



REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible consultants to submit proposals for Consulting Services for the **Provision of Refresher Course on ISO 19011:2018, otherwise known as the Guidelines on Auditing Management Systems.**
2. The Approved Budget for the Contract is **PhP85,000.00.**
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a) Curriculum Vitae of the Proposed Consultant(s)/Key Personnel(s)¹
 - b) Technical Proposal Form¹
 - c) Financial Proposal Form¹
 - d) Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e) Statement of Completed Contracts²
 - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g) PhilGEPS Registration Number (certificate or screenshot)¹
 - h) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Cost Based Evaluation procedure in selecting consultants based on the attached **Terms of Reference.**
6. The deadline for submission of proposals is on **2 September 2024 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph .

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. VALERIE GILBERT T. ULEP
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2024-230A

¹Applicable for individual consultants and firms

²Applicable for firms only

³ Individual consultants must issue Official Receipt (OR) during payment.

Philippine Institute for Development Studies

TERMS OF REFERENCE

**Provision of Refresher Course on ISO 19011:2018,
otherwise known as the Guidelines on Auditing Management Systems**

I. BACKGROUND AND RATIONALE

The Executive Order No. 605 s. 2007 directs all government agencies to adopt ISO-certified Quality Management Systems as part of the implementation of a government-wide quality management program. In compliance to this, PIDS has achieved its ISO 9001:2015 recertification in the recently concluded audit. The challenge next is for PIDS to maintain its certification by passing the annual surveillance audit.

The IQA Team plays a pivotal role in securing and maintaining the ISO 9001:2015 certification of the institute, hence, the necessity to continually improve and deepen their competencies on internal auditing and management system. In order to achieve this, the institute has to engage the services of a training provider to conduct training on ISO 19011:2018 to the members of the PIDS IQA Team and other target participants.

II. OBJECTIVES

The objectives of this service are to:

1. Provide solid understanding of the principles of auditing and how to conduct and manage audits and audit programs to the PIDS IQA Team and other target participants.
2. Provide a comprehensive knowledge to the PIDS IQA Team and other target participants on ISO 19011:2018.
3. Enhance the understanding of the PIDS' IQA Team on ISO 9001:2015 Standards.
4. At the end of the training, PIDS IQA Team will be able to apply learnings obtained during the training.

III. SCOPE OF WORK

The training provider is expected to conduct refresher course for the PIDS' IQA Team on ISO 19011:2018 and provide review on ISO 9001:2015.

IV. QUALIFICATIONS OF THE CONSULTANT

The Consultant shall have the following qualifications:

- Five (5) years of relevant experience (training, coaching, auditing of ISO 9001 Quality Management Systems)
- Ability to interact and coordinate with audience

- Desirable Qualifications: experience in providing ISO related trainings to other government agencies.

V. DELIVERABLES and SCHEDULE OF PAYMENT RELEASES

The Training Provider will prepare the following outputs based on agreed activities and timelines in the project:

Deliverables	Due Dates	Amount	
Provide training materials such as hand-outs and/or PowerPoint presentations.	October 2-3, 2024	-	
Conduct of ISO 19011:2018 Training with activities applying the Standards to the PIDS QMS. Conduct review on how to audit PIDS QMS based on ISO 9001:2015.	October 8-9, 2024 <i>(or if possible to have it 1 day only)</i>	85,000.00	

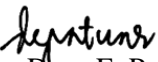
VI. PROJECT DURATION

The entire assignment will be for two days from October 1-15, 2024.

VII. PROJECT COST

The estimated cost of this training provision service is P85,000.00, inclusive of applicable taxes and fees.

Prepared by:


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Approved by:

Renee Ann Jolina C. Ajayi
QMS Core Team Chairperson