

**REQUEST FOR PROPOSAL (RFP)**

**Date: 20 June 2018**

**RFP No.: 01 - 2018**

Name of Consultant/Consulting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration No. (**required prior to award**): \_\_\_\_\_

The Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO), through its Bids and Awards Committee (BAC), intends to engage the services of a consultant/consulting firm for the Technical Assistance/Consulting Services for QMS Implementation Towards ISO 9001:2015 Certification through Small Value Procurement (SVP) under **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of this procurement project is indicated in the table below:

<b>DURATION OF CONSULTANCY</b>	<b>DESCRIPTION</b>	<b>Approved Budget for the Contract (ABC) in PHP</b>
Thirty-six (36) person-days spread over six (6) months	<b>Procurement of Technical Assistance/Consulting Services for QMS Implementation towards ISO 9001:2015 Certification</b>	PhP 416,000.00

The **Terms of Reference (TOR)** is attached for your guidance/reference.

As such, eligible individual consultant or consulting firms of known qualifications are invited to submit their **proposals** and **Curriculum Vitae** not later than **29 June 2018 (Friday) at 3:00 PM**, subject to the Terms and Conditions provided in the attached TOR.

A **copy** of each of the following are also required to be submitted **prior to award**:

- (a) Latest **Mayor's/Business Permit (for consulting firm)**
- (b) **BIR Certificate of Registration (for individual consultant)**
- (b) Latest **Income/Business Tax Return**
- (d) **Omnibus Sworn Statement (GPPB-prescribed form)**

Open proposals may be submitted, manually or through facsimile or email, at the address and contact numbers indicated below. For any clarification, you may contact the **BAC Secretariat** at telephone nos. **(02) 900-6741 local 117** or **119**, or email address at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).

(Sgd.)  
**SHARI-ANN HARRIET F. CABUHAT**  
 Procurement Officer

**BIDS AND AWARDS COMMITTEE**

**INSTRUCTIONS:**

- (1) Accomplish this RFP correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) **Failure to attach your Curriculum Vitae will disqualify your proposal.**
- (4) Failure to follow these instructions will disqualify your entire proposal.

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item as follows:

**FINANCIAL OFFER**

Please provide your quotation in the table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

<b>Project Name:</b>  <b>Procurement of Technical Assistance/Consulting Services for QMS Implementation towards ISO 9001:2015 Certification</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Your Quotation</b>
<b>Four Hundred Sixteen Thousand Pesos (PhP 416,000.00)</b>	<hr/> <i>(Please state your quotation in words and in figures)</i>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position Title/Designation

\_\_\_\_\_  
Office Telephone No. / Mobile No.

\_\_\_\_\_  
Email address/es