



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

REQUEST FOR PROPOSAL No. 2023-002

Date: August 15, 2023

Name of Consultant: _____

Address: _____

TIN: _____

The National Commission on Muslim Filipinos (NCMF) through its Bids and Awards Committee (BAC), intends to perform a Small Value Procurement (SVP) for the Engagement of Services of a Consultant to Provide Hortative in the Field of Quality Management System to the National Commission on Muslim Filipinos (NCMF). The detail of this SVP is indicated as follows:

Duration	Location	Description	ABC in PHP
Three (3) months after receipt of Notice to Proceed	NCMF-Central Office, QC NCMF South Luzon, Taytay, Rizal NCMF SOCKSARGEN, Cotabato City	Procurement of Consultant Services to provide hortative in the field of QMS to the NCMF	P200,000.00

The SVP for hiring the services of consultant will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Terms of Reference (TOR) may be downloaded from the PhilGEPS website or may be requested by email using the contact information below. The project must be completed within three (3) months period reckoned from the effectivity date upon issuance of Notice to Proceed for this project.

As such, eligible individual consultant of known qualifications are invited to submit their quotations/proposals (signed by you or your duly authorized representative) with attached **Valid Mayors/Business Permit, Valid PhilGEPS Registration Certificate, SEC/DTI Registration, Tax Registration Certificate, and Notarized Revised Omnibus Sworn Statement** not later than **August 18, 2023 at 5:00 pm**, subject to the Terms and Conditions provided in the attached Terms of Reference.

Open quotations/proposals may be submitted through email at bacsecretariat@ncmf.gov.ph. For clarification, you may contact Abdulaziz P. Abubakar on mobile number 0917-6282148.

ATTY. MICHAEL MITO-ON J. ALI
BAC Vice-Chairperson

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 quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our quotation/s for the item/s 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 quotation and does not reflect the guaranteed price.

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Project Name: Engagement of Services of a Consultant to Provide Hortative in the Field of Quality Management System to the National Commission on Muslim Filipinos (NCMF)	
Approved Budget for the Contract (ABC)	Your Quotation/Proposal
Two Hundred Thousand Pesos (Php 200,000.00)	<hr/> <i>(Please state in words and in figures your quotation/proposal.)</i>

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address

TERMS OF REFERENCE

ENGAGEMENT OF SERVICES OF A CONSULTANT TO PROVIDE HORTATIVE IN THE FIELD OF QUALITY MANAGEMENT SYSTEM TO THE NATIONAL COMMISSION ON MUSLIM FILIPINOS (NCMF)

1. The National Commission on Muslim Filipinos (NCMF) intends to procure and engage the services of a Consultant in the field of Quality Management System (QMS) that will guide the commission to sustain its ISO 9001:2015 Certification.

2. OBJECTIVE AND SCOPE OF WORK

To sustain the established and certified QMS, and acquire continued certification against the ISO 9001:2015 standard.

It will cover all the relevant QMS processes of the NCMF for the provision of Socio-Cultural, Social-Protection, and Socio-Economic Services under the following offices and bureaus:

- Office of the Secretary
- Office of the eight (8) Commissioners
- Office of the Executive Director
- Office of the Deputy Executive Director
- Administrative Service
- Finance and Management Service
- Planning Service
- Bureau of External Relations
- Bureau of Legal Affairs
- Bureau of Muslim Cultural Affairs
- Bureau of Muslim Economic Affairs
- Bureau of Muslim Settlements
- Bureau of Pilgrimage and Endowment
- Bureau of Peace and Conflict Resolution
- South Luzon Regional Office
- SOCCSKSARGEN Regional Office

3. CONSULTANT DELIVERABLES

- Conduct a review of the status of the existing ISO 9001-certified QMS practices and documented information to determine the level of adequacy and conformity with the requirements of ISO 9001:2015;
- Provide technical guidance on addressing the gaps and areas for improvement identified in the review specified above;
- Provide recommendations on improving the implementation of the certified QMS;
- Help the Commission in addressing the certifying body's audit findings.

4. TRAINING AND CONSULTANCY ACTIVITIES

The consultant shall conduct and spearhead the following essential activities:

- a) Technical Guidance in the conduct and documentation of Internal Audit
- b) Technical Guidance on Reviewing the QMS
- c) Technical Guidance during and after the Certifying Body's (CB) 2nd Surveillance Audit

The Consultant shall also provide the timelines of the activities listed above.

5. CONDITIONS AND RESPONSIBILITIES

The CONSULTANT shall:

- Conduct and facilitate the project deliverables within the agreed timeframe;
- Prepare the program and workshop designs for all the activities specified in the Project Workplan;
- Provide one (1) set of training materials for dissemination by the NCMF, for each workshop to be conducted;
- Review the activity/workshop outputs and recommend necessary modifications to ensure alignment with the requirements of ISO 9001:2015 standard; and,
- Provide technical advice and guidance to the NCMF's QMS Core Team in the establishment and implementation of the NCMF's QMS.

The NCMF shall:

- Designate a counterpart support team who will work closely with the CONSULTANT regarding technical and administrative requirements of the project, including the monitoring of the progress of the various project activities;
- Provide logistical requirements of the project such as training and meeting venues, accommodation (when necessary), equipment (including LCD projector with desktop or laptop, computers with video conferencing software, and other items, as mutually agreed), supplies, reproduction of training materials for participants, and meals & snacks of participants and the CONSULTANT;
- Ensure that all participants have the necessary equipment (e.g., hardware and software, speakers, microphones, webcams, etc.) and a reliable and uninterrupted internet connection to participate in all virtual sessions;
- Draft assigned documented information, including specific QMS related forms that were agreed upon during the workshops;
- Ensure implementation of relevant project activities and provide top management support for the implementation of the QMS and procedures adopted by the NCMF;
- Ensure availability and participation of staff/participants concerned during the conduct of the workshops and other activities necessary in the course of the project;
- Pay the project cost of Two Hundred Thousand Pesos (PHP 200,000.00), to the CONSULTANT by the engagement fee schedule.

The CONSULTANT candidates shall be rated based on the criteria below:

CRITERIA	RATING
At least had a 1-year engagement with NCMF	40 %
Conducted several trainings to the commission and was known by all the employees from the Head of Agency down to the lower ranks	20 %


Knowledgeable of the Three (3) Processes of NCMF	20 %
Equipped with training and seminars that are necessary for performing the duties and responsibilities mentioned in the Terms of Reference	10 %
Handled several projects especially related to the International Organization for Standardization	10 %
TOTAL	100 %

6. ENGAGEMENT FEE

- a) Financial proposals shall not exceed the Approved Budget for the Contract (ABC) of **TWO HUNDRED THOUSAND PESOS ONLY (P200,000.00)** and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges (if any) imposed under applicable laws. Financial proposals received more than the ABC shall be automatically rejected.
- b) Payment for the total price quoted shall be made in three (3) installments upon completion of each of the following milestones, to wit:

ACTIVITY/DELIVERABLE	TIMEFRAME	PAYMENT
Technical Guidance in the conduct and documentation of Internal Audit	September	60%
Technical Guidance on Reviewing the QMS	October	20%
Technical Guidance during and after the Certifying Body's (CB) 2 nd Surveillance Audit	November	20%
TOTAL		100 %

Prepared by:


HAIDEE V. AMPATUAN, MNSA
 Director III, Planning Service

Recommending Approval:


TAHIR S. LIDASAN JR., CESO II
 Executive Director

Approved by:


GILINGA A. MAMONDIONG
 Secretary

Omnibus Sworn Statement

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

A F F I D A V I T

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

1. Select one, delete the other.

If a sole proprietorship. I am the sole proprietor 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 of [Name of Bidder], I have full power and authority to do, execute and perform any acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture. I am granted full power and authority to do, execute and perform any acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of the attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, Local Government Units, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board;
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. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, 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 degrees;

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 degrees;

7. [Name of Bidder] complies with existing labor laws and standards;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the bidding documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Estimated the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project];
 - e) (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 about any procurement project or activity.
 - f) (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 about any procurement project or activity.
9. (Name of Bidder) did not give or pay directly any commission amount fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government concerning any procurement project or activity; and
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 under 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 _____ 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of _____
[month] [year] at _____ [place of execution], Philippines. Affiant/s is/are
personally known to me and/or identified by me through competent evidence of
identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).
Affiant/s exhibited to e his/her _____ [insert type of government
identification card used] with his/her _____ photograph and signature appearing
thereon, with no. _____, issued on _____ [date of issuance] at _____ [place of
issuance].

Witness my hand and seal this _____ day of [month] [year]

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of _____

Statement of Completed Contracts

This is to certify that [name of company] has the following ongoing and awarded but not yet started contract for the period _____:

Name and Location of the Contract	Client	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration

Name and Signature of
Authorized Representative

Date

Instructions:

- Cut-off date: The day before the deadline for submission of eligibility documents.
- The state completed contracts for the last twenty (20) years. Contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized for inclusion in the list.

Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that [name of company] has the following ongoing and awarded but not yet started contract for the period _____:

Name and Location of the Contract	Client	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration

Name and Signature of
Authorized Representative

Date

Instructions:

- State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for procurement/bidding) as of the day before the deadline for submission of eligibility documents.
- If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Financial Proposal Submission Form

[Title]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] by your Terms of Reference and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the signing of the Contract.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our proposal irrespective of whether we enter into a contract with the Procuring Entity as a result of this proposal.

We confirm that we have read, understood, and accept the contents of the TOR, the provisions relating to the eligibility of the Consultant, the applicable guidelines for the procurement rules of the Funding Source, and any Supplemental/Bid bulletins issued.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address: