



REPUBLIC OF THE PHILIPPINES  
Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**  
Nueve de Febrero Street, Mandaluyong City, Philippines  
**BIDS AND AWARDS COMMITTEE**



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NCMH SVP CY 2019  
CONSULTANCY AND TRAINING SERVICE FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM 2019

## REQUEST FOR PROPOSAL

October 11, 2019

Dear Sir/Madame:

Please submit your best and final offer for the Procurement of Consultancy and Training Service for ISO 9001:2015 Quality Management Systems. Submit your **sealed proposal** and using this form duly signed by your authorized representative together with the documentary requirements not later than **October 14, 2019, 4:00 PM** at the BAC Office. For inquiries, you may call 531-9001 local 242 or 531-8318.

Respectfully yours,

**JERRY C. RODRIGUEZ, MGM-ESP**  
*Supervising Administrative Officer*  
*Head Secretariat, Bids and Awards Committee*

### General Conditions:

1. Bid offer must meet the minimum technical specifications.
2. Delivery period shall be within a maximum period of Seven (7) days upon receipt of approved Purchase Order (PO) / Notice to Proceed (NTP).
3. Price validity and payment terms shall be for a minimum period of thirty (30) calendar days.
4. Documentary requirements: (please see attached Terms of Reference)
  - a. Mayor's / Business Permit (Current and Valid)
  - b. Professional License / Curriculum Vitae
  - c. PhilGEPS Registration Number (Current and Valid)
  - d. Income and Business Tax (Current and Valid)
  - e. Omnibus Sworn Statement
5. Failure to comply with the stated general conditions constitutes disqualification.
6. The NATIONAL CENTER FOR MENTAL HEALTH reserves the right to reject any or all bids, to waive any defect, and accept such bids advantageous to the government, and that it reserves the right to rescind the contract and debar the dealer from entering in future biddings of the center.

PROCUREMENT OF CONSULTANCY AND TRAINING SERVICES FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CY 2019

Notes:

- All documents must be Certified True Copy (CTC). Bidder's certification is acceptable.
- On documents (licenses, certificates and/or registrations) for renewal, bidders are required to attached Official Receipt (OR) as proof of payment
- Documentary requirements must be arranged in the above sequence/order & placed in a folder. Bidder may opt to use their own company letterhead using the format below.
- Use white folder Only

**MARKING / LABEL OF REQUEST FOR PROPOSAL**

1. Sealed Price Proposal Envelope: (white folder)

<p style="text-align: center;"><b>Request for Proposal</b> <b>Supply and Delivery of (Title of the Project) CY 2019</b></p> <p style="text-align: center;"><b>Name of Company / Bidder</b> <b>Tel No.:</b> <b>Fax No:</b></p>
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2. Documentary Requirements Folder: (white folder)

<p style="text-align: center;"><b>Request for Proposal</b> <b>Supply and Delivery of (Title of the Project) CY 2019</b></p> <p style="text-align: center;"><b>Name of Company / Bidder</b> <b>Tel No.:</b> <b>Fax No:</b></p>
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3. Mother Envelope: (white folder)

<p style="text-align: center;"><b>Request for Proposal</b> <b>Supply and Delivery of (Title of the Project) CY 2019</b></p> <p style="text-align: center;"><b>Name of Company / Bidder</b> <b>Tel No.:</b> <b>Fax No:</b></p> <p style="text-align: center;"><b>DO NOT OPEN ON OR BEFORE (indicate closing date PhilGEPS)</b></p>
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NATIONAL CENTER FOR MENTAL HEALTH				BIDDER'S OFFER
TITLE	NUMBER OF PARTICIPANTS	MANDAYS	AMOUNT	
<b>Comprehensive Internal Quality Audit Training for ISO 9001:2015</b> To enable the participants to understand the principles of internal auditing, plan and conduct effective and efficient internal audits of our QMS and induce continual improvements in our QMS leading to improved organizational performances and enhanced customer satisfaction.	50 Participants Per Batch (1 Batch)	Training - 4 Mandays	120,000.00	
<b>Root Cause Analysis and Effective Corrective Action for ISO 9001:2015</b> Participants should be able to properly define nonconformities, learn different root cause analysis techniques and formulate effective corrective action.	50 Participants Per Batch (2 Batches)	Training - 2 Mandays	120,000.00	
		Consultancy - 2 Mandays		
<b>Strategic Planning for ISO 9001:2015 With Risk Management</b> The training will enable the participants in formulating and updating quality policy, objectives, action to address risks and opportunities that will drive process performance.	50 Participants Per Batch (2 Batches)	Training - 2 Mandays	120,000.00	
		Consultancy - 2 Mandays		
<b>TOTAL</b>	<b>250 Participants</b>	<b>12 Mandays (96 Hours)</b>	<b>360,000.00</b>	

Brand and model: \_\_\_\_\_ *if applicable*  
 Delivery period: \_\_\_\_\_ *Max of 7 working days*  
 Warranty: \_\_\_\_\_ *Min of 3 months (supplies)*  
 \_\_\_\_\_ *Min of 1 year (equipment)*  
 Price validity: \_\_\_\_\_ *Min of 30 Calendar Days*  
 Payment terms: \_\_\_\_\_ *Min of 30 Calendar Days*  
 \_\_\_\_\_

**SUBMITTED AND CONFORMED BY:**

\_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

COMPANY ADDRESS

\_\_\_\_\_

PRINTED NAME AND SIGNATURE OF REPRESENTATIVE

\_\_\_\_\_

DESIGNATION

\_\_\_\_\_

CONTACT NUMBER/S