



## REQUEST FOR PROPOSAL For Negotiated Procurement – Small Value Procurement

RFQ No. & Date : ISO2022-02-029 / 02/10/2022

PR No. Date : ISO2022-02-043 / 02/08/2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Procurement Unit under the ISO of ORD will undertake a Negotiated Procurement – Small Value Procurement for the Project **“Procurement Of Consultancy Service Re: Integrated Management System (ISO 9001:2015 And ISO 14001:2015) EMB-XI Recertification”**, in accordance with Sec. 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : “Procurement of Consultancy Service Re: Integrated Management System (ISO 9001:2015 and ISO 14001:2015) EMB-XI Recertification”

**Approved Budget of the Contract** : Four Hundred Eighty-Two Thousand Seven Hundred Twenty pesos **(P482, 720.00)**

**Specifications** : See the attached Specifications

**Location** : DENR – Environmental Management Bureau – XI, 3<sup>rd</sup> Avenue, Corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City

**Delivery Term** : Based on schedule of Activities in the Terms of Reference (to be contracted for three years)

Interested consultants are required to submit their valid and updated documents during submission of offer/proposal, to wit:

1. **Mayor’s/ Business Permit;**
2. **Notarized Omnibus Sworn Statement (if ABC is above P50,000.00);**
3. **PhilGEPS Registration Number;**
4. **Bank Details;**
5. **Professional License/ Curriculum Vitae;**
6. **Statement of Government and Private Contracts completed which are similar in nature**
7. **List of ongoing government and Private Contracts including contracts awarded but not yet started**
8. **Priced Proposal form; and**
9. **Other Requirements of Technical Specification Form/Terms of Reference (if there is any)**

Detailed service agreements are indicated in the Terms of Reference (TOR) of the project.

In accordance with Section 24 of R.A. 9184 and its IRR, the criteria and rating systems are:

1. Experience and capability of the consultant in all of the following areas (45 points)
2. Similar projects completed in the government Sector (35 points)
3. Qualification of the principal/technical consultant (20 points)

The DENR-EMB-XI shall evaluate bids using the Quality Based Evaluation (QBE). The criteria and rating system for the evaluation of bids shall be provided in detail in Eligibility Data Sheet.

The DENR-EMB-XI reserves the right to reject any and all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its IRR without thereby incurring any liability to the affected bidders.

Scoring shall be based on eligibility documents submitted considering the criteria and rating system mentioned above.

The minimum scores required for each criterion are as follows:

- i. Applicable experience of the consultant (35 points)
- ii. Similar projects completed in the government sector (25 points)
- iii. Qualification of the principal/technical consultant (5 points)

Contract shall be made to the Highest Rated and Responsive Proposal submitted, and from which complied and or have met the minimum requirements stated above, and with the other terms and conditions stated in the price proposal form and terms of reference.

The submission of proposal and eligibility documents for consulting services will be on or before **5:00 PM of February 18, 2022** at the Procurement office, EMB XI, 3<sup>rd</sup> Avenue corner V. Guzman St. Sta Ana, Davao City or thru email at [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph).

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

For inquiry, or for any other concerns, you may please contact us through Tel. No. (082) 234-0061, Mobile No. 09254784475, or via email [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph).

Very truly yours,

  
**ANTHONY CESAR C. TAUNAN**  
Chief Administrative Section

## PRICE PROPOSAL FORM

Date: February 10, 2022

The Procurement Office  
Environmental Management Bureau –XI  
3<sup>rd</sup> 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 Proposal hereunder is our quotation/s for the item/s as follows:

Description	Specification	Qty	Unit Price	Total Price
Procurement of Consultancy Service Re: Integrated Management System (ISO 9001:2015 and ISO 14001:2015) EMB-XI Recertification (three years contract)		1 lot		

Amount in words \_\_\_\_\_

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

Very truly yours,

\_\_\_\_\_  
Name / Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.





## **TERMS OF REFERENCE**

### **PROCUREMENT OF CONSULTANCY SERVICE RE: INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015 AND ISO 14001:2015) EMB XI RECERTIFICATION**

#### **I. RATIONALE**

EMB XI is certified by SOCOTEC Certification Philippines, Inc. (formerly AJA Registrars Inc.) for ISO 9001:2015 Quality Management System since May 6, 2019, with certificate number AJA19-0238 and ISO 14001:2015 Environmental Management System since May 24, 2019, with certificate number AJA19/19149 both covering all the Permitting, Monitoring, and Management Support Process of EMB XI. Both certifications are set to expire 3 years after issuance which will be this coming May 2022.

It is evident that the ISO certifications has been a great help in streamlining the regional office's processes towards efficient and effective implementation of services. Furthermore, the implementation of the EMB XI Integrated Management System (IMS) provided a medium for the continual improvement of the resources, personnel, and services of this office up to this date.

#### **II. OBJECTIVES**

The objective of this procurement is to hire a third-party auditing service to conduct the Recertification Audit to avoid any gaps on the validity of these ISO certifications who shall consequently undertake the Periodic Surveillances in the next two (2) years after the recertification.

The Recertification Audit is aimed at checking the continued effectiveness of management system, by looking:

- ✓ To obtain evidence regarding conformity to all requirements of the management system standards;
- ✓ To evaluate performance monitoring, measuring, reporting and reviewing against key performance objectives and targets and to evaluate operational control of your company's processes;
- ✓ To evaluate the effectiveness of your company's Internal Auditing and Management Review;
- ✓ To identify any areas for potential improvement of the management system.

Periodic Surveillances (at least 1 time every 12 months from the date of the Recertification audit) shall be carried out:

- ✓ To obtain evidence regarding continued conformity to sampled requirements of the management system standards;

- ✓ To evaluate performance monitoring, measuring, reporting and reviewing against key performance objectives and targets;
- ✓ To evaluate the effectiveness of your company's Internal Auditing and Management Review; and
- ✓ To identify any areas for potential improvement of the management systems

### III. SCOPE OF SERVICE

The consulting service shall conduct a recertification audit and surveillance audit of the Office for a span of three years.

Schedule	Description	Deliverables	Audit Mandays
Year One	Management/application Fee	Schedule of Recertification	N/A
	Recertification Audit	Findings of the audit and Certification	10
Year Two	1st Annual Surveillance Audit	Findings of the audit and Certification	6
Year Three	2nd Annual Surveillance Audit	Findings of the audit and Certification	6

### IV. METHODOLOGY

The audit may be done through online platform or face-to-face. The schedule of audit must be provided at least six (3) weeks prior to the activity.

### V. PROJECT COST AND TERMS OF PAYMENT

Terms of payment shall be made on a per activity delivery through progressive billing as follows:

Schedule	Description	Fees, Php	Audit Mandays
Year One	Management/application Fee	40,000.00	
	Recertification Audit	177,000.00	10
Year Two	1st Annual Surveillance Audit	107,000.00	6
Year Three	2nd Annual Surveillance Audit	107,000.00	6
	Total (VAT ex)	PhP 431,000.00	
	12% VAT	51,720.00	
	Total (VAT in)	<b>PhP 482,720.00</b>	

Food, transportation, airfare/travel, and accommodations (if applicable) of auditors shall be provided by this Office.

All legal documentary requirements must be submitted by the auditing firm prior to the first payment. Additional document may be requested as deem necessary and acceptable.

#### **VI. CONFIDENTIALITY**

All materials, document, and information that may come into the possession of the Consultant, including outcome of assessment for purposes of this contract shall remain confidential and should not given or disclosed to any third party at any given time and in any forum without prior consent of DENR-EMB XI. Further the consultant shall not make use of said materials documents and information under this contract. This, confidentiality of information shall survive the termination or conclusion of this contract.


#### **VII. PREFERENCE**

This Office preferred that the consulting service- auditing firm has already a certification/ recertification auditing experience of EMB Regional Office operation.

#### **VIII. AMENDMENT**

Should there be changes to the certification scope from of this TOR, the cost and number of audit days will be amended accordingly.

Prepared by:

  
**MIRALOU A. BLANCO**  
ISO Core Team Head

Approved by:

  
**MARIO N. BULACAN, PME, MPA**  
Regional Direct

I hereby certify to comply with all the above requirement of the Terms of Reference.

\_\_\_\_\_  
Name of Consultant Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date