



Republic of the Philippines  
Department of Environment and Natural Resources  
Cordillera Administrative Region  
DENR-CAR Cmpd, Purok 1, Brgy. Gibraltar, Baguio City  
Tel No. (074) 424 8509

**BIDS AND AWARD COMMITTEE**

**REQUEST FOR EXPRESSION OF INTEREST**

The Department of Environment and Natural Resources – Cordillera Administrative Region (DENR-CAR), through its Regional Bids and Awards Committee (RBAC), will undertake an Alternative Method of Procurement through Negotiated Procurement for the item stated below, in accordance with Section 53.9 Small Value Procurement of the Revised Implementing Rules and Regulations of the Republic Act No. 9184.

The DENR-CAR hereinafter referred to as the “Purchaser”, now request submission of a price quotation for the subject below:

Item No.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of Tax
1	2021-06-229	SERVICES OF AN ACCREDITED CERTIFYING BODY TO PROVIDE QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEMS (QEMS) CERTIFICATION TO ISO 9001:2015 AND ISO 14001:2015 OF DENR CORDILLERA ADMINISTRATIVE REGION (DENR-CAR)  (Refer to Attachment for the Terms of Reference)	Php 160,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number;
3. Latest Income/Business Tax Return;
4. Statement of the consultant specifying its nationality and confirming that those who will actually perform the services are professionals;
5. Income/Business Tax Returns, and
6. Omnibus Sworn Statement with duly notarized Secretary's Certificate, for Corporations (Attachment 3).

SEC Condition of Sales:

1. Delivery Schedule: Immediately upon receipt of approved Notice to Proceed (NTP)
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: DENR-CAR Compound, Purok 1, Barangay Gibraltar, Baguio City

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder of his/her authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than 2:00 P.M. of August 12, 2021 at the Procurement Section, DENR-CAR Compound, Purok 1, Barangay Gibraltar, Baguio City. Open submission may be done, manually or through electronic mail at bacdenrcar@yahoo.com.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The DENR-CAR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

**SGD. ENGR. MA. ROWENA M. CACCAM**  
Chairman, RBAC



Republic of the Philippines  
Department of Environment and Natural Resources  
Cordillera Administrative Region

DENR-CAR Cmpd, Purok 1, Brgy. Gibraltar, Baguio City  
Tel No. (074) 424 8509

**BIDS AND AWARD COMMITTEE**

**CHECKLIST OF REQUIREMENTS FOR  
THE SERVICES OF AN ACCREDITED CERTIFYING BODY TO PROVIDE QUALITY AND  
ENVIRONMENTAL MANAGEMENT SYSTEMS (QEMS) CERTIFICATION TO ISO 9001:2015  
AND ISO 14001:2015 OF DENR CORDILLERA ADMINISTRATIVE REGION (DENR-CAR)**

**I. ELIGIBILITY DOCUMENTS**

- a. Mayor's/ Business Permit  
\* For Individuals engaged in Consulting Services only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit
- b. Professional License and Curriculum Vitae / DTI-PAB certification/accreditation
- c. PhilGEPS Registration Number
- d. Statement of the consultant specifying its nationality and confirming that those who will actually perform the services are professionals (Form H)
- e. Income/ Business Tax Return
- f. Omnibus Sworn Statement (notarized) please see attached Form

**II. TECHNICAL PROPOSAL**

1. Capsule Proposal with the following outline:
  - a. Introduction
  - b. Objectives
  - c. Work Plan including schedule and plan number of enumerators to be hired.
  - d. Documents/ evidence of previous activities to verify ability to deliver high quality outputs and to verify high level of analytic skill and consultative ability.
2. List of on-going and completed certification projects (use Forms B and C),
3. Curriculum Vitae of the Proposed certification audit team with audit relevant to this project (use Form D for required details),
4. Certificate of satisfactory service from at least one (1) of its government clients on delivering quality output on time,
5. Complete and clear scope of work and implementation methodology, team composition and tasks (use Form E),
6. Time schedule for personnel (use Form F), and;
7. Activity work schedule (use Form )

### **III. FINANCIAL PROPOSAL**

1. Financial Proposal Form 1 Submission form (Please see attached form)
2. Financial Proposal Form 2 Summary of Costs
3. Financial Proposal Form 3 Breakdown of Price per Activity
4. Financial Proposal Form 4 Breakdown of Remuneration per Activity

## FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

---

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid (Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, i.e., [Date].

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Request for Expression of Interest and the Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

## **TERMS OF REFERENCE**

### **FOR THE SERVICES OF AN ACCREDITED CERTIFYING BODY TO PROVIDE QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEMS (QEMS) CERTIFICATION TO ISO 9001:2015 AND ISO 14001:2015 OF DENR CORDILLERA ADMINISTRATIVE REGION (DENR-CAR)**

**I. General Information**

Quality and Environmental Management Systems (QEMS) of DENR Regional Office Cordillera Administrative Region (DENR-CAR)

**II. Purpose**

The provision of an accredited Certifying Body for the International Standard Organization (ISO) Certification of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – CORDILLERA ADMINISTRATIVE REGION (DENR-CAR)** as evidence of its commitment to quality service, enhancement of customer satisfaction, and adherence to all related environmental legislation and regulation.

**III. Delivery**

The provision of Certification Audit from an accredited Certifying Body for the International Standard Organization (ISO) shall commence upon receipt of the Notice to Proceed.

**IV. Requirements for Quotation**

The Department of Environment and Natural Resources Regional Office, Cordillera Administrative Region (DENR-CAR) requires the provision of Certification Audit from an accredited Certifying Body for the for the International Standard Organization (ISO) with an approved budget of contract (ABC) of One Hundred Sixty Thousand Pesos (Php 160,000.00).

**V. Technical Specifications and Setting Requirements**

The service provider shall conduct ISO 9001:2015 AND ISO 14001:2015 Certification Audit of the DENR-CAR QEMS being implemented by all the Services/Offices and issue the corresponding Certificate for the purpose:

1. The Certification procedure to be used is that of Single Site Certification. The following site and offices shall be covered by the audit procedure:

**DENR REGIONAL OFFICE**

**a. Office of the Regional Executive Director**

- Regional Public Affairs Office

**b. Offices under the ARD for Management Services:**

- Administrative Division
- Finance Division
- Planning and Management Division
- Legal Division

- c. Offices under the ARD for Technical Services:**
- Surveys and Mapping Division
  - Conservation and Development Division
  - Licenses, Patents and Deeds Division
  - Enforcement Division
2. Conduct of Stage 1 Audit for the assessment of DENR QEMS Manual Compliance with **ISO 9001:2015 AND ISO 14001:2015** within 7 calendar days from receipt of the Audit Plan by the QEM Representative.
  3. Conduct of Stage 2 Audit (on-site sample audits)
  4. The Service Provider shall have adequate technical and management capability in conducting the audit.
  5. The Service Provider shall have the capacity to deploy a team composed of at least two (2) key experts (a lead auditor and a member of the audit team) per site.
  6. The Service Provider shall submit documents:
    - 6.1 **Audit Plan** for acceptance and approval by the QEM Representative within 3 calendar days from receipt of Notice to Proceed.
    - 6.2 **Written Advice** by Service Provider of completion of Stage 1 Audit
    - 6.3 **Stage 1 Audit Report** within 3 calendar days from receipt of the written advice for completion of Stage 1 Audit by the QEM Representative.
    - 6.4 **Written Advice** by Service Provider of completion of Stage 2 Audit
    - 6.5 **Stage 2 Audit Report** within 3 calendar days from receipt of the written advice of completion of Stage 2 Audit by the QEM Representative.
    - 6.6 **Issuance of ISO 9001:2015 AND ISO 14001:2015 Certificate** to the DENR CAR within 60 calendar days from receipt of Stage 2 Audit Report without non-conformities; or in case of non-conformities, submission by the QEM Representative or Deputy QEM of the corrective plan that is determined by the Certifying Body as compliant.
  7. The Service Provider shall coordinate with the QEM Representative, Deputy QEMR and Lead Internal Auditor.
  8. The Service Provider or any person/entity connected to the DENR-CAR certification audit shall maintain strict confidentiality of the final audit results and shall disclose the same only upon clearance of QEM Representative or Deputy QEMR.
  9. The Service Provider shall, within fifteen (15) days from the end of contract, turn-over to the QEM Representative or Deputy QEMR all documents pertaining to the implementation of this project, such as, but not limited to, answer sheets, pending documentary requests within its custody or control or within the custody of any person/entity operating on its behalf.

**VI. Other Requirements**

The Service Provider should have completed within two (2) years, a contract similar to the Project.

**VII. Terms of Payment**

The service provider must issue a billing statement and proof of deliverables/ means of verification before the processing of any payment.

**Prepared by:**

**SGD. CARMENCITA R. TAGAYONA**

Chief, General Services Section

**SGD. MIA ALMA M. BATCAGAN-TAYAG**

Chief Administrative Officer/ End-User

**Recommending Approval:**

**SGD. ATTY. CLEO D. SABADO-ANDRADA**

ARD for Management Services

**Approved By:**

**SGD. ENGR. RALPH C. PABLO, DPA En P, CESO III**

Regional Executive Director

## OMNIBUS SWORN STATEMENT

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]**[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative];*

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Consultant]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Consultant]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*[Bidder's Representative/Authorized Signatory]*

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_\_, *[date issued]*, *[place issued]*  
**Doc. No.** \_\_\_\_\_  
**Page No.** \_\_\_\_\_  
**Book No.** \_\_\_\_\_  
**Series of** \_\_\_\_\_.

STATEMENT OF THE CONSULTANT’S NATIONALITY

Department of Environment and Natural Resources  
 Bids and Awards Committee  
 DENR-CAR Compound, Purok 1  
 Brgy. Gibraltar, Baguio City

Ladies/Gentlemen:

In compliance with the requirements of the Department of Environment and Natural Resources-Cordillera Administrative Region – Bids and Awards Committee (DENR-CAR BAC) for the bidding for the Project, Consulting Services for the Engagement of Services of an accredited certifying body to provide Quality and Environmental Management Systems (QEMS) Certification to ISO 9001:2015 and ISO 14001:2015 of the DENR-CAR, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (Annex/es \_\_\_\_); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_  
 Name and Title of Authorized Signatory: \_\_\_\_\_  
 Name of Consultant/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

*(Note: Please attach the notarized authority of the consultant’s representative for the public bidding for this project)*

## FPF 2. SUMMARY OF COSTS

---

Costs	Currency(ies) <sup>2</sup>	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		

### FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

---

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) <sup>3</sup>	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		

**FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY**

---

Activity No. _____		Name: _____		
Names	Position	Input <sup>4</sup>	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				