



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 10599092  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Consulting Services on the Maintenance of the ISO 9001:2015 QMS of the DOT for CY 2024

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-02-040	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	4
<b>Category:</b>	Consulting Services	<b>Date Published</b>	27/02/2024
<b>Approved Budget for the Contract:</b>	PHP 800,000.00	<b>Last Updated / Time</b>	27/02/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	01/03/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

**Description**

REQUIREMENTS, SCOPE, COVERAGE AND DELIVERABLES

COMPANY PROFILE

- The Consultancy Firm must have successfully led at least 35 Government Agencies and Private Companies within the last 3 years, for the establishment of QMS certification/re-certification to ISO 9001:2015
- The Consultancy Firm must be in the industry for at least 25 years in doing and consultancy of ISO 9001:2015 and at least three 3 other discipline of ISO standard.
- Must be an independent consultancy firm and does not have any affiliation with any Certification Body, a notarized sworn statement must be submitted by the bidder.
- Must have experience in developing and establishing an Electronic Document Control System. A list of completed Electronic Document Control System projects must be submitted
- Must have any government recognition as a training organization institution.
- Must be an ISO 9001:2015 certified organization during the time of opening of bids;
- Must be an ISO 21001:2018 certified organization or at least undergo assessment at the time of opening of bids.

PROFILE AND COMPOSITION OF TEAM

- must have at least 4 consultants (3 must be full time and 1 can be part-time);
- Assign a Lead Consultant with the following qualifications and responsibilities:
  - Must have passed a valid lead Auditor Course conducted by a Training Service Provider traceable to the Training Provider and Examiner Certification Scheme (TPECS).
  - Must have attended at least 1 International training of any ISO-related Standard within the last 5 years.
  - Must have attended 3 additional trainings related to the International Standards and Legal Laws to maintain his/her competency as Lead consultant for the last 3 years at the time of the opening of bids.
  - Must have at least 25 years of work experience as lead consultant and/or trainer engaged in consulting and training for establishing a Quality Management System or other discipline of ISO Standards for certification.
- The assigned team members shall have the following qualifications:
  - At least 6 years of work experience as a consultant and/or trainer engaged in establishing a Quality Management System for certification to ISO 9001:2015 Standard and at least 2 other ISO standards and other industry-specific standards such as environmental, HALAL standard, and Health and Safety Managemnt System as these are timely for the Pandemic and is related to the DOT accreditation and training processes.
  - Must have attended at least 1 International training of any ISO-related Standard within the last 6 years;
  - Must have attended 2 additional training on other ISO Standards within the last 3 years to maintain their competency as a consultant.

CONSULTANCY SERVICES

- Provide technical assistance and consultancy services to the existing DOT ISO Certified Offices namely Main Office, Regions 1, 2, 3, 4A, 5B, 5, 6, 7, 8, 9, 10, 12, 13, CAR ad NCR. The Consultancy firm shall also ensure the successful ISO Re-Certification of the DOT.

Ascertain implementation of relevant activities and provide policy support for the implementation of required

documented information of the Quality Management System adopted by the DOT.

- Check and/or provide advice, whenever applicable, on the consistency of the Quality Manual, Quality Procedures, and other documentation requirements, to be prepared/updated by the DOT with the ISO 9001:2015 Standard and other legal laws such as, but not limited to Republic act 11032 or the Ease of Doing Business and Efficient Service Delivery Act of 2018
- Check and/or provide advice, whenever applicable, on the Electronic Document Control Center's compliance with the ISO 9001:2015 Standard.
- Review existing work/documents prepared by DOT such as Quality Manual, Quality Procedure, Context of the Organization, SWOT Analysis, Risk Assessment Registry, Opportunities Action Plan, Quality Objective Monitoring, and other reportorial requirements and submit the reviewed documents based on the agreed timeline;
- Provide technical assistance to DOT during its Third-Party Audit and validation audits, if applicable such as, but not limited to how to answer audit questions and how to arrange offices to be acceptable to the auditors.
- Render deliverables (QMS Work Plan) within the agreed timeline.

The Consultancy Firm shall provide the following Services necessary for the continuous development of the DOT;s ISO 9001:2015 Quality Management System:

----- Due to the limited formatting arrangement in PhilGEPS, tables are being distorted. please see attached TERMS OF REFERENCE for the complete details of the deliverables, requirements, payment schedules, Approved Budget for the Contract, Rating Sheet to be used for the evaluation/selection of the Consultant/Bidder, etc. -----

**Other Information**

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 01 March 2024, 1 p.m., to: nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number
- 4 Latest Income Tax Return (for ABC above Php500,000.00)
- 5 List if Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
- 6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff
- 7 Statement of the Prospective Bidder of all its going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid, within the relevant period as provided in the Terms of Reference
- 8 Omnibus Sworn Statement (signed and notarized)
- 9 Company Profile (with organizational structure)

**Created by** Norjannah P Lucman

**Date Created** 26/02/2024

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