

REQUEST FOR PROPOSAL (RFP)

17 January 2024

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

RFP No. TPB-PR.2024.01.009

PR No. 1.006

REQUIREMENTS: CONSULTING SERVICES FOR THE MAINTENANCE AND IMPROVEMENT OF THE TOURISM PROMOTIONS BOARD'S ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p>SCOPE OF WORK/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; and 4. Conduct training or workshops for better understanding of the participants. <p>ELIGIBILITY REQUIREMENTS <u>Qualifications of the Consulting Firm</u></p> <ol style="list-style-type: none"> 1. Must have been in the industry for the last five (5) years, handling consulting projects 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 	PhP998,000.00	PhP998,000.00

	<p>government organizations in the establishment of a QMS leading towards the achievement of certification to ISO 9001:2015 Standard</p> <p>a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable;</p> <p>b. Submit list of ongoing and completed government and private contracts for the last five (5) years whether similar or not similar in nature to this project. The format shall include the name of the agency, title of the project and the amount of the contract.</p> <ul style="list-style-type: none"> •For Ongoing Project/s – submit any of the following: Notice of Award, Notice to Proceed, or Contract •For Completed Project/s – submit Certificate of Project Completion or Official Receipt issued relative to the provided service. <p><u>Qualifications of the Individual Consultant</u></p> <p>1. Must possess at least five (5) years of consulting experience in the establishment/documentation up to certification of an ISO 9001 QMS;</p> <p>2. Must have undertaken at least five (5) successful consultancy services with government organizations in the establishment of QMS leading towards the achievement of certification to ISO 9001:2015 Standard</p> <ul style="list-style-type: none"> •For Ongoing Project/s – submit any of the following: Notice of Award, Notice to Proceed, or Contract •For Completed Project/s – submit Certificate of Project Completion or Official Receipt issued relative to the provided service 		
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3. Must be an approved Third-Party Auditor by a Philippine 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 an ISO Trainer/Auditor

b. Submit Resume using the TPF6 Form

Minimum Requirements for the 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

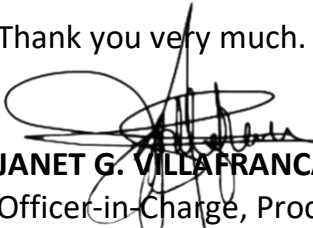
Bidders are required to present (maximum of 15 minutes) their plan approach for the project.

	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit (<i>for consulting firm only</i>) 3. Business/ Income Tax Return Certificate 4. Notarized Omnibus Sworn Statement 5. Curriculum Vitae (TPF6) (<i>for individual consultants only</i>) <p>Attachments:</p> <ol style="list-style-type: none"> 1. Annex A- Terms of Reference 2. TPF 6 Format of Curriculum Vitae 3. Revised Omnibus Sworn Statement <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP998,000.00 inclusive of all applicable taxes		

Please submit your **proposal** together with the eligibility and legal documents enumerated above to email address at **genesis_lee@tpb.gov.ph** not later than **24 January 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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

Thank you very much.



JANET G. VILLAFRANCA

Officer-in-Charge, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

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