



NOTICE OF AWARD

ENGR. MARGEL ALBANO-JAJURIE

President / Principal Consultant
Macro Vision Consultancy
B2 L1 Emerald Street, Camella Homes
South Annex, San Pedro, Laguna
Tel. No. 847-1229
Telefax Nos.: 568-5237; 868-5188
Email Address: macroviz@info.com.ph

Dear Engr. Jajurie:

We are pleased to notify you that your Bid dated 10 March 2020 for the **Procurement of Consultancy Services for the Maintenance of ISO 9001:2015 Quality Management System of the Department of Tourism for FY 2020** with a Total Contract Price of **One Million Four Hundred Fifty Thousand Philippine Pesos (PhP1,450,000.00)** inclusive of applicable taxes, is hereby accepted, subject to the agreements made during the Negotiation, as follows:

- The Consultancy Firm shall shoulder all online subscription expenses needed for the conduct of the activities.
- Lead consultant and/or Team Members shall strictly report to DOT Main Office and/or Regional Office for a minimum of four (4) man-days per month physically or thru online platforms. To monitor attendance of Lead consultant and/or Team Members, terminal reports shall be submitted to the end user at least three (3) days after the activity.
- For all activities requiring presence in the DOT Central and/or Regional Offices, conduct of virtual presence can be an alternative subject to the agreement of both parties, the cost for the platform to be used shall be at the expense of the Consultancy Firm.
- Consultant to submit topics and/or agenda for virtual meetings at least 3 days before the scheduled virtual meeting to support the conduct of said meeting.
- Whenever possible, Consultant to recommend/conduct trainings applicable to the New Normal Set Up for the implementation of QMS in the DOT.
- The treatment/methodology for virtual training must be appropriate to ensure its effectiveness and efficiency.
- Provision of both soft and hard copies of training kits/materials/ presentation thru the Planning Service at no additional cost to the DOT.
- Provision of copies of recordings of training, coaching and consultation, and etc. conducted online to the Planning Service to ensure proper documentation of the activity.
- Provision of both hard and electronic copies of training certificates to the participants who completed the activity, through the Planning Service.
- Should there be a force majeure during the conduct of the activities, no additional cost will be charged to the DOT for additional man-days of the consultants.
- Consultant to provide technical assistance to the DOT in the design and setting up of its E-DCC once DOT is able to procure a provider for the said system.
- Consultant shall be paid the amount of One Million Four Hundred Fifty Thousand Pesos (PhP1,450,000.00) inclusive of all applicable taxes in accordance with government procedure and based on the following tranches:

- 30% of the total contract cost after the completion of the Gap Analysis, conduct of ISO 9001:2015 Awareness for Regional Offices, Documentation Training, Risk Management and Root Cause Analysis Training, and Online Documentation Training and completion of the required documented information such as review and propose revisions on the Quality Manual, Quality Procedures, Aligned Documents and other ISO9001:2015 Standard operational requirements, forms, if needed;
- 20% of the total contract cost after the conduct of the ISO 9001:2015 Awareness Training for New Employees, Retooling for Internal Quality Auditors, Training for New Internal Quality Auditors, Risk Management and Root Cause Analysis Training for Internal Quality Auditors, Remote Audit Training and 100% completion of the 1st Internal Quality Audit Report and 1st Management Review Report for FY 2020.
- 30% of the total contract cost after the conduct of the Systems Audit and 2nd Internal Quality Audit, verification and closure of the nonconformities, completion of the revised QMS aligned documents based on the audits conducted, if necessary.
- 20% of the total cost after the completion of the ISO 9001:2015 requirements for the Surveillance Audits such as, but not limited to the Management Review Report and successful renewal of the ISO Certification of the DOT and certification of three (3) additional Regional Offices.

You are hereby required to provide within ten (10) calendar days upon receipt of this Notice, a Performance Security in any of the following forms and corresponding amount:

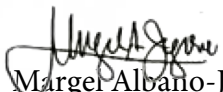
- Cash or cashier's/managers check issued by a Universal or Commercial Bank or Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank, payable to the Philippine Department of Tourism in the amount equivalent to at least five percent (5%) of the Total Contract Price or equivalent to at least **PhP72,500.00** or
- Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount equivalent to at least thirty percent (30%) of the Total Contract Price or equivalent to at least **PhP435,000.00**.

Refusal to accept the award without a justifiable reason and failure to provide the Performance Security within the prescribed period shall constitute sufficient ground for cancellation of the award, forfeiture of the bid security and disqualification in any future bidding of this Department.

Very truly yours,


LEILA MAGDA G. RIVERA
 Assistant Secretary for Administration and Finance
 Department of Tourism

Date Signed: July 13, 2020


 Conformed: Marger Albano-Jajurie
 (Awarded bidder's name of authorized representative and signature)

Date: July 13, 2020