



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
www.ncmf.gov.ph

REQUEST FOR PROPOSAL

Date: April 16, 2025
RFQ No. 2025-0029

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure the **ISO CONSULTANT through Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

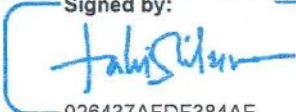
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Proposal (RFP). Submit your quotation/proposal duly signed by you or your duly authorized representative **on or before 9:00 AM of 21 April 2025** addressed to:

Bids and Awards Committee
79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540
Email: bacsecretariat@ncmf.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement (for ABC's above PHP50,000) (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract .
PhilGEPS	Submit PhilGEPS Registration Certificate/Number
Income/Business Tax Return	Submit for ABC's above PHP500,000.00

For any clarification, you may email us at our email address at bacsecretariat@ncmf.gov.ph

Signed by:

026437AFDF384AE...
TAHIR S. LIDASAN JR., CESO II
Chairperson, 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 QUOTATION.**
- 4. Failure to follow these instructions will disqualify your entire quotation.

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

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____
Account Number: _____
Account Name (should be the exact account name as registered in the bank): _____
Branch: _____

Please quote your **best offer** below. Please do not leave any blank items.

ISO CONSULTANT

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
FIVE HUNDRED SIXTY THOUSAND PESOS (P 560,000.00)	In Words:

	In Figures:

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 six (6) more regional offices for inclusion in the subsequent First Surveillance Audit for Fiscal Year 2025 by the chosen Certifying Body:

Covered since the initial ISO 9001:2015 Certification in December of 2024:

- 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;

Included during the Recertification Audit in December of 2024:

- NCR Regional Office;
- Northern Mindanao Regional Office;
- North Luzon Regional Office.

For inclusion to the ISO 9001:2015 certified QMS scope on the subsequent First Surveillance Audit for 2025:

- Visayas Regional Office;
- Zamboanga Regional Office;
- Sulu Regional Office;
- Davao Regional Office;
- Lanao Regional Office;
- CARAGA Regional Office.

The project will commence with a QMS On-boarding Workshop for the 6 additional Regional Offices and considered complete once the CLIENT receives a Recommendation for Continued Certification to ISO 9001:2015 standard.

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 assistance in establishing the documented information necessary for implementing an ISO 9001:2015 compliant system;

- Train the CLIENT's QMS Core Team members, including the management and staff of the additional 6 regional offices, as needed in documentation, internal auditing and how the requirements apply to their operation.
- Provide recommendations on improving the implementation of the certified QMS;
- Help the CLIENT in addressing the certifying body's audit findings.

4. TRAINING AND CONSULTANCY ACTIVITIES

The consultant shall conduct and spearhead the following essential activities:

- a) QMS On-boarding workshop for the 6 additional Regional Offices;
- b) Technical Guidance in the conduct and documentation of internal audit;
- c) Technical Guidance on reviewing the QMS;
- d) Technical Guidance during and after the Certifying Body's (CB) 1st 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;
- Help the CLIENT in preparing the itinerary for all the activities specified in the Project Workplan;
- Review the activity outputs and recommend necessary modifications to ensure alignment with the requirements of ISO 9001:2015 standard; and,
- Provide technical advice and guidance to the CLIENT's QMS Core Team in the establishment and implementation of the CLIENT'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), transportation expense of the consultant, 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 implementation of relevant project activities and provide top management support for the implementation of the QMS and the procedures adopted by the CLIENT;
- 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, not exceeding the amount of Five Hundred Sixty Thousand Pesos (PHP 560,000.00), to the CONSULTANT according to the engagement fee schedule.

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

CRITERIA	RATING
At least had a 2-years engagement with NCMF	40 %
Knowledgeable of the Three (3) Processes of NCMF	30 %
Equipped with training and seminars that are necessary for performing the duties and responsibilities mentioned in the Terms of Reference	15 %
Handled several projects especially related to the International Organization for Standardization	15 %
TOTAL	100 %

6. ENGAGEMENT FEE

- a) Financial proposals shall not exceed the Approved Budget for the Contract (ABC) of FIVE HUNDRED SIXTY THOUSAND PESOS (PHP 560,000.00) 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						PAYMENT (Staggered into 3 Phases)
QMS On-Boarding Workshop for the Additional Regional Offices. <i>Phase 1</i>						PhP. 224,000.00 40% upon completion of the workshop
Technical Guidance in the conduct and documentation of internal audit; Technical Guidance on Reviewing the QMS. <i>Phase 2</i>						PhP. 224,000.00 40% upon conduct of the Management Review
Technical Guidance during and after the Certifying Body's First Surveillance Audit. <i>Phase 3</i>						PhP. 112,000.00 20% upon receipt of the Recommendation for Continued Certification
TOTAL						PhP. 560,000.00


Prepared by:


HAIDEE V. AMPATUAN, MNSA
Director II, Planning Service

Recommending Approval:


TAHIR S. LIDASAN, JR., CESO II
Executive Director

Approved by:


SABUDDIN N. ABDURAHIM
Secretary