

# Bid Notice Abstract

## Request for Quotation (RFQ)

Authorized for Posting

**Reference Number** 4358693  
**Procuring Entity** MINES AND GEO-SCIENCES BUREAU - REGION III  
**Title** Consulting Services ISO  
**Area of Delivery** Pampanga

*Joselyn C. Carbonell*  
**JOSELYN C. CARBONELL**  
 Chief, Finance & Admin. Division

<b>Solicitation Number:</b> 2017-022	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Consulting Services	<b>Date Published</b>	24-Feb-2017
<b>Approved Budget for the Contract:</b> PHP 955,000.00	<b>Last Updated / Time</b>	24-Feb-2017 00:00 AM
<b>Delivery Period:</b> 7 Day/s	<b>Closing Date / Time</b>	07-Mar-2017 14:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Nixon R. Dalapus BAC Chairman Ground Floor Cleofer's Bldg., Gen. Hizon Ave. San Fernando City Pampanga Philippines 2000 63-45-9612799 63-45-9612799 mgbr3@yahoo.com		

**Description**

To implement and achieve an Integrated Management System (IMS) conforming to ISO 9001: 2015, ISO 14001: 2015 and BS OHSAS 18001:2007 certification within the given time frame of five (5) months

Scope of Work:  
 PHASE 1 (Discover)  
 Activities involved:  
 Project Launch and Planning -briefing core team of the client about the initiative and objective of the program and make a project plan  
 Gap analysis -conduct interviews to assess the current processes and documents with respect to the reqmnts of ISO 14001,ISO 9001 and BS OHSAS 18001 stds.  
 Trainings and workshops - ISO 14001, ISO 9001 and BS OHSAS, documentation training and IMS Policy making and objective setting workshop  
 PHASE 2 (Define)  
 Process definition - conduct personnel interviews,workshops and group discussions to gather inputs  
 Design of the processes based on the requirements of the ISOs 14001, 9001 and BS OHSAS 18001  
 PHASE 3 (Document)  
 Process Documentation - includes formally documenting the defined processes according to the reqmnts of ISO

milestone includes implementation  
the defined policies and procedures  
and processes to generate actual  
data using the developed management  
services

Internal Audit Training - a 2-day intensive training on how to conduct internal audit based on the audit standard and requirements of said ISOs

Consultant Mock Audit and Assessment - conducted by consultant along with Clients Internal Auditors to ensure all the key components of the systems have been successfully implemented and are fully aligned to the requirements of the benchmark standards

PHASE 5 (Determine)

Corrective and Preventive Action/

Certifying Body Audit - a final activity to make the remedy (only if necessary) and ensure preventive measures are taken

into serious consideration

Recommend the Certification to

Integrated Management System (IMS)

Note: Consultant shall provide training materials to the Procuring Entity and shall award training Certificates to attendees

**Created by** Nixon R. Dalapus

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