



BAC Resolution Declaring Highest Rated and Responsive Bid (HRRB) and Recommending Award for the Procurement of Consultancy Services for the Maintenance of ISO 9001:2015 Quality Management System (QMS) of the Department of Tourism for FY 2020

(DOT-BAC-REI No. 2020-001)

Resolution No. 2020- 105

WHEREAS, the Department of Tourism (DOT) through its Bids and Awards Committee (BAC) posted the Request for Expression of Interest (REI) for the **Procurement of Consultancy Services for the Maintenance of ISO 9001:2015 Quality Management System (QMS) of the Department of Tourism for FY 2020** in the DOT website, the PhilGEPS website and in a conspicuous place at the premises of the DOT continuously for at least seven (7) days starting 01 February 2020 whereby the deadline of submission of eligibility requirements was set on 10 February 2020. The Approved Budget for the Contract (ABC) is **One Million Six Hundred Eighty Thousand Philippine Pesos (PhP1,680,000.00)**, inclusive of all applicable taxes;

WHEREAS, the Competitive Bidding Procedures for Consulting Services, using the Quality-Based Evaluation (QBE) procedure pursuant to Republic Act No. 9184 (RA 9184) and its Implementing Rules and Regulations (IRR) was adopted in this undertaking;

WHEREAS, on 25 May 2020, the BAC issued approved BAC Resolution No. 2020-102, recommending **MACRO VISION CONSULTANCY** as the Highest Rated Bidder (HRB). A copy of approved BAC Resolution No. 2020-102 is hereto attached, marked as **Annex "A"**, and made an integral part hereof;

WHEREAS, pursuant to the provisions of the revised IRR of RA 9184 on the Competitive Bidding Procedures for Consulting Services using a Quality-Based Evaluation (QBE) Procedure, the BAC invited **MACRO VISION CONSULTANCY** for the Opening of the Financial Proposal and Negotiation on 17 June 2020. After the opening of the financial proposal, the project officer requested that the Negotiation be rescheduled to further discuss the financial proposal of Macro Vision Consultancy. The BAC invited MACRO VISION CONSULTANCY on 24 June 2020 for the Negotiation. A copy of the Invitation to the Opening of Financial Proposal and Negotiation are hereto attached, marked as **Annex "B" and "C"**, and are made integral parts hereof;

WHEREAS, **MACRO VISION CONSULTANCY** met the minimum requirements for the Financial Proposal with a submitted bid amount of **One Million Four Hundred Fifty Thousand Philippine Pesos (PhP1,450,000.00)** inclusive of applicable taxes, which is within the ABC;

WHEREAS, DOT and MACRO VISION CONSULTANCY has successfully completed the negotiations, with the following agreements, thus the latter shall be subject to Post-qualification:

- x The Consultancy Firm shall shoulder all online subscription expenses needed for the conduct of the activities.
- x 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.
- x 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.

- x 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.
- x Whenever possible, Consultant to recommend/conduct trainings applicable to the New Normal Set Up for the implementation of QMS in the DOT.
- x The treatment/methodology for virtual training must be appropriate to ensure its effectiveness and efficiency.
- x Provision of both soft and hard copies of training kits/materials/ presentation thru the Planning Service at no additional cost to the DOT.
- x 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.
- x Provision of both hard and electronic copies of training certificates to the participants who completed the activity, through the Planning Service.
- x 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.
- x 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.
- x 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.

WHEREAS, upon careful examination, validation and verification of all the eligibility, technical and financial requirements submitted by **MACRO VISION CONSULTANCY** being the Highest Rated Bidder (HRB), it is found to be responsive with all the requirements, thus Post-Qualified. A copy of the Post Qualification Report is hereto attached, marked as **Annex "D"**, and is made an integral part hereof;

NOW, THEREFORE, We, the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby **RESOLVED**;

- a) To declare **MACRO VISION CONSULTANCY** as the bidder with the Highest Rated and Responsive Bid (HRRB) and award the contract for the **Procurement of Consultancy Services for the Maintenance of ISO 9001:2015 Quality Management System (QMS) 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 all applicable taxes**;
- b) To recommend for approval by the Secretary of the Department of Tourism the foregoing findings.

RESOLVED, at the DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City this 3rd day of July 2020.

Recommending Approval:


ASEC. ROBERTO P. ALABADO III
BAC Chairperson


DIR. MILAGROS Y. SAY
Vice Chairperson


MR. RAYMUND GLEN A. AGUSTIN
Member


MS. MARIA. LUZ F. FALCUNAYA
BAC Member


ATTY. JENNIFER A. OLBA
BAC Member

By Authority of the Secretary:
(per Department Order No. 2020-022)

APPROVED **DISAPPROVED:**

ATTY. REYNALDO L. CHING OIC- Undersecretary
for Administration and Finance