owners)</i>	<b>1 day</b>	01 April
<b>B. MILESTONE ON INTERNAL QUALITY AUDITING</b>		
<b>Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop</b>  <i>(designed for new IQAs and serves as a Refresher Course for existing IQAs )</i>	<b>2 days</b>	24 – 25 April
<b>Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit</b>  <i>(designed for new and existing IQAs )</i>	<b>2 days</b>	29 – 30 April
<b>ISO 9001:2015 Opportunity and Risk Identification, Evaluation and Control Training and Workshop</b>  <i>(designed for New Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	27 – 28 May
<b>ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop</b>  <i>(designed for New Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	09 – 10 June
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<b>C. MILESTONE ON RETOOLING ON DOCUMENT CONTROL</b>		
<b>Calibration of Document Controllers</b>  <i>(designed for Corporate Document Control Officer and Deputy Document Controllers)</i>	<b>1 day</b>	02 April
<b>D. FOCUS GROUP DISCUSSION AND CONSULTING (13 days)</b>		
<b>Focus Group Discussion on the Technical Review and Update of TPB's System Procedures (SPMs), Forms, Allowed Permanent Process Changes and Opportunity/Risk Rating Schemes</b>  <i>(designed for concerned Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	07 & 08 April



Activity	No. of Days	Proposed Schedule
<b>Focus Group Discussion on the Technical Review and Update of Relevant Quality Operating Procedures (QOPs), Forms and Allowed Permanent Process Changes – Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b>  <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	05 & 06 May
<b>Focus Group Discussion on the Technical Review and Update of Functional Quality Objectives and Targets (FQOTs), Monitoring Log Sheets and Quality Objectives Monitoring and Evaluation Tools – Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b>  <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	13 & 14 May
<b>Focus Group Discussion on the Technical Determination, Evaluation and Control of Process-Level Opportunities and Risks Using the Prescribed Relevant Forms – (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b>  <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>3 days</b>	03, 04, & 05 June
<b>Focus Group Discussion on the Technical Conduct of Root Cause Analysis, Formulation of Corrections and Corrective Actions, and Appropriate Use of the Corrective Action Request Forms – Per Department – Per Department (IPD, DPD, MICE, MarCom, CPBD, Finance, Legal, Admin, OCOO, ODCOOs)</b>  <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	11 & 13 June
<b>Focus Group Discussion on the External Audit Findings</b>  <i>(designed for Departmental Managers, Division Chiefs and Key Process Owners)</i>	<b>2 days</b>	06 – 07 November
<b>E. MILESTONE ON PRE-SURVEILLANCE AUDIT</b>		
<b>Pre-Surveillance Audit</b>	<b>10 person-days</b>	15 – 19 September
<i>Note: The proposed schedule and the number of days allotted for each Focus Group Discussion may be adjusted, subject to the recommendations of the Consultant/Consulting Firm and the approval of the TPB.</i>		

## VII. CONTRACT DURATION

The engagement of the ISO 9001:2015 QMS Consultant/Consulting Firm will commence on the date of acceptance of the Notice to Proceed (NTP) and will continue until all deliverables have been completed but should not extend beyond 31 December 2025.

## VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

ONE MILLION PESOS ONLY (Php1,000,000.00) inclusive of all applicable fees and taxes

## IX. TERMS OF PAYMENT

Payment	Deliverables
<b>A. MILESTONE ON ISO 9001:2015 QMS AWARENESS AND REFRESHER TRAINING</b>	
4% of the ABC	Upon completion of the deliverables of the ISO 9001:2015 Awareness
<b>B. MILESTONE ON INTERNAL QUALITY AUDITING</b>	
22% of the ABC	Upon completion of the deliverables of the training and workshops on: <ol style="list-style-type: none"> <li>1. Effective Internal Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Training and Workshop</li> <li>2. Calibration on Understanding the ISO 9001:2015 Requirements as Audit Criteria in the Conduct of Internal Quality Audit</li> <li>3. Calibration of Internal Quality Auditors on Technical Writing of IQA Findings and Preparation of IQA Reports</li> <li>4. ISO 9001:2015 Opportunity and Risk Identification, Evaluation and Control Training and Workshop</li> <li>5. ISO 9001:2015 Root Cause Analysis and Corrective Action Training and Workshop</li> </ol>
<b>C. MILESTONE ON RETOOLING ON DOCUMENT CONTROL</b>	
4% of the ABC	Upon completion of the deliverables of the Calibration of Document Controllers
<b>D. FOCUS GROUP DISCUSSION AND CONSULTING</b>	
50% of the ABC	Upon completion of the deliverables of the Focus Group Discussions and Consulting (13 days): <ol style="list-style-type: none"> <li>1. Technical Conduct of Root Cause Analysis, Formulation of Corrections and Corrective Actions, and Appropriate Use of the Corrective Action Request Forms – Per Department</li> <li>2. Technical Review and Update of TPB's System Procedures (SPMs), Forms, Allowed Permanent Process Changes and Opportunity/Risk Rating Schemes</li> <li>3. Technical Review and Update of Relevant Quality Operating Procedures (QOPs), Forms and Allowed Permanent Process Changes – Per Department</li> <li>4. Technical Determination, Evaluation and Control of Organizational and Process-Level Opportunities and Risks Using the Prescribed Relevant Forms</li> <li>5. Focus Group Discussion on the Technical Review and Update of Functional Quality Objectives and Targets (FQOTs), Monitoring Log Sheets and Quality Objectives Monitoring and Evaluation Tools – Per Department</li> <li>6. Focus Group Discussion on the External Audit Findings</li> </ol>
<b>E. MILESTONE ON PRE-SURVEILLANCE AUDIT</b>	
20% of the ABC	Upon completion of the deliverables of the Pre-Surveillance Audit (10 person-days)
Note: Proposed terms of payment may be adjusted subject to the financial proposal of the Consultant/Consulting Firm, but the total amount should not exceed the ABC.	

## PROPOSALS

The Consultant/Consulting Firm is expected to submit technical and financial proposals, which shall be evaluated based on the Single Highest Rated Responsive Bid (SHRRB) method. The winning bidder must attain a hurdle rate of 85%, based on the following selection criteria and their corresponding weight assignments:

Proposal	Weight (%)
Technical	85
Financial	15
TOTAL	100

Bidders are required to present their project approach within a maximum of 15 minutes.

In accordance with Section 33.2.2 of R.A. 9184, the technical proposal and presentation of the Consultant/Consulting Firm shall be evaluated based on the following criteria and their corresponding numerical weights:

	PARTICULARS	%	RATING
<b>I.</b>	<b>Quality of Personnel to be assigned to the project:</b>		<b>40%</b>
	Profile and expertise of key personnel assigned to the project, highlighting their specialization in consulting, conducting ISO training/workshops, and performing ISO audits.		
	A. Approved Third Party Auditor by a certifying body in auditing ISO 9001:2015 QMS (10%) <ul style="list-style-type: none"> <li>Certified ISO Auditor for more than 5 years (10%)</li> <li>Certified ISO Auditor for at least 5 years (8%)</li> <li>Certified ISO Auditor for less than 5 years (0%)</li> </ul>	10%	
	B. Conducted Public trainings for ISO 9001:2015 QMS with a recognized government training institution (10%) <ul style="list-style-type: none"> <li>Conducted Public trainings for more than 5 years (10%)</li> <li>Conducted Public trainings for at least 5 years (8%)</li> <li>Conducted Public trainings for less than 5 years (0%)</li> </ul>	10%	
	C. At least one (1) Auditor to assist in the Pre-surveillance audit (10%) <ul style="list-style-type: none"> <li>More than 1 Auditor (10%)</li> <li>At least 1 Auditor (8%)</li> </ul>	10%	
	D. Relevant Work Experience of the Assistant Auditor	10%	
	With more than 3 years of relevant work experience (10%)		
	With at least 3 years of relevant work experience (8%)		
	With less than 3 years of relevant work experience (0%)		
<b>II.</b>	<b>Experience and Capability of the Consultant / Consulting firm:</b>		<b>30%</b>
	A. Consulting experience in the establishment / documentation up to certification of ISO 9001 QMS	10%	
	With more than 5 years consulting experience (10%)		
	With at least 5 years consulting experience (8%)		
	Less than 5 years consulting experience (0)		
	B. Successful consultancy services with government organizations in the establishment of QMS towards the achievement of certification to ISO 9001:2015 version	10%	
	With more than 5 government agencies (10%)		
	With at least 5 more government agencies (8%)		
	Less than 5 government agencies (0%)		
	C. Conducted ISO 9001:2015 QMS Trainings	10%	
	With more than 5 trainings to government clients (10%)		
	With at least 5 trainings but no government client (8%)		
	Less than 5 trainings (regardless if there is a government client or none) (0%)		



	PARTICULARS		%	RATING
III.	Plan of Approach and Methodology			30%
	A.	Consistency of the proposed workplans with the Scope of Work <ul style="list-style-type: none"> <li>Compliance to the scope of deliverables (20%)</li> <li>Non-compliance to the scope of deliverables (0%)</li> </ul>	20%	
	B.	Project plan approach to achieve the deliverables/ expected outputs within the specified timeframes. <ul style="list-style-type: none"> <li>The proposed plan approach and methodology is align with the project objectives (10%)</li> <li>The proposed plan approach and methodology is not align with the project objectives (0%)</li> </ul>	10%	
	TOTAL			100%

Passing Score: 85%

#### X. PROJECT OFFICER'S CONTACT INFORMATION

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