



BIDS AND AWARDS COMMITTEE


Request for Proposal

The University of Rizal System (URS), through its BAC invites all interested consultant to provide professional service on the development of quality management system for this University.

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| NAME OF PROJECT | Proposal for the Consulting Services for the Expansion Coverage of University of Rizal System Quality Management Systems Compliant and Certifiable to ISO 9001:2015 |
| SERVICE PAYMENT REQUEST | 1902008 dated February 8, 2019 |
| LOCATION | University of Rizal System, J. Sumulong St. Morong, Rizal |
| APPROVED BUDGET | Three Hundred Ninety Nine Thousand Nine Hundred Ninety Eight Pesos 40/100 Only (Php 399,998.40) |
| DELIVERY PERIOD | Within eight (8) months |
| BRIEF DESCRIPTION | The procurement activity calls for the services of consultants for the maintenance of the Quality Management Systems of the University of Rizal System and the coverage expansion to three (3) campuses compliant and certifiable to the standards and requirements of ISO 9001:2015 as detailed in the provided Terms of Reference. |
| DATE/ TIME OF OPENING OF SEALED QUOTATIONS | February 27, 2019, 1:30PM |

The SEALED PROPOSAL with the enclosed REPLY SLIP and required documents enumerated therein must be submitted to the Bids and Award Secretariat in the contact information below:

Contact Person: JOHN JOHN C FAULVE
Position: Head, BAC Secretariat
Office Address: URS Morong Campus, J. Sumulong St. Morong, Rizal
Contact Number: (02) 653-2860 Tel/Fax
Email Address: urs.spmo@gmail.com


NELSON S. GONZALES, Ed. D.
Chairperson, BAC



BIDS AND AWARDS COMMITTEE

Reply Slip

DATE: _____

Name of Company : _____

Address : _____

Contact Information : _____

E-mail Address : _____

After having carefully read and accepted your TERMS OF REFERENCE on the Consulting Services for the expansion coverage of University of Rizal System Quality Management Systems Compliant and Certifiable to ISO 9001:2015, I/We hereby offer the price quotations on the item/s below:

| ACTIVITY | AMOUNT (Php) |
|--|--------------|
| 20% at the start of consultancy | |
| 20% on the 15 th of succeeding month | |
| 15% on the 15 th of 3 rd month | |
| 15% on the 15 th of 4 th month | |
| 15% on the 15 th of 5 th month | |
| Remaining 15% after conducting of pre-assessment audit | |
| TOTAL CONTRACT PRICE | |
| Note: Consultant/s should anticipate implementation of any tax measure to be imposed by the Government and to consider such in their proposal portion. | |

In compliance with the Terms of Reference, copies of the required documents enumerated in Art. VIII (a,b,c) are enclosed.

Signature Over Printed Name of
Authorized Representative

Position

**CONSULTING SERVICES FOR THE COVERAGE EXPANSION OF
UNIVERSITY OF RIZAL SYSTEM - QUALITY MANAGEMENT
SYSTEMS (URS-QMS) COMPLIANT AND
CERTIFIABLE TO ISO 9001:2015**

TERMS OF REFERENCE

A. Background

In line with the need for government agencies to improve quality in their operations and service delivery in the light of Administration's thrust to adopt transformational leadership, Executive Order No. 605, entitled "Institutionalizing the Structure, Mechanism, and Standards to Implement Government Quality Management Program, was issued to all departments, and agencies, including State Universities and Colleges, like the University of Rizal System.

The Philippine Development Plan (PDP) 2011-2016 strengthens compliance to EO 605 to ensure the consistency of products and services through quality processes. The PDP cites enhancing and standardizing the quality of public service delivery to become consistent with the requirements of the International Organization for Standardization (ISO).

On January 7, 2019, the University of Rizal System (URS) has successfully acquired ISO 9001:2015 Certification for its Quality Management System (QMS) for the provision of higher, advanced education and administrative / support services in the campuses of Tanay, Morong and Rodriguez (TMR) as initial scope.

In line with the University's continuing effort to upgrade and expand the coverage of its ISO 9001:2015 certified QMS, the URS aims to expand its scope to include the remaining campuses that are yet to be certified.

B. Objective

For the maintenance of ISO 9001:2015 (Quality Management Systems) of University of Rizal System Tanay, Morong, and Rodriguez Campuses and certification of three (3) other campuses with all the mandatory documentary, capability requirements as specified in the Services to be Offered and other inherent tasks to ensure certification of the additional campuses.

C. Scope of Services.

The Consulting Services is expected to provide the agreed technical services for the following:

1. Higher Education (Instruction, Research Development, Extension and Production Services)
2. Advance Education (Graduate School)
3. Administrative and Support Services



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C. Time Allotment

The consultant will be expected to work during the period of six (6) to eight (8) months effective from the commencement date of the contract. Certification will be expected to work after the consultant's confirmation.

D. Services to be Offered

Phase/Description

1. Training (Refresher)

- ISO 9001:2015 Quality Management System Awareness (1 session)
- Workshop for Quality Objectives (1 session)
- Risk Management Refresher (Failure Mode and Effect Analysis - 2 days)
- Internal Quality Audit Training (using new guidelines) with a maximum of 20 participants - 3 days
- Training shall consist with a maximum number of 30 participants per session for Risk Management, strictly for the employees of University of Rizal System only.
- Excess participants will be charged of Php 1000.00* each per training day).
- Client will be provided with one (1) soft copy of training materials per module.
- Seminar/training duration is from 9:00am to 5:00pm; with an hour lunch break and 15-min. coffee breaks in between am-pm sessions.
- Training/seminar facilities and other training requirements i.e., LCD projector, whiteboard, markers, meals, snacks shall be provided by the client.
- Videos or any form of recording are strictly prohibited during the training or seminar session.

Documentation

2. Guidance on the following documentation:

- Quality Policy
- Quality Objectives and Targets
- Quality Management System Manual
- Documented Information
- Work Instruction
- Risk Assessment



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Implementation

3. Monitoring of the quality management system implementation through conduct of mock audit:
 - Quality objectives performance monitoring
 - Work instructions
 - Risk management
 - Internal quality audit requirements
 - Management review meeting requirements
 - Corrective action process
 - Documented information requirements
4. Certification Audit Assistance
 - Assistance in ISO 9001:2015 surveillance audit.

E. Qualifications of Consultant

Essential Qualifications. The Consultant must be a Filipino, and have a similar experience in the conduct of certification and surveillance audit for the issuance of ISO 9001:2015 certificate within a government agency. S/he must also have a proven track record in assisting government organizations, preferably a state university or college to develop, implement and get certification for ISO 9001 management systems.

Desired Experience. The Lead Consultant must have at least ten (10) years professional experience in developing and implementing management systems. Further, the Lead Consultant must be Certified and Affiliated with the International Register of Certificated Auditors (IRCA) Information Systems Audit and Control Association (ISACA). Completing at least one (1) certification project with a project size equals or above the ABC of this Consultancy Services.

F. Obligations to the Consultant

1. The University will appoint an ISO Chairperson (ISOC) to liaise with the Consultant;
2. The Consultant shall work in very close collaboration with the ISOC, exchange information regarding progress of the consultancy and take his advice where required;
3. The top management shall give full commitment and support in the expansion of the coverage of Quality Management System. In the event that the *28 mandays* have been completed but quality management systems in the identified campuses are not yet fully established due to non-evident commitment of the top management, extended services of *15,400.00* per man-day* shall be charged to University of Rizal System, valid for a maximum duration of four (4) months;
4. The top management should continue the services of a document controller responsible for the control of all Quality Management Systems documented



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information.

5. The consultant/s should be provided with a desk/table during the time of visit/s.
6. All necessary preparations of the organization regarding mandatory records shall be discussed during the first official meeting with the Task Force Committee.
7. The following shall be shouldered by the University of Rizal System for the consultancy team during the time of visit/s:
 - a. *Food (meals including snacks) on the duration of consultancy visit; and*
 - b. *Hotel accommodations, airfares (including terminal fees), transportation expenses (gasoline & toll fees) whichever applies.*

G. Evaluation of Proposals

For the evaluation of proposals, numerical ratings shall be used.

1. The entire evaluation process, including the submission of the results thereof to the Head of the Procuring Entity for approval, shall be completed in not more than twenty-one (21) calendar days after the deadline for receipt of bids. The bid with the highest rank shall be identified as the Highest Rated Bid. The Head of the Procuring Entity shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.
2. All participating short listed consultants shall be furnished the results (ranking and total scores only) of the evaluation after the approval by the Head of the Procuring Entity of the ranking. Said results shall also be posted in the PhilGEPS and the website of the Procuring Entity, if available, for a period of not less than seven (7) calendar days.
3. Opening and Evaluation of Technical Proposals
 - a. The Procuring Entity shall conduct a detailed evaluation of bids.
 - b. The BAC evaluates the Technical and Financial Proposals on the basis of their compliance with the requirements and responsiveness to the TOR using the following criteria:
 - Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff (25%)
 - Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual



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- experiences of the principal and key staff including the times when employed by other consultants (25%);
- Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions (25%)
 - Financial Proposal (25%)
4. The BAC shall assign numerical weights to each of the above criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum Technical Score (St) of 75%.
5. Technical Proposals shall not be considered for evaluation in any of the following cases:
- a. late submission, *i.e.*, after the deadline set in by the BAC in the Request for Proposal;
 - b. failure to submit any of the technical requirements provided under this ITB and TOR;
 - c. the Consultant that submitted a Bid or any of its partner and/or subcontractor belongs to one of the conflict of interest cases as described in ITB Clauses and failed to make a proper statement to that effect in the cover letter; or
 - d. the Technical Proposal included any cost of the services.

H. Application

Consultant is invited to submit a competitive proposal for this assignment, including:

- a. Technical proposal to conduct the assignment: understanding of the assignment, team structure and profiles, summary of work approach, and draft work plan should be included, based on the defined methodology; identifying a team of individuals with proven track records on ISO consultancy and certification. The proposal should include a schedule of time allocated to each team member by task, identifying timeline and milestones in preparing and completing deliverables, including overall project management
- b. Relevant qualifications and experience, including CVs of at least 3 references; and
- c. Financial proposal

I. Fees and Payment Terms

a. Ceiling. For Services rendered pursuant to Annex A, the URS shall pay the Consultant an amount not to exceed a ceiling of Php 400,000.00 (Four hundred



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thousand pesos) subject to the conditions provided in this Terms of Reference. This amount has been established based on the understanding that it includes all tax obligations that may be imposed on the Consultant.

b. Payment Schedules. Payment schedules shall be as follow.

| | |
|---|-------------------|
| 1. 20% at the start of consultancy | Php 79,999.68 |
| 2. 20% on the 15 th of succeeding month | Php 79,999.68 |
| 3. 15% on the 15 th of the 3 rd month | Php 59,999.76 |
| 4. 15% on the 15 th of the 4 th month | Php 59,999.76 |
| 5. 15% on the 15 th of the 5 th month | Php 59,999.76 |
| 6. remaining 15% after conducting of pre-assessment audit | Php 59,999.76 |
| TOTAL | 399,998.40 |

c. Taxes. Consultant should anticipate implementation of any tax measure to be imposed by the Government and to consider such in their proposal portion.

J. Confidentiality Clause

The Consultant shall strictly observe the confidentiality of information derived from all transactions, documentation and discussions made with the client in the conduct of this project. The Consultant will therefore sign a Non-Disclosure Agreement with University and will treat all University of its data as highly classified.

