



SUPPLEMENTAL/BID BULLETIN NO. 1

Procurement of Consultancy Services on the Maintenance of ISO 9001:2015 Quality Management System of the Department of Tourism for FY 2022 Through Early Procurement Activities (EPA) (DOT BAC REI No. 2021-027 EPA)

This Supplemental/Bid Bulletin No. 1 is issued to lone shortlisted bidder to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Virtual Pre-Bid Conference held on February 15, 2022 for the aforementioned project. This shall form part of the Bidding Documents.

I. Revisions on Section VI. Terms of Reference

A. DELIVERABLES

Description of Activities	Location	Tentative Implementation	Tentative Duration	Minimum No. of Consultants	Deliverables and deadline of submission (when applicable)
1. Evaluate and analyze the gaps in DOT's current QMS documentation, implementation, and knowledge as well as results from the Re-Certification Audit	DOT Main Office and Regional Offices	5 days after the issuance of the Notice to Proceed and approval of the Contract	3 Man-Days	2	Gap Analysis Report (<u>5 days after the conduct of Gap Analysis</u>)
2. Conduct a Learning Needs Assessment on the DOT's implementation of the QMS	DOT Main Office and Regional Offices	7 days after the conduct of the Gap Analysis	2 Man-Days	3	Learning Needs Assessment Report (<u>5 days after the conduct of LNA</u>)
3. Provision of necessary documentation coaching sessions such as but not limited to Aligned Documents, online document control center, and other ISO 9001:2015 requirements	DOT Main Office and Regional Offices	5 days after the Learning Needs Assessment	4 Man-Days per consultant	4	<u>Terminal Report (3 days after the conduct of the activity)</u>

4.	Facilitate the updating of Quality Manual and Management System procedures operational requirements, work instructions, flowchart and forms, if applicable	DOT Main Office and Regional Offices	5 days after the updating of the QMS Aligned Documents	1 Man-Day	2	Updated Quality Manual (<u>3 days</u>)
5.	Assist the Internal Audit Team in development and preparation of Annual Audit Plan, Internal Audit Checklist, conduct of actual IQA (issuance of NC, if any), assessment of corrective actions to address the nonconformities, and preparation of IQA Report.	DOT Main Office and Regional Offices	July and November 2022	4 Man-Days per consultant	3	Annual Audit Plan, IQA Reports, CAR Registry, Minutes of the Meeting (<u>3 days</u>)
6.	Conduct of QMS Trainings	DOT Main Office and Regional Offices	March to June 2022	Refer to Table 2.4	Refer to table 2.4	<u>Training kits/material (5 days before the training), training report (3 days after each Batch of training), Training Certificates (2 weeks after)</u>
7.	Assist in the conduct of Management Review and coaching on the finalization of Management Review Report.	DOT Main Office and Regional Offices	Based on the schedule of the Management Review Meeting	2 Man-Days	2	Management Review Report (<u>3 days</u>)
8.	Conduct Systems Audit prior to Third Party Audit and identify areas for improvement.	DOT Main Office and Regional Offices	1 month prior to 2 nd Third Party Audit	5 Man-Days per consultant	5	Systems Audit Report (<u>3 days after the audit</u>)
9.	Assist the DOT in the entire duration of Third- Party Audit activities such as, but not limited to, review Third Party Audit results, assist in correcting non-conformities, and conduct of TPA validation audit, if applicable	DOT Main and Regional Offices	November 2022 or depending on the agreed schedule with the TPA	4 Man-Days	2	<u>Terminal Report (3 days after the TPA)</u>

10. Assist in rectifying the NC during the Re-certification audit if any	Main and Regional Offices	November 2022 or depending on the agreed schedule with the TPA	2 Man-Days	2	Acceptance of the response to NC
11. <u>Surveillance and acceptance</u> of Re-Certification of the DOT covering 10 Regional Offices and Central Office	DOT Main and Regional Offices	November 2022	1 Man-Day	2	Successful result of the 3 rd party audit thru issuance of Attestation Certificate
12. ISO 9001:2015 <u>Re-Certification</u> of at least 3 (three) additional regional offices and/or coverage/scope	DOT Main and Regional Offices	November 2022	1 Man-Day	2	ISO Certificate

B. Item 2.4. Training Programs

- 2.4.1. xxx
- 2.4.2. xxx
- 2.4.3. xxx
- 2.4.4. xxx
- 2.4.5. xxx
- 2.4.6. xxx
- 2.4.7. xxx

2.4.8. **Provision of names of participants who completed the training at least two (2) days after each training** and provision of soft and hard copies of certificates to participants at no additional cost to the DOT at least two (2) weeks after **DOT's confirmation of names of participants.**

C. Item 2.5. Other Deliverables

- 2.5.1. xxx
- 2.5.2. ~~Provision of copies of recordings for coaching, consultation and others to the Planning Service~~ (deleted)
- 2.5.3. **Provision of training reports including the comments of participants at least three (3) days after each batch of training.**
- 2.5.4. xxx
- 2.5.5. xxx
- 2.5.6. xxx
- 2.5.7. xxx

D. Item 5. Project Investment/Approved Budget for the Contract (ABC):

The Consultancy Firm shall be paid the amount of Two Million One Hundred Ninety-Six Thousand Pesos (PhP2,196,000.00) based on the Approved Indicative Annual Procurement Plan (APP) and National Expenditures Program (NEP) for FY 2022.

Tranches	Deliverables/Requirements to support the processing of payment
<p>30% of the total contract cost after the completion of the Gap Analysis, Learning Needs Assessment conduct of ISO 9001:2015 Awareness Training, Effective Management Review, Refresher Course for ISO 9001:2015</p> <p>Internal Audit Training and completion of the required documented information such as review and propose revisions on the Quality Manual, Quality Procedures, Aligned Documents and other ISO 9001:2015 Standard operational requirements, forms, if needed</p>	<ul style="list-style-type: none"> - Gap Analysis Report - Learning Needs Assessment Report - Training Certificates, training reports, modules for the conduct of the ISO 9001:2015 Awareness Training, Effective Management Review, Refresher Course for ISO 9001:2015 Internal Audit Training - Updated Quality Manual (if applicable) - Updated Procedures (if applicable)
<p>20% of the total contract cost after the conduct of the Root Cause Analysis Training, Training for New Internal Quality Auditors, and 1st Internal Quality Audit and 1st Management Review for FY 2022.</p>	<ul style="list-style-type: none"> - Training Certificates, training reports and modules for the conduct Root Cause Analysis Training, Training for New Internal Quality Auditors, and Corrective Action Request Training. - 1st Internal Quality Audit Report - Reviewed Corrective Action Requests and/or CAR Control Registry - 1st Management Review Report for FY 2022
<p>30% of the total contract cost after the conduct of the Systems Audit and 2nd Internal Quality Audit and Management Review, verification and closure of the nonconformities, completion of the revised QMS aligned documents based on the audits conducted, if necessary.</p>	<ul style="list-style-type: none"> - Systems Audit Report - 2nd Internal Quality Audit Report - Reviewed Corrective Action Requests and/or CAR Control Registry - Terminal reports on the coaching sessions conducted in updating the QMS Aligned Documents - CAR Response and action plans acceptable to the Certification Body (if applicable) - 2nd Management Review Report for FY 2022

<p>20% of the total contract cost after the completion of the ISO 9001:2015 requirements for the Third Party Audits such as, but not limited to the and 2nd Management Review Report for FY 2022 and successful ISO Re- Certification of the DOT and certification of three (3) additional Regional Offices.</p>	<ul style="list-style-type: none"> - 2nd Management Review Report - Attestation Certificate of the DOT (if applicable) - ISO 9001:2015 Certificate of Regions 3, 5, and 13. - Renewed ISO 9001:2015 Certificate of the 13 Regional Offices covered by the DOT's certification - CAR Response and action plans acceptable to the Certification Body (if applicable)
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Note: Please refer to the attached revised Terms of Reference.

II. Clarification on the Terms of Reference

The following clarifications are provided for the guidance and reference of the shortlisted bidder:

Deliverable/Section No.	Bidder's Clarification	DOT's Response/Action
Deliverable No. 10	Shortlisted bidder requested to convene concerned offices to rectify the NC found during the Re-Certification	DOT concurred with the suggestion, however, could not commit that 100% of the concerned offices will be participating due to various reasons by the offices.
Section 2.5.2.	Shortlisted bidder requested to omit this section, requiring the bidder to provide copies of recording for coaching, consultation, and others in compliance with the Data Privacy Act and to avoid risk of misuse and other privacy implication of the recording. Bidder suggested to submit documentation instead of the recording	Section 2.5.2 was deleted. The submission of terminal reports three (3) days after the conduct of each activity is reflected in the deliverables.

This Supplemental/Bid Bulletin shall form part of the Bidding Documents.

For the guidance and information of all concerned.


OIC-USEC. REYNALDO L. CHING
 DOT-BAC Chairperson

21 February 2022