



REQUEST FOR PROPOSAL For Negotiated Procurement – Small Value Procurement

RFQ No. & Date : LAB2022-03-073 / 03-22-2022

PR No. Date : LAB2022-03-102 / 03-16-2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Laboratory Unit under the Office of the Regional Director (ORD) will undertake a Negotiated Procurement – Small Value Procurement for the Project “Procurement of Consultancy Service Re: Establishment of Laboratory Management System (LMS) - based on ISO/IEC 17025:207 on the Regional Environmental Laboratory of EMB XI”, 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: Establishment of Laboratory Management System (LMS) - based on ISO/IEC 17025:207 on the Regional Environmental Laboratory of EMB XI”

Approved Budget of the Contract : Four Hundred Fifty Thousand Pesos Only
(P450, 000.00)

Specifications : See the attached Specifications

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

Delivery Term : Based on schedule of Activities in the Terms of Reference

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 March 28, 2022** at the Procurement office, EMB XI, 3rd Avenue corner V. Guzman St. Sta Ana, Davao City or thru email at 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. 09226522164, or via email embxiprocurement@emb.gov.ph.

Very truly yours,


ANTHONY CESAR C. TAUNAN
Chief Administrative Section

PRICE PROPOSAL FORM

Date: _____

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 Proposal hereunder is our quotation/s for the item/s as follows:

Description	Specification	Qty	Unit Price	Total Price
Procurement of Consultancy Service Re: Establishment of Laboratory Management System (LMS) - based on ISO/IEC 17025:207 on the Regional Environmental Laboratory of EMB XI		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

I. COVERAGE

The procurement shall cover the hiring of Technical Consultant (TC) for the **Establishment of Laboratory Management System (LMS) based on ISO/IEC 17025:2017** (the Project) on the Regional Environmental Laboratory (REL) of Environmental Management Bureau XI (Procuring Entity), covering the following activities:

Parameter	Definition	Method Name	Reference
WATER AND WASTEWATER – Physical and Chemical			
Temperature		Laboratory Method – Electronic Thermometer	SMEWW 23rd 2550 B
pH	In water, at 25 °C	Electrometric Method (pH Meter)	SMEWW 23rd 4500-H+ B
Dissolved Oxygen (DO)		Iodometric Method – Azide Modification	SMEWW 23rd 4500-O B
		Optical-Probe Method (DO Meter)	SMEWW 23rd 4500-O H
Chemical Oxygen Demand (COD)		Open Reflux Method	SMEWW 23rd 5520-B
Color	As true color in TCU	Visual Comparison Method	SMEWW 23rd 2120 B
Chloride		Argentometric Method	SMEWW 23rd 4500-Cl ⁻ B
Biochemical Oxygen Demand (BOD)	As carbonaceous and non-carbonaceous, 5 days, at 20 °C	5-Day BOD Test via Iodometric Method – Azide Modification	SMEWW 23rd 5210-B (in conj. SMEWW 23rd 4500-O B)
		5-Day BOD Test via Optical-Probe Method (DO Meter)	SMEWW 23rd 5210-B (in conj. SMEWW 23rd 4500-O H)
Phosphate	As total reactive phosphate in as orthophosphate, expressed as P	Ascorbic Acid Method	SMEWW 23rd 4500-P E
		Stannous Chloride Method	SMEWW 23rd 4500-P D
Nitrate	As N	Ion Selective Electrode (ISE) Method	SMEWW 23rd 4500-NO ₃ D
		Cadmium Reduction Method	SMEWW 23rd 4500-NO ₃ E
Total Suspended Solids (TSS)	At 104 °C	Gravimetric	SMEWW 23rd 2540 D
Cyanide	As free cyanide	Ion Selective Electrode (ISE) Method	SMEWW 23rd 4500-CN F

Ammonia	as N	Ion Selective Electrode (ISE) Method	SMEWW 23rd 4500-NH3 D
Oil and Grease	As petroleum ether extractable	Liquid-Liquid, Partition – Gravimetric Method	SMEWW 23rd 5520 B
Mercury		Cold Vapor Atomic Absorption Spectrometry (CVAAS)	SMEWW 23rd 3112 B
WATER AND WASTEWATER – Microbiological			
Coliform, Total		Multiple Tube Fermentation Technique (MTFT)	SMEWW 23rd 9221 B
Coliform, Fecal		Multiple Tube Fermentation Technique (MTFT)	SMEWW 23rd 9221 E
AMBIENT AND STACK AIR			
PM10		Gravimetric	USEPA 40 CFR, Part 50, Appendix J
PM, Stack		Gravimetric	USEPA 40 CFR, Part 60, Appendix A-3, Method 5
Sulfur dioxide, Stack		Barium-Thorin Titration Method	USEPA 40 CFR, Part 60, Appendix A-3, Method 6

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Php 450,000.00

III. CONTRACT PERIOD / TIME PLAN

The contract period is 9 months from the agreed start date, but extendable as may be permitted by law* and agreed by both parties.

*extension of GAA FY 2022

IV. SCOPE OF WORK

1. The TC shall conduct trainings to the REL personnel and/or other personnel of the Procuring Entity towards the fulfillment of the Project.
2. The TC shall work closely with REL personnel, monitor and review the preparation of documents and implementation of activities towards the fulfillment of the Project.
3. The TC shall conduct assisted internal audits and management reviews with the REL personnel.
4. The TC shall provide assistance on completion and submission of documents for PAB accreditation of REL.
5. The TC shall provide post-PAB audit assistance to the REL that includes preparation of corrective actions for the findings during the PAB initial visit.


V. QUALIFICATIONS

The TC must have following qualifications:

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;
2. With at least eight (8) hours of training from an internationally recognized training provider regarding auditing against ISO/IEC 17025:2017 requirements;
3. With at least five (5) years of experience in environmental analysis and in conducting trainings and workshops related to ISO/IEC 17025; and
4. With at least ten (10) years of experience in providing ISO/IEC 17025 consultancy services to government and private environmental laboratories.

VI. TERMS AND CONDITIONS

1. The Procuring Entity and TC shall agree upon the Project timetable prior to the start of the Project including the physical visit to the REL.
2. The Procuring Entity shall form a project team and designate a laboratory management team and focal person who shall actively participate in the evaluation, review and documentation of LMS.
3. The TC shall shoulder the cost of his/her own food, hotel, airfare, and COVID-19 related expenses during the conduct of the Project.
4. The Procuring Entity and TC shall agree on the mode and venue of trainings. The Procuring Entity shall shoulder the cost of venue, training materials and equipment, and meals of participants.
5. The TC shall treat data, documents, records, and observation obtained from the Procuring Entity during course of the project with strictest confidentiality.


MARIO N. BULACAN, PME, MPA
MNB Regional Director

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