REQUEST FOR PROPOSAL (RFp)

RFP-M-01-20A

1. The Department of Environment and Natural Resources Region I (DENR-I), through its Regional Bids and Awards Committee (RBAC), invites suppliers/manufacturers/distributors/contractors to quote for the hereunder project:

2. The Department of Environment and Natural resources herein after referred to as "the Purchaser" now request you to submit price quotation for the supply and delivery of the following:

Item No	Item & Description	Unit	Qty	Price (ABC)	End-User
1.	Consulting Services for Quality and Environmental Management Systems	lot	1	115,000.00	DENR 1

3. **A set of technical specifications for the above items are provided in Attachment 1.** All items listed under the purchaser's specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.

5. It is the intent of the Purchaser to evaluate the bid/quotation for each item separately, and award will be made to the bid/quotation or combination of bids/quotations resulting in the overall lowest cost. Bid/quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchasers' technical specifications.

6. Quotations must be delivered at the address below **NOT LATER THAN September 30, 2020 at 9:00AM**

Department of Environment and Natural Resources
Government Center, Brgy. Sevilla, San Fernando, La Union

7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

8. All bids/quotations may be typewritten and may be placed in sealed envelope marked **"Consulting Services ……DENR 1"**

9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.

10. The delivery period shall be within one hundred twenty (120) calendar days upon receipt of the Notice to Proceed (NTP) or Purchase Order (PO). The supplier should inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

11. DELIVERY SITE:

Department of Environment and Natural Resources
Government Center, Brgy. Sevilla, San Fernando, La Union

12. The applicable rate for late deliveries is 1/10 of one (1) percent of the cost of the unperformed portion for every day of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

13. The DENR-I assumes no responsibility whatsoever to compensate or indemnity bidders for any expenses incurred in the preparation /submission of bid if the fund/allotment for said program/project/activity has been withheld or reduced through no fault of its own (GPPB Circular No.01-2009, dtd January 20, 2009)

The RBAC reserves the right to (1) reject any or all bids, (2) waive any defect or infirmity therein; (3) or accept any bid or offer which it may consider to be most responsive and beneficial to the DENR.

14. The prospective bidder shall submit the following:

a) Quotation Form
b) Technical Specifications including brand, if applicable
c) Proof of PhilGEPS Registration
d) DTI Certificate/SEC
e) Business/Mayor's Permit
f) BIR Tax Clearance and Certification *(for ABC 500K above)*
g) Omnibus Sworn Statement *(for ABC 50K above)*

TERESITA P. GONZALES
Chief, Procurement Section

Republic of the Philippines
Department of Environment and Natural Resources
TECHNICAL SPECIFICATIONS

Item No.		UNIT	QTY.
1.	Consulting Services for Quality and Environmental Management Systems	lot	1
	(please see attached Terms of Reference)		

Attachment 1

All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

Item	**Purchaser's Specifications**	**Bidder's Specifications**
1.	Consulting Services for Quality and Environmental Management Systems	
	(please see attached Terms of Reference)	

Department of Environment and Natural Resources
Request for Quotation

Date: September 24, 2020
Quotation No. RFP-M-01-20A

Company Name:
Address:____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than September 30, 2020 in the return envelope attached herewith.

TERESITA P. GONZALES
Chief, Procurement Section

NOTE:
1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

The prospective bidder shall submit the following:

7. Quotation Form
8. Technical Specifications including brand, if applicable
9. Proof of PhilGEPS Registration
10. DTI Certificate/SEC
11. Business/Mayor's Permit
12. BIR Tax Clearance and Certification (*for ABC 500K above)*
13. Omnibus Sworn Statement *(for ABC 50K above)*
14. +BIR Registration

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY	UNIT PRICE
1.	Consulting Services for Quality and Environmental Management Systems	lot	1	
	(please see attached Terms of Reference)			

Delivery Period : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

_____
Printed Name / Signature

_____:
Tel.No. / Cellphone No.

Canvassed by:

_____
Signature over printed name

TERMS OF REFERENCE

FOR THE PROVISION OF A CONSULTANT TO PROVIDE CONSULTATION AND ASSISTANCE SERVICES FOR THE ISO 9001:2015 AND ISO 14001:2015 CERTIFICATION OF DENR REGION I

I. General Information

Quality and Environmental Management Systems (QEMS) of DENR Regional Office No. 1, Barangay Sevilla, City of San Fernando, La Union

II. Purpose(s):

The procurement of the consultant is to provide services for the International Standard Organization (ISO) Certification of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION I** as evidence of its commitment to quality service, enhancement of customer satisfaction, and adherence to all related environmental legislation and regulation.

III. SCOPE OF CONSULTING SERVICES

The services of the consultant will consist of the following:

Conduct/Facilitate series of in-house consultation and trainings to be conducted through online meetings:

- Project planning to develop a clear and detailed implementation work plan which includes the following:

  Roles and responsibilities, Schedules, and Expected Deliverables to ensure proper monitoring and implementation of the project;

- Gap analysis and assessment to determine the current status and maturity level of the organization's processes;

- Facilitate Process identification and/or definition activities for effective implementation;

- Conduct all necessary trainings for the related employees and provide training materials and supplements;

- Facilitate proper implementation of the system to ensure full compliance;

- Conduct Internal Audit (IA) Training and regular reviews to ensure effective implementation;

- Conduct training on required corrective and preventive actions based on ISO 31000:2018; and

- Confident recommendation for certification

*To ensure the alignment of the value proposition to the overall goals of the client/s and that consultant will fully understand the client's requirements, we follow a series of requirements gathering activities prior to the actual engagement.

IV. Consultant's Qualifications

The consultant must be a duly registered as an Individual Local Consultant for Management Consultancy at the Philippine Government Electronic Procurement System (PhilGEPS) and must have at least two (2) years' experience in providing consulting services for Quality and Environmental Management Systems or any other related services.

V. Implementation and Monitoring

The Consultant shall directly coordinate with the Quality and Environmental Management Representative and Deputy Quality and Environmental Management Representative for proper assignments and orientation. The QEMR and DQEMR shall be responsible for the review, acceptance and approval of the detailed technical contents of the Consultant's report and recommend payment for Services rendered thereby.

PROJECT DETAILS (2 TO 3 MONTHS REGULAR IMPLEMENTATION)

PHASE I
ISO 9001:2015 and ISO 14001:2015 Awareness
Refresher Course in Quality and Environmental Management System. Relates the principles of QEMS to the client industry.
Required Training for new employees going into the Certifying Body Audit
ISO 19011:2018 Internal Audit Training
New Version of the Internal Audit Standard replacing the 2011 Version. Required for Internal Auditors and is in relation
to the conduct of the organizational audit.
ISO Documentation Training, Risk Assessment and Review
Training for Document Controllers and Process Owners with Review of Existing Documentation. Includes discussions on what to provide from the client side for the client and consultant to both edit the existing documentation.
Risk Assessment Training will be provided in congruence to ISO 31000:2018 which guides ISO standards in the development of a functioning Quality Risk Assessment and Aspects-Impacts Evaluation in support of the QEMS.

PHASE II
Guided Audit
Prepare Materials to be used for Internal Audit based on the new ISO 19011:2018 and assist in the proper and complete conduct of audit.
Audit Reporting Facilitation
Assist in the generation of the complete internal audit reports including corrective action and implementation of the new After Audit Risk Management Requirement.

PHASE III

Moderated Management Review

Moderate the Management Review and generate the MR Minutes of the Meeting, Itinerary and Action Plan Sheet.

Preparation for CB Audit Recertification

Preparation of lacking documents and records for the certifying body audit. Includes completion of ongoing records and coordination with the certifying body auditor regarding previous nonconformances to be closed out before the recertification audit.

Activities are done in weekly pairs (1 General Training and 1 Specific Meeting) up to the Internal Audit which are all up to the client to schedule upon their availability.

Awareness and documentation training pair	
QEMS Awareness Refresher -4hours	Documentation Training (Document Controller and Division Document In Charge -4hrs)
ISO 19011:2018 Training and Documentation Assessment Pair	
ISO 19011:2018 Training (Internal Auditors Only) – 8 hours	Documentation Assessment and Review (Document Controller and Process Owners)-4hrs
Risk Assessment Training and Review	
ISO 31000:2018 Risk Assessment Training (Quality, Environment, OH&S)-4hours	Risk Assessment Review (per Division)-4hours
Internal Audit Preparation and Part 1 pair	
Internal Audit Preparation (Internal Auditors only) – 4hours	Internal Audit Part 1 (Operations)-4hours
IQA Part 2 and Reporting Pair	
Internal Audit Part 2 (Management and Support) -4hours	Internal Audit Reporting (Audit and Core Team)- 4hours
Management Review and CB Preparation Pair	
Moderate Management Review - 4hours	CB Audit Preparation and Coaching (per Division) -4hours

*Man hours reflected are for required activities. There is no limit to scheduled client consultation up to Certification.

VI. Period Engagement

The Consultant shall perform the Services during the period commencing October 2020 and continuing through January 2021 or any other period as may be subsequently agreed upon by the parties in writing.

VII. Deliverables and Time Schedule

Scheme		Payment	Amount (Php)
15% mobilization	1	Upon issuance and acceptance of Notice to Proceed	17,250.00
28%	2	Upon Completion of Phase I	32,200.00
28%	3	Upon Completion of Phase II	32,200.00
29%	4	Upon Completion of Phase III	33,350.00
100%		**Total Project Cost**	**115,000.00**

VIII. Duration of Engagement

A three (3) months engagement for the consultancy and accreditation of DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION I. The engagement shall be effective immediately upon signing of contract. This engagement shall be rendered for DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION I only with the consultant being the sole service provider for this engagement. An extension may be negotiated by DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION I and the consultant, subject to satisfactory results of the consultant's engagement and DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - REGION I's approval.

Prepared by:

CEZANNE G. ORALLO
Chief, General Services Section

MARY ANN N. ESCOTO
Chief Administrative Officer/ End-User

Recommending Approval:

LEDUINA S. CO
ARD for Management Services / Chairman, RBAC

Approved By:

ATTY. CRIZALDY M. BARCELO, CESO III
Regional Executive Director