



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4889611
Procuring Entity DEPARTMENT OF TOURISM
Title Individual Consultant (Quality Management System)
Area of Delivery Metro Manila

Solicitation Number:	2017-10-0327	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	2
Category:	Consulting Services	Date Published	22-Oct-2017
Approved Budget for the Contract:	PHP 650,986.80	Last Updated / Time	22-Oct-2017 00:00 AM
Delivery Period:	3 Day/s	Closing Date / Time	25-Oct-2017 17:00 PM
Client Agency:			
Contact Person:	TERESITA ANDRIN ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-8900189 63-2-8900189 t_romanesh@yahoo.com.ph		

Description

TERMS OF REFERENCE

DOCUMENTATION, TRAINING AND CONSULTANCY
ON THE DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM (QMS)
OF THE DEPARTMENT OF TOURISM TO ISO 9001:2015

I. BACKGROUND

In compliance with Memorandum Circular (MC) No. 2016- 1 dated May 12, 2016 issued by the Government Quality Management Committee (GQMC) and Memorandum Circular (MC) No. 2017-1 dated March 9, 2017 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems, the Department of Tourism has initiated the development of a Quality Management System (QMS) Certifiable to ISO 9001:2015, to prescribe the guidelines on the validation of the GQMC for the ISO 9001 QMS Certification.

In view thereof, there is a need to engage the services of a Consultant who will provide expert knowledge through training and guidance throughout the project stages from documentation to implementation and certification, and ensure that the DOT will achieve its objective and benefit from an effective ISO 9001:2015 QMS in the most effective, economic and timely manner.

II. REQUIREMENT

The DOT is in need of an Individual Consultant to facilitate the establishment of its ISO 9001:2015 QMS, prepare the Heads, key personnel and staff of the Department of Tourism for the successful documentation, implementation and

effective long-term maintenance of a Management System compliant to ISO 9001:2015.

The Consultant should possess the following qualifications:

1. He/She must have done QMS consultancy services for at least ten (10) years.
2. He/She must have been engaged and have successfully led at least ten (10) government agencies, including LGUs and GOCCs, to their QMS approval of requirements. Bidder/s to submit the appropriate supporting documents.

The Consultant must submit the following documentary requirements:

1. Curriculum Vitae
2. List of similar projects, both in government and private

III. SCOPE, COVERAGE AND DELIVERABLES

The Consultant shall provide the following documentation, training and consultancy services necessary for the development of DOT's ISO 9001:2015 Quality Management System:

Setting up of Quality Management System

Stages

PHASE 1: CURRENT SYSTEM APPRAISAL

1. Gap Analysis
2. Formation of the QMS Working Team

PHASE 2: TRAININGS

1. Executive Briefing
2. Awareness Training
3. Documentation Training
4. Risk Assessment
5. Internal Audit
6. Orientation on Identification of Quality Objectives
7. Root cause analysis Training

PHASE 3: DESIGN & DEVELOPMENT OF THE QMS

1. Documentation of the Documented Information (Quality Manual, Procedures and other Work Instructions)
2. Risk Assessment and Risk Treatment
3. Review & approval of the established Documented Information

PHASE 4: IMPLEMENTATION

1. Cascading of the established QMS
2. Trial Implementation of the established QMS.

PHASE 5: QMS PERFORMANCE EVALUATION

1. Monitoring of the QMS
 - Coaching in writing the IQA report and Management Review
 - Rectification of Nonconformity during the implementation

PHASE 6: PRE-ASSESSMENT

- Dry Run before the 3rd party audit
 - Bidder must submit proposed activities and timeline.
 - Winning Consultant shall render deliverables (QMS Work Plan) on the agreed timeline.
 - The Consultant will review the existing work/documents that have already been completed by the DOT to include the Quality Manual.
 - The Consultant shall lead his/her counterpart DOT support team and take part in the editing and revision of content, format and presentation of Quality Manual, Procedures and Work Instructions.
 - Ensure implementation of relevant project activities and provide policy support for the implementation of quality systems and procedures adopted by the DOT.
 - Must provide technical support and assistance to DOT during its Third Party Audit/Certification.
 - Must be able to establish the Quality Manual and Documented Information for one (1) Core Process on or before 1st week of December 2017.
 - Established Quality Management Systems compliant and successfully passed the ISO 9001:2015 certification audit covering the core processes of the DOT within the established project duration.

IV. PROJECT DURATION: FIVE (5) MONTHS

V. PROJECT INVESTMENT/ ABC:

The Consultant shall be paid the amount of Six Hundred Fifty Thousand Nine Hundred Eighty- Six Pesos and 80/100 (Php 650,986.80) inclusive of all applicable government taxes in accordance with government procedure.

VI. CONTACT PERSON:

MS. ARACELI C. SORIANO
 Planning Service
 459-5200 loc. 620

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number or Reference Number, Company Name in a sealed envelope, addressed to Ms. Teresita Romanes at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

Required Valid Documents to be submitted:

1. Current Mayor's/Business Permit / BIR Certificate of Registration (Individual)
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (2016)

- 4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement () attached form)
- 5. Professional License

Created by TERESITA ANDRIN ROMANES
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