



RFQ No. & Date : LAB2021-06-148 / 06/16/2021

PR No. & Date : LAB2021-03-128 / 03/11/2021

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Procurement Unit under the Office of the Regional Director – Laboratory unit will undertake a Negotiated Procurement – Small Value Procurement for the Project “Hiring of Technical Consultant for the conduct of GAP Analysis on ISO/IEC 17025:2017 Documentation and Implementation of EMB-XI Regional Environmental Laboratory within Fourth Quarter 2021”, in accordance with Sec. 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Hiring of Technical Consultant for the conduct of GAP Analysis on ISO/IEC 17025:2017 Documentation and Implementation of EMB-XI Regional Environmental Laboratory within Fourth Quarter 2021

Approved Budget of the Contract : Forty Thousand Pesos only (P40,000.00)

Specifications : See the attached Specifications

Contract period : Fourth Quarter of 2021 (dates to be agreed)

Interested suppliers are required to submit their valid and updated **Mayor’s Permit, DTI Registration, BIR Certificate of Registration (for individuals not a corporation in lieu of DTI Registration and Mayor’s Permit), Professional License / Curriculum Vitae, PhilGEPS Registration Number, and price quotation form “A”** during submission of offer/quotation.


Award of contract shall be made to the lowest calculated responsive quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Submission of quotation and eligibility documents is on or before **June 21, 2021** at the Procurement office, EMB XI, 3rd Avenue corner V. Guzman St. Sta Ana, Davao City.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his duly authorized representative/s.

For inquiry, you may contact us with this Tel. No. (082) 234 0061 or 09254784475, email add. **embxiprocurement.emb.gov.ph**

Very truly yours,


MARY CHRISTY A. SAJORGA
OIC, Chief Administrative Section

PRICE QUOTATION FORM

Date: June 16, 2021

The Procurement Office
Environmental Management Bureau –XI
3rd Avenue corner V. Guzman St.
Sta. Ana, Davao City

Sir/ Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder is our quotation/s for the item/s as follows:

Description	Specification	Qty	Unit Price	Total Price
Hiring of Technical Consultant	Hiring of Technical Consultant for the conduct of GAP Analysis on ISO/IEC 17025:2017 Documentation and Implementation of EMB-XI Regional Environmental Laboratory within Fourth Quarter 2021	1 lot		

Amount in words _____

The above quoted price are inclusive of all costs and applicable taxes.

Very truly yours,

Name / Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Bidders /suppliers must state “Comply” in the column “statement of compliance” against each of the individual parameters of each SPECIFICATION. Please do not just place check in the bidder’s “Statement of Compliance “.

Item	Technical Specifications	Statement of Compliance (COMPLY or NOT COMPLY)
1	<p>QUALIFICATIONS:</p> <p>1. Licensed professional with at least ten (10) years of experience as Philippine Accreditation Bureau – Department of Trade and Industry (PAB-DTI) ISO/IEC 17025 auditor</p> <p>2. With at least eight (8) hours of training from an internationally recognized training provider regarding auditing against ISO/IEC 17025:2017 requirements</p> <p>3. With at least five (5) years of experience in environmental analysis and in conducting trainings and workshops related to ISO/IEC 17025</p> <p>4. With at least ten (10) years of experience in providing ISO/IEC 17025 consultancy services to government and private environmental laboratories.</p>	
2	<p>SCOPE OF WORK:</p> <p>The Technical Consultant shall conduct the Gap Analysis with little or no disturbance to the Laboratory operations.</p> <p>2. The Technical Consultant shall accomplish checklists, jot down all the gaps/ deficiencies noted.</p> <p>3. The Technical Consultant shall conduct a closing meeting, informing the Laboratory and EMB-XI Top Management of the noted gaps/deficiencies.</p> <p>4. The Technical Consultant shall prepare Gap Analysis reports, complete with recommendations on how to close the gaps.</p> <p>5. The Technical Consultant shall submit to the contact person the Gap Analysis report, within 7 working days after the last activity day.</p>	

<p>3</p>	<p>TERMS AND CONDITIONS:</p> <p>1. The Procuring Entity and Technical Consultant shall agree upon the specific dates of activity which shall be within the Fourth Quarter of 2021.</p> <p>2. The Procuring Entity shall provide meals, accommodation and transportation during the entire duration. The airfare will be shouldered by the Technical Consultant.</p> <p>3. The Procuring Entity will provide a room or space for the Technical Consultant to work.</p> <p>4. Documents, records, practices, and other information that will be presented or be discussed upon to the Technical Consultant during the activity will be treated with strictest confidentiality.</p>	

I hereby certify to comply with all the above Technical Specifications.

Name of supplier/Bidder

Signature over Printed Name of Representative

Date