

REQUEST OF PROPOSAL

(Small Value Procurement-Consultancy Firm)

PROCUREMENT OF CONSULTANCY SERVICES FOR THE REMAINING ACTIVITIES OF ISO 9001:2015 CERTIFICATION PROJECT OF DSWD

DSWD NNP No. 21-GOP-SVP-CF-003-A-
(PR No. 01-20001-PR-2021-02-00200)

1. The Republic of the Philippines, through the **Department of Social Welfare and Development – Office of the Assistant Secretary for Administration** under **2021 Current Appropriation Funds**, of the **Department of Social Welfare and Development (DSWD)**, intends to apply the sum of **Four Hundred Forty Five Thousand Pesos (PhP445,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **“Procurement of Consultancy Services for the Remaining Activities of the ISO 9001:2015 Standard Certification Project of the Department of Social Welfare and Development”** (DSWD NNP No. 21-GOP-SVP-CF-003-A).

2. The project aims to procure a consultancy firm that can provide the necessary remaining activities of ISO 9001:2015 Certification Project of DSWD.

3. **Scope of Works:**

The Consultancy Firm shall assist the Department in its certification to the ISO 9001:2015 Standard. The DSWD and the Consultant shall follow a timeline of activities for the implementation of the project, as approved by the Quality Management Program - Project Management Team (QMP-PMT) and the Secretary. If deemed necessary, the Consultant shall also provide assistance to the Quality Management Technical Team and/or secure a Resource Person for the conduct of relevant orientation/workshops on the Project for the key personnel of the Department.

The project covers the remaining activities of the DSWD-Wide ISO 9001:2015 Certification Project for one of its frontline services, *Securing Travel Clearance for Minors Travelling Abroad (MTA)*, and its support services. The Consultant shall also provide guidance to the Department in integrating the existing ISO Certification of the following offices, with that of the DSWD-wide ISO 9001:2015 Certification:

1. General Administration and Support Services Group (GASSG)
2. National Resource and Logistics Management Bureau (NRLMB)
3. Field Office I
4. Field Office CARAGA

Further, guidance for the expansion of the Department's ISO 9001:2015 certification to 50% of frontline and non-frontline services is also required from the Consultant.

Hereunder are the sites/offices included in the project, with their location:

Office	Location
DSWD Central Office	Quezon City, National Capital Region
Field Office NCR	Sampaloc Manila, National Capital Region
Field Office CAR	Baguio City, Benguet
Field Office I	San Fernando City, La Union
Field Office II	Tuguegarao City, Cagayan
Field Office III	San Fernando City, Pampanga
Field Office CALABARZON	Alabang Muntinlupa, National Capital Region
Field Office MIMAROPA	Malate Manila, National Capital Region
Field Office V	Legazpi City, Albay
Field Office VI	Iloilo City, Iloilo
Field Office VII	Cebu City, Cebu
Field Office VIII	Tacloban City, Leyte
Field Office IX	Zamboanga City, Zamboanga del Sur
Field Office X	Cagayan De Oro City, Misamis Oriental
Field Office XI	Davao City, Davao del Sur
Field Office XII	Koronadal City, South Cotabato
Field Office CARAGA	Butuan City, Agusan Del Norte

The total number of personnel (filled and unfilled) as of October 31, 2020 is shown in the table below:

UNIT	REGULAR POSITIONS	COTERMINOUS WITH THE PROJECT	CASUAL	CONTRACTUAL	MOA/CO S	JOB ORDER	TOTAL
CO	720	4	24	390	1,206	0	2,345
CAR	101	0	1	302	416	0	820
NCR	514	0	3	681	1,099	425	2,722
FO I	139	0	2	434	587	83	1,245
FO II	106	0	4	318	396	52	876

FO III	172	0	6	642	842	115	1,777
FO IV-A	224	0	3	623	694	0	1,544
FO IV-B	96	0	0	496	524	17	1,133
FO V	119	0	3	899	643	93	1,757
FO VI	139	0	1	759	930	141	1,970
FO VII	160	0	0	723	873	5	1,761
FO VIII	142	0	6	733	742	230	1,853
FO IX	172	0	6	847	757	0	1,782
FO X	135	0	4	795	588	167	1,689
FO XI	154	0	6	643	831	20	1,654
FO XII	125	0	3	661	792	31	1,612
CARAGA	80	0	0	506	822	0	1,408
TOTAL	3,298	4	72	10,452	12,742	1,379	27,947

II. Consultancy Firm's Services

System Implementation

1. Assistance in System Implementation - The ISO Consultant shall:
 - a. Check status of initial system implementation of each area, and provide guidance towards proper implementation; and
 - b. Conduct re-orientations for key personnel of the DSWD Quality Management Teams (e.g. Document Controller, Quality Management Representative, etc.).
2. Guidance on the integration of existing ISO Certifications and Expansion of Scope of the Department's Processes - The ISO Consultant shall:
 - a. Provide guidance/consultation on how to proceed with the integration of the existing ISO Certification of the following offices: GASSG, NRLMB, Field Office I, and Field Office CARAGA, with that of the DSWD-wide ISO 9001:2015 Certification; and
 - b. Provide guidance/consultation on the expansion of scope for the ISO Certification from MTA and its support services, to the 50% and 100% of the Department's frontline and non-frontline services.

System Review

1. Process-based Internal QMS Audit Course – The Consultant shall conduct a two-day re-orientation training on Internal Quality Management System Audit for the Internal

Auditors. The Consultant shall train the selected personnel on how to plan, prepare, and conduct an internal audit, including reporting of audit results.

2. Planning and Preparing for the Internal Audit – The Consultant shall assist in developing an Annual Internal QMS Audit Plan, audit checklist and other support documents for the successful conduct of an internal audit.
3. Assistance during Internal Audit and Review of Internal Audit Results – The Consultant shall:
 - a. Be present during the conduct of the Internal Audit to guide the DSWD Internal Auditors;
 - b. Review the Internal Auditor's audit results and assist in correcting non-conformities found during the audit; and review the adequacy and completeness of corrective actions taken.

Preliminary and External Assessment

1. Conduct of Preliminary Assessment - Consultant shall conduct a mock audit of the quality management system of DSWD simulating the audit by the certification body. This is to:
 - a. Provide the DSWD an overview of how their system will be audited;
 - b. Identify system non-conformities and areas for further improvement; and
 - c. Where applicable, gauge the readiness of the DSWD to ISO 9001:2015 formal certification (3rd party audit).
 - d. Consultant to provide assistance and guidance in the identification and implementation of corrective and preventive actions for system nonconformities.
2. Assistance during Initial Assessment of the Certification Body - Consultant shall be present during the initial assessment of the Certification Body to provide immediate assistance in correcting non-conformities found during the audit and provide moral support to the DSWD.
3. Assistance during the Main Assessment of the Certification Body - Consultant shall be present at site during the actual assessment of the Certification Body to provide immediate assistance in correcting nonconformities found as the audit progresses and provide moral support to the DSWD.
4. Requirements and Qualifications of Consultancy Firm:
 - a. Education: Bachelor's Degree. The Consultant Firm must submit the profile of at least one (1) consultant who would be handling this project.
 - b. Experience: The firm must have completed/rendered ISO 9001 Consultancy services within five (5) years with at least two (2) government institutions, with no negative feedback. The evaluator may call previous clients for confirmation or check the PHILGEPS if said supplier/firm is blacklisted.
 - c. Consultancy Plan: The Consultant Firm shall provide their plan of action regarding the activities required for the scope of the project including timelines which shall not exceed beyond six (6) months upon the issuance of Notice to Proceed for the release of certificate.
5. Payment shall be made upon acceptance and/or approval by the Department of the

various outputs/deliverables according to the following schedule:

PAYMENT TRANCHE	PAYMENT PERCENTAGE	PHASE	DELIVERABLES	DEADLINE OF SUBMISSION	AMOUNT
1st Payment Tranche	30%	System implementation	System Implementation and Feedback – Initial Check	Two (2) weeks upon issuance of Notice to Proceed	Php 133,500.00
			System Implementation - Conduct of Re-orientations	Within one (1) month upon issuance of Notice to Proceed	
			System Implementation and Feedback – Second Check	Two (2) weeks upon the conduct of Initial System Implementation Documentation and Feedback	
			Guidance on the integration of existing ISO Certifications and Expansion of Scope of the Department's Processes	Within two (2) months upon the issuance of NTP	
2nd Payment Tranche	30%	System Review	Conduct of Internal Audit Course, Review and Approval of Internal Audit Plan and Audit Checklist	Within two (2) months upon the issuance of NTP	Php 133,500.00
			Guidance on the conduct of Internal Audit, Audit Report, and Corrective Action Reports	Within two (2) weeks upon the conduct of the Internal Audit Course	
3rd Payment Tranche	40%	Preliminary and External Assessment	Pre-Assessment Audit Report	Two (2) weeks upon the conduct of internal audit or at least a week prior the audit of the	Php 178,000.00

PAYMENT TRANCHE	PAYMENT PERCENTAGE	PHASE	DELIVERABLES	DEADLINE OF SUBMISSION	AMOUNT
				certifying body, whichever is earlier.	
			Recommendations / guidance on the Initial Audit Report of Certifying Body	Two (2) days upon conduct of respective audit	
			Recommendations / guidance on the Final Audit Report of Certifying Body recommending the certification to ISO 9001:2015 Standard	Two (2) days upon conduct of respective audit	
TOTAL:					Php 445,000.00

The Department shall pay the Consultancy Firm/ Service Provider of the Total Contract Price (TCP), which is inclusive of all applicable taxes (withholding tax), professional fees and transportation costs of facilitators, documenters, and resource persons and other out-of-pocket expenses, e.g. workshop materials, and other logistical costs.

Full payment shall only be made upon the completion of the workshop, submission of narrative documentation report, and terminal report with communication plan and corresponding recommendations.

6. This project shall be procured using Section 53.9 (Negotiated Procurement-Small Value Procurement) of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 or the Government Procurement Reform Act and pursuant to the following criteria:

CRITERIA	RATING
Education	25%
Minimum qualification: Bachelor's degree holder	20
Additional points:	
a. Bachelor's degree holder in BS/BA Management Engineering, Systems Engineering, Business Administration, or Public Administration	+1
b. Master's degree holder <ul style="list-style-type: none"> Any course 	+1

<ul style="list-style-type: none"> ○ MS/MA Management Engineering, Systems Engineering, Business Administration, or Public Administration 	+2
c. Doctorate degree holder *Only one bachelor's /master's/doctorate degree will be rated *In case of submission of multiple consultants, the average of the consultant scores will be considered.	+2 (max)
Experience Minimum qualification: The firm must have completed/rendered ISO 9001 Consultancy services within five (5) years with at least two (2) government agencies with no negative feedback (not blacklisted) Additional points: <ul style="list-style-type: none"> a. Additional 3 points for every government agency provided with ISO 9001 consultancy services b. Additional 2 points for every private entity provided with ISO 9001 consultancy services Additional points: <ul style="list-style-type: none"> a. Additional 1 point for every engagement with DSWD Office on ISO 9001 consultancy services (Basis will be per contract) 	45% 30 +12 (max) +3 (max)
Suitability/Aptness thru Consultancy Plan Minimum qualification: The Consultant shall provide strategies to achieve the scope of the project within the given timeline of six (6) months upon the issuance of Notice to Proceed. Additional points: <ul style="list-style-type: none"> a. Strategy shown is topnotch and the timeline for completion and release of certificate of accreditation is within the fourth (4th) month upon issuance of Notice to Proceed. b. Strategy shown is average and the timeline for completion and release of certificate of accreditation is within the fifth (5th) month upon issuance of Notice to Proceed. 	30% 25 +3 (max) +2
TOTAL	100%

The passing rate/score is **Seventy-Five Percent (75%)**.

7. The DSWD now invites interested Consultancy Firms to submit the following:

- i) Company Profile/Portfolio (highlighting the years and experiences of the firm and with proof of engagements with the government or private entity);
- ii) SEC/DTI Registration;
- iii) Comprehensive Curriculum Vitae of at least one consultant who will be handling the project (with TOR or diploma, proof of experiences and trainings is required to be submitted together with the individual profile);

- iv) Price Quotation (Annex A);
- v) Proof of PhilGEPS Registration/ PhilGEPS Registration Number;
- vi) Mayor's/ Business Permit;
- vii) Notarized Omnibus Sworn Statement (Annex B) with applicable proof of authority (to be submitted by the awarded consultancy firm); and
- viii) Proposed Consultancy Plan with timeline of completion which shall not exceed six (6) months.

8. Project Duration six (6) months

9. The required documents shall be submitted at the address below or through email at quotations@dswd.gov.ph not later than **05:00 p.m. of 12 April 2021**. The total amount of contract is **Four Hundred Forty-Five Thousand Pesos (PhP445,000.00) from receipt of Notice to Proceed (NTP)**.

10. The Consultancy Firm shall be required to issue Official Receipt (OR) as acceptable evidence of receipt of payment for disbursements.

THE CHAIRPERSON

Bids and Awards Committee
c/o Bids and Awards Committee Secretariat
Procurement Management Service
DSWD Central Office
IBP Road, Constitution Hills, Quezon City
Facsimile No.: (02) 951 7116
Telephone Nos.: (02) 931 8101 to 07 local nos. 122, 123 and 124

(Original Signed)
RENE GLEN O. PAJE
Undersecretary and Chairperson
Bids and Awards Committee

ANNEX A
Financial Proposal

 NNP No.: GOP-SVP-CF-003-A

Particulars	Quantity	Total Contract Price (including all applicable taxes, amount in Phil. Peso)
PROCUREMENT OF CONSULTANCY SERVICES FOR THE REMAINING ACTIVITIES OF THE ISO 9001:2015 STANDARD CERTIFICATION PROJECT OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT	1 Lot	

Name of Consultant: _____

Signature: _____

Date: _____

Annex B

Omnibus Sworn Statement (Revised) *[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 21___
at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]