

REQUEST FOR PROPOSAL

REFERENCE NO.: **MR24-01-009**

We are inviting all interested consultancy firms to submit their best proposal for the **PROCUREMENT OF THE SERVICES OF ONE (1) ISO CONSULTANT TO RENDER ADVISORY SERVICES FOR THE PERIOD OF SEVENTEEN (17) MAN-DAYS FOR CONSULTANCY AND EIGHT (8) MAN-DAYS FOR TRAININGS.**

TERMS OF REFERENCE

A. MINIMUM QUALIFICATIONS

1. Must be a certified Lead Auditor for ISO 9001:2015;
2. Must have at least five (5) years of experience as a management systems auditor / trainer / consultant for ISO 9001:2015 Quality Management System (QMS);
3. Must have an experience in providing consultancy services or at least an experience in auditing a government financial institution / government corporation or agency;
4. Must have previous clients which passed ISO 9001 certification;
5. Must at least be a bachelor degree holder in business administration or other related course; and
6. Must have at least five (5) trainings conducted within the last five (5) years relative to ISO.

B. SCOPE OF WORK

	NO. OF MAN-DAYS
1. Provide Capability build-up (Refresher training, ISO induction, ISO awareness, IQA)	4 days
2. Provide other ISO- related training as may be identified during the Third-Party Audits	4 days
3. Provide guidance to ISO Team on effective QMS implementation, documentation and monitoring and improvement	7 days
4. Provide validation on the results of the IQA to align with ISO 9001	3 days
5. Provide guidance and assistance in the conduct of Management Review aligned to ISO 9001:2015 requirements	1 day
6. Provide assessment activities and documentation enhancement in preparation for the Third-Party Certification Audit.	3 days
7. Provide guidance and assistance during the actual Third-Party Certification Audit	2 days
8. Provide statistic on handling audit findings of IQA and of Third-Party Certification Audit- corrections actions, root cause analyses and corrective actions	1 day

1. TOTAL MAN-DAYS

Consultancy – 17 days

Training – 8 days

2. APPROVED BUDGET OF THE CONTRACT

Consultancy – ₱ 12,500.00 / man-day x 17 days = ₱ 212,500.00

Training – ₱ 20,000.00 / man-day x 8 days = ₱ 160,000.00

Total Consultancy + Training Cost = ₱ 372,500.00 (TAX Inclusive)

A. Eligibility Requirements shall include the following:

1. Valid and current Mayor's Permit (certified true copy), for Individuals, BIR Certificate of Registration (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. Professional License / Curriculum Vitae

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: January 23, 2024

MODE OF PROCUREMENT: Small Value Procurement

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR24-01-009

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – Government Terms
2. Delivery Period – As stated in the TOR

(SIGNED)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee