



REQUEST FOR QUOTATION

27 December 2018

PROCUREMENT NAME: **Provision of Payment for the Consultancy Services for Continual Improvement of ISO 9001:2015**

APPROVED BUDGET : **P 500,000.00**

Supplier/Contractor : _____

Address : _____

INSTRUCTIONS

1. Please quote your best offer for the items listed in the attached Canvass.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than 31 December 2018 at 10:00 AM** together with the following documentary requirements:
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return
 - d. Omnibus Sworn of Statement

For any clarification, you may contact Ms. Magdalena C. Oranda, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

LORNA M. DURWIN
BAC Vice Chairperson



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. 02, RGC, Carig Sur, Tuguegarao City, Cagayan

CANVASS FORM

December 27, 2018
 Date

Supplier/Contractor: _____
 LBP Account No. : _____
 TIN : _____

Please quote your lowest price on the items listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **December 31, 2018** in the return envelope attached herewith.

Lorna M. Durwin
LORNA M. DURWIN
 BAC Vice Chairperson

NOTE TO SUPPLIER/CONTRACTOR:

1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS
 ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
5. INDICATE PHILGEPS REGISTRATION NUMBER: _____
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING SPECIFICATIONS OF THE PRODUCTS BEING OFFERED
7. ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE DULY SIGNED/INITIALED BY THE BIDDER/SUPPLIER
8. PLEASE SPECIFY IF VAT OR NON-VAT
9. IF LEASE TO OWN, CONTRACT IS AT LEAST THREE EQUAL MONTHLY INSTALLMENTS

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Provision of Payment for the Consultancy Services for Continual Improvement of ISO 9001:2015			
	X-X-X-X-X-X-X-X			
	ABC Php 500,000.00			

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

AFTER HAVING CAREFULLY READ AND ACCEPTED YOUR GENERAL CONDITIONS, I/WE QUOTE YOU ON THE ITEM AT PRICES NOTED ABOVE.

Signature of Canvasser

Date

Printed Name/Signature

Tel No./Cellphone No.:

e-mail address :

Date



TERMS OF REFERENCE

CONTINUAL IMPROVEMENT OF DILG R2 quality management system iso 9001:2015

A. Rationale

The DIG Region O2 established its initial Quality Management System in accordance with the requirements of the ISO 9001:2015 standards and in consonance with the government issuances aimed at institutionalizing the best practices in all government agencies.

In 2018, the DIG RO2 together with its five (5) provincial offices was able to passed the Stage 1 and Stage 2c External Audit conducted by the certifying body AJA Registrars INc. thus granting the ISO Certification.

In order to sustain efforts made by the department and its operating units, there is a need to continually improve all the enrolled processes and revisit the system itself in preparation for the three (3) year surveillance audit.

B. Objectives

Generally, QMS activities for 2019 shall be conducted in order to ensure that the system processes are compliant with the implementation requirement of the ISO 9001:2015

Specifically, the following shall be attained:

1. Procure consultancy service provider to assist in the sustainability and continual improvement of DIG R2;
2. Conduct QMS awareness forum for all DIG R2 personnel;
3. Monitor the progress of implementation and ensure the effective and efficient delivery of services to clients;
4. Assess the correctness, appropriateness and timeliness of the procedures being implemented;
5. Evaluate necessary s procedures that may need to be adjusted to conform to the ISO requirement.



C. Scope of Work

ACTIVITY	OUTPUT	TARGET DATE
Provide Coaching for the Surveillance Audit	Technical Assistance review of audit findings and recommendations	1 st Sem 2019 20 Mandays - Batanes, Nueva Vizcaya, Quirino and Regional Office

D. Implementing Arrangements

Responsibilities of the Consulting Service Provider:

1. Shall coordinate all activities with the QMS Secretariat for confirmation of schedules;
2. Shall provide a team to conduct the necessary technical assistance;
3. Provide assistance not limited to the stated activities in the Scope of Work in accordance with respective policies and existing laws, rules and regulations;
4. Reserves the copyright in all materials, templates of the manual, procedures and other documents which will be used in the QMS implementations;
5. Keep safe in its possession any documents, reports and other similar materials that were produced and/or received during the course of the consultancy service agreement; and
6. Shall be present during Surveillance Audit.

Responsibilities of DILG RO2:

1. Provide working space;
2. Food: meals and snacks and extra meal if overtime work is requested;
3. Local transportation to and from the office;
4. Accommodation; and

5. Pay upon receipt of statement of account for rendered activity.

E. Duration of the Engagement

1. The services of the consultancy will be engaged as indicated in the scope of work.
2. The conduct of the assistance will take place upon commencement of the engagement.

F. Specific Qualification

The consultant must provide the procuring entity the following information and/or supporting documents:

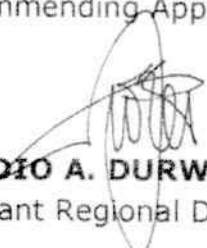
- a. Company profile
- b. Complete and clear scope of work and implementation methodology
- c. Curriculum vitae of proposed technical assistance team with experience
- d. PhilGEPS registration certificate
- e. DTI accreditation

G. Cost of Engagement


The Approved Budget for the Contract (ABC) for the engagement shall be P500,000.00. The total cost of the engagement shall be composed of:

1. The project cost to be charged by the consultant as indicated in the accepted proposal; and
2. The amount of applicable taxes.

Recommending Approval:


ELPIDIO A. DURWIN, CESO V
Assistant Regional Director

Approved:


JONATHAN PAUL M. LEUSEN, JR., CESO IV
Regional Director