



**REQUEST FOR PROPOSAL**

P.R. NO: 2024-08-2228	MODE OF PROCUREMENT: NP-SVP
P.R. DATE: 22 AUG 2024	REF. NO.: RFP-2024-002
END-USER: IAS-MAD	DATE PREPARED: September 4, 2024
PRN: 11214332	CLOSING DATE/TIME: September 9, 2024 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

Item No.	Description	TOTAL ABC (P) (VAT Inclusive)
1	Hiring of Consultant Re: Engagement of Technical Consultant for the Inclusion of Key Performance Indicators (KPIs), Quality Assurance and Improvement Program (QAIP) and Integrated Result and Risk-Based Audit (IRRBA) in the DENR-AIS Manual of Procedures as Additional Appendices for three (3) months, CY 2024	175,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents with **check (✓) mark**:

1.	Proof of PhilGEPS Registration (Registration Number/Certificate)
2.	A. For Consulting firms/company <ul style="list-style-type: none"> <li>● Valid &amp; current SEC/DTI Registration</li> <li>● Valid and current Business Permit</li> </ul> B. Individual Consultant <ul style="list-style-type: none"> <li>● BIR Certificate of Registration;</li> </ul>
3.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
4.	Curriculum Vitae of the Consultant
5.	Duly Conformed Terms of Reference

**Failure to submit all documents as required above shall be automatically disqualified.**

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2<sup>nd</sup> Floor, 2 Storey Warehouse, DENR Compound and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Ms. Gianina P. Agir at the same contact details.
8. If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFP-2024-002.
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
 Chief, Procurement Mgt. Section  
 Property & Supply Management Division

**TECHNICAL PROPOSAL FORM**

Description / Technical Specifications

Statement of Compliance to the Requirements

**Hiring of Consultant Re: Engagement of Technical Consultant for the Inclusion of Key Performance Indicators (KPIs), Quality Assurance and Improvement Program (QAIP) and Integrated Result and Risk-Based Audit (IRRBA) in the DENR-AIS Manual of Procedures as Additional Appendices for three (3) months, CY 2024**



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**TERMS OF REFERENCE**

**Technical Consultant for the Inclusion of KPIs, QAIP and IRRBA in the DENR-IAS Manual of Procedures as Additional Appendices**  
*For three (3) months, CY 2024*

**A. Duties and Responsibilities**

The Technical Consultant shall develop KPIs, QAIP, and IRRBA as additional appendices of the DENR-IAS Manual of Procedures.

Specifically, the Technical Consultant shall:

1. Formulate Key Performance Indicators (KPIs) for DENR-IAS, to provide a focus for strategic and operational improvement.
2. Design Quality Assurance and Improvement Program (QAIP) to enable an evaluation of DENR-IAS in terms of the following parameters, among others:
  - a. conformance to local and global standards/guidelines as well as pertinent laws, rules, and regulations;
  - b. contribution to the agency's governance, risk management, and control processes;
  - c. efficiency and effectiveness; and
  - d. internal auditor's application of the Code of Ethics.
3. Incorporate the Integrated Result and Risk-Based Audit (IRRBA) approach in the audit process of DENR-IAS to ensure that the same is guided and focusing its efforts on conducting internal audit related to the DENR's top risks.
4. Provide/formulate at least two (2) audit tools/templates for IRRBA.
5. Outline all requirements as well as the roles and responsibilities to implement the KPIs, QAIP, and IRRBA, and provide hands-on application.
6. Perform other related functions as may be deemed necessary.

The said deliverables should be in accordance to the standards and/or guidelines (i.e. Revised Philippine Government Internal Audit Manual, Internal Auditing Standards for the Philippine Public Sector, and Internal Control Standards for the Philippine Public Sector and other standards as may be applicable).

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
[www.denr.gov.ph](http://www.denr.gov.ph)

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**Annex A** (Page 2 of 3)

**TECHNICAL PROPOSAL FORM**

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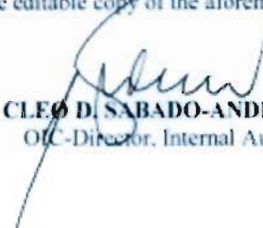
**B. Service Fee and Schedule of Payment**

The fee for the Technical Consultant shall be One Hundred Seventy-Five Thousand Pesos (P175,000.00) chargeable against funds allotted for Management Audit Division. It shall be made based on the following schedule of payments, subject to the usual accounting and auditing rules and regulations:

Activity	Timeline for the Submission of Output	Percentage of Consultant Fee
Formulation and submission of KPIs	Within the 1 <sup>st</sup> – 2 <sup>nd</sup> week from the approval of the contract	20%
Designing and submission of QAIP	3 <sup>rd</sup> – 4 <sup>th</sup> week	20%
Inclusion of the IRRBA in the IASMP and submission of the enhanced audit procedures	5 <sup>th</sup> – 6 <sup>th</sup> week	30%
Formulation and submission of at least two (2) tools/templates	7 <sup>th</sup> week	10%
Outline of all requirements as well as the roles and responsibilities to implement the KPIs, QAIP, and IRRBA, and conduct of hands-on application	8 <sup>th</sup> week	20%

Note: The Technical Consultant shall submit the editable copy of the aforementioned outputs.

  
**CRISTINA S. ROSARIO**  
Chief, Management Audit Division

  
**ATTY. CLEO D. SABADO-ANDRADA, CPA, MNSA**  
OIC-Director, Internal Audit Service

  
**MABEL F. COLOMA**  
Chief, Operations Audit Division

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: as per attached Terms of Reference.
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

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Annex A (Page 3 of 3)

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	ABC PRICE (₱)	BIDDER'S PRICE QUOTATION (₱)	
				Monthly Cost	Total
1	Hiring of Consultant Re: Engagement of Technical Consultant for the Inclusion of Key Performance Indicators (KPIs), Quality Assurance and Improvement Program (QAIP) and Integrated Result and Risk-Based Audit (IRRBA) in the DENR-AIS Manual of Procedures as Additional Appendices for three (3) months, CY 2024	1 lot	175,000.00		

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

Designation:

Date:

Email Address:

Telefax No.:

Mobile Number: