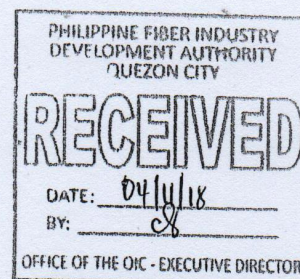




development academy of the philippines

22 March 2018



KENNEDY T. COSTALES

Executive Director

Philippine Fiber Industry Development Authority

3F PCAF Building, Department of Agriculture Compound
Elliptical Road, Diliman, Quezon City

Dear **Executive Director Costales**:

Greetings from the Academy!

We are pleased to submit for your approval and signature seven (7) copies of the Memorandum of Agreement (MOA) for the project entitled, "**Development of a Quality Management System Certifiable to ISO 9001:2015 for the Philippine Fiber Industry Development Authority**". Note that this has undergone the usual process of review from both parties.

The total project price is **One Million Nine Hundred Fifty-One Thousand Six Hundred Pesos (PHP 1,951,600.00)** inclusive of personnel services fees (PSF), and appropriate taxes and is expected to be completed in 10 months.

Should you need further clarification, please do not hesitate to contact Dir. Monica D. Saliendres and/or Mr. John Christian C. Flaminiano at telephone no. (02) 631-2137 or email us at saliendresm@dap.edu.ph and/or flaminianoj@dap.edu.ph.

Thank you and warm regards.

Very truly yours,

MAGDALENA L. MENDOZA

Officer-in-Charge



MEMORANDUM OF AGREEMENT

Know all Men by These Presents:

This Memorandum of Agreement made and entered by and between:

The **PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**, of the Department of Agriculture created by virtue of Executive Order 366 Series of 2013, with office address at 3/F DA-PCAF Building, Elliptical Road, Quezon City, represented herein by its Executive Director, **MR. KENNEDY T. COSTALES** hereinafter referred to as the "**PhilFIDA**";

and

The **DEVELOPMENT ACADEMY OF THE PHILIPPINES**, a government institution, duly organized and existing under and by virtue of Presidential Decree No. 205, as amended, with principal office address at the DAP Building, San Miguel Avenue, Ortigas Center, Pasig City, represented herein by its Officer-in-Charge, **MAGDALENA L. MENDOZA**, hereinafter referred to as the "**DAP**";

Hereinafter, collectively referred to as "**Parties**".

- WITNESSETH, that -

WHEREAS, there is a need for government agencies to improve quality in their operations and service delivery in line with the Administration's thrust to ensure that "real change" is the direction of the government;

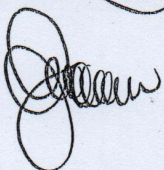
WHEREAS, the present Administration is committed to further increase the country's competitiveness and ease in doing business as cited in its 10-point Socio-Economic Agenda;

WHEREAS, this clear and compelling direction of the Administration further strengthens the need for government agencies to comply with Executive Order No. 605, *Institutionalizing the Structure, Mechanism, and Standards to Implement the Government Quality Management Program*, which was issued to all department and agencies of the Executive branch, including all government owned and controlled corporations and government financial institutions, to effect improvement in public sector performance;

WHEREAS, the **PhilFIDA** mandated to promote the growth and development of the Philippine fiber industry, through the assistance to the stakeholders on research, production, extension, standards enforcement, and trade regulation, aims to establish an ISO 9001:2015 Quality Management System (QMS) to cover the Central and Regional Offices;

WHEREAS, the **DAP**, as member of the Technical Working Group on Advocacy and Capability-Building of the Government Quality Management Committee, and as the National Productivity Organization, spearheads the development of productivity consciousness and promotes the principles, techniques, and practice of productivity and quality in key sectors of the economy;

WHEREAS, the **PhilFIDA** decided to engage the services of **DAP** using the agency-to-agency procurement method pursuant to Government Procurement Reform Act (RA 9184);



WHEREAS, PhilFIDA has issued BAC Resolution No. 003-2018 on February 27, 2018, hereto attached, recommending "Agency to Agency" under Negotiated Procurement as the mode of procurement.

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties agree as follows:

Section 1. Scope of Work/Description of the Project. The Parties hereby undertake to perform the Project entitled: "**Development of a Quality Management System Certifiable to ISO 9001:2015 for the Philippine Fiber Industry Development Authority,**" more particularly described in the Project Proposal attached hereto and made an integral part hereof as **Annex "A"**.

Section 2. Obligations of the DAP. The DAP shall:

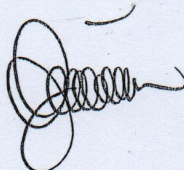
- a. Organize a team who will coordinate with **PhilFIDA** in the implementation of various activities of the project within the agreed timeframe;
- b. Prepare the program and course designs for all the training and workshop activities;
- c. Provide one (1) set of training materials for reproduction by the **PhilFIDA**, for each course to be conducted;
- d. Provide resource person(s) and facilitator;
- e. Provide certificates to qualified participants of training courses conducted;
- f. Review the draft documented information and recommend necessary revisions to ensure their alignment with ISO 9001:2015 QMS standard; and,
- g. Provide technical advice and guidance to counterpart team in the establishment and implementation of the **PhilFIDA's** QMS certifiable to ISO 9001:2015.

Section 3. Obligations of the PhilFIDA. The **PhilFIDA** shall:

- a. Designate a counterpart support team who will work closely with the **DAP** Project Team regarding technical and administrative requirements of the project, including monitoring of the progress of the various project activities;
- b. Provide logistical requirements such as venue, equipment (LCD projector with laptop/desktop), supplies, meals and snacks, and accommodation (when necessary) of participants and resource persons for orientation, workshops, technical guidance, and assessment activities;
- c. Provide transportation of the resource person(s) and the **DAP** Project Team to and from the venue of all project activities;
- d. Draft the necessary documented information, including specific QMS-related forms and tools agreed upon during workshops, with guidance from **DAP** Project Team;
- e. Ensure implementation of relevant project activities and provide policy support for the implementation of quality systems and procedures adopted by the **PhilFIDA**; and,
- f. Ensure availability and participation of concerned staff/participants during the conduct of training courses and other activities necessary in the course of the project.

Section 4. Statement of Consideration (Fees). For and in consideration of the services of the **DAP**, the **PhilFIDA** shall:

- a. Pay the project cost of **One Million Nine Hundred Fifty-One Thousand Six Hundred Pesos (PHP 1,951,600.00)** inclusive of 12% VAT and appropriate taxes to the **DAP** in accordance to the following schedule:



Percent Distribution	Activity/Expected Output	Cost (PHP)
15%	Upon submission of DAP Project Work Plan	292,740.00
20%	1. Process Walkthrough 2. Orientation on ISO 9001:2015 QMS 3. Training Course on ISO 9001:2015 QMS Requirements and Documentation	390,320.00
20%	Upon completion of: 1. Workshop on Process Mapping and Risk-Based Quality Planning 2. Workshop on QMS Documentation	390,320.00
15%	Upon completion of: 1. Technical Guidance on Review and Enhancement of Operational Controls and Procedures 2. Technical Guidance on QMS Implementation	292,740.00
20%	Upon completion of: 1. Training Course on Auditing QMS 2. Workshop on Auditing QMS	390,320.00
10%	Upon submission of Readiness Assessment Report	195,160.00
TOTAL (PHP)		1,951,600.00

- b. Pay the DAP an additional fee of **Five Hundred Ninety-Five Pesos (PHP 595.00)** inclusive of 12% VAT and appropriate taxes for each participant in the orientation in excess of sixty (60) persons;
- c. Ensure that the training and workshop participants will be limited to forty (40) pax;
- d. Pay an additional fee of **twenty-five percent (25%)** of the project activity cost for weekend/holiday sessions; and,
- e. Issue a Certificate of Availability of Funds (CAF) duly signed by the PhilFIDA's Chief Accountant, hereto attached and marked as "**Annex B**" and made an integral part of this Agreement.

Section 5. Confidentiality. Each party undertakes not to divulge at any time to any third person any confidential information relating to the other, except upon prior written consent of the other or where required under the law or regulation or by a valid order of a court or other governmental authority with competent jurisdiction.

Section 6. Intellectual Property Rights. All materials and work provided by the DAP shall belong exclusively to DAP and shall not be used for any purpose other than the implementation of this Agreement. Any use, reproduction, publication, sale or distribution of these materials and work shall be subject to the prior written consent of the DAP and such terms as DAP shall require. Any original work created arising out of or in connection with this Agreement shall belong to DAP, except where the original work uses any data or material belonging to PhilFIDA, in which case, the work shall be owned jointly by the Parties, with each party having royalty free non-exclusive and irrevocable license to use, publish, copy, reproduce or distribute the work for government or public purposes.

Section 7. Liability. The DAP shall not be liable to PhilFIDA for any loss or damage to PhilFIDA's property unless due to the gross negligence or breach of this Agreement. The DAP shall not be liable to PhilFIDA for any indirect, special or consequential loss arising out of or in connection with the provision of goods and the services pursuant to this Agreement and the total liability of DAP for any other loss of PhilFIDA arising out of or in connection with this Agreement in respect of any event shall not exceed the charges payable by the PhilFIDA to the DAP for the Project.

Section 8. Indemnity. The **PhilFIDA** shall indemnify and hold the **DAP** free and harmless from any and all claims or causes of action of third parties arising from a negligent or otherwise wrongful act, or omission by the **PhilFIDA** or its employees or representatives.

Section 9. Warranties. All conditions and warranties whether express or implied by law or otherwise (including but not limited to those as to description, merchantability or fitness for a particular purpose) are excluded from this **Agreement**.

Section 10. Duration of Term of the Agreement. This **Agreement** shall become effective upon execution thereof and shall be valid and subsisting until the final and satisfactory fulfillment by the **Parties** on or before 30 December 2018; provided, however, that there shall be flexibility in the project duration as long as the specified project deliverable agreed upon by the **Parties** are met.

Section 11. Changes

- a. Either **Party** shall promptly report to each other the occurrence of any event or condition which might delay or prevent the timely completion of the services embraced herein, specifying in writing the amount of time involved, the cause(s) of the delay, and its subsequent implications on the entire timetable, work schedule, and budget of the Project. Any extension of contract time shall not involve any additional cost; and,
- b. If changes under this **Agreement** should result in an increase or decrease in the services originally provided and scheduled, an equivalent adjustment on the contract price, time or both shall subsequently be agreed upon in writing by both **Parties**.

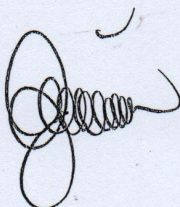
Section 12. Force Majeure. No party shall be liable to the other for the delay or non-performance of its obligations under this **Agreement** arising from any cause or causes beyond its reasonable control, including, without limitation, any of the following: act of God, government act, war, fire, flood, explosion or civil commotion.

Section 13. Termination. The following events shall entitle the party not in breach to terminate this **Agreement** by immediate written notice:

- a. Failure on the part of **PhilFIDA** to make punctual payment of all sums due to the **DAP** under the terms of this **Agreement**;
- b. Failure on the part of the **DAP** to remedy any breach of its obligations hereunder within fifteen (15) working days following written notice from **PhilFIDA** specifying the breach with full particulars; and,
- c. Any serious and persistent breach by either party of any provision of this **Agreement**.

The **Parties** may terminate this **Agreement** upon mutual agreement.

In the event this **Agreement** is terminated for causes not attributable to the **DAP**, the **DAP** shall be entitled to payment determined on a pro rata basis for services satisfactorily performed or delivered as well as reimbursement for reasonable expenses incurred in performing its obligations prior to the termination.



Section 14. Dispute Settlement or Arbitration. All disputes and controversies arising out of in connection with this **Agreement**, or for breach of any provision hereof, which cannot be solved by the herein contracting **Parties**, shall be settled through Arbitration in accordance with PD No. 242 in relation to Sections 66, Chapter XIV, Book IV of the Administrative Code of 1987, in conjunction with Section 10, Chapter 3 Book VII, of the same code. The venue of any legal action arising out of this **Agreement** shall be brought exclusively to the proper court in Pasig City.

Section 15. Amendments. No amendment or modification of any of the terms and conditions of this **Agreement** shall be valid unless evidenced by a written **Agreement** executed by the **Parties'** respective authorized representatives.

Section 16. Separability. If any part of this **Agreement** is declared unenforceable or void, the rest of the **Agreement** shall nevertheless remain in full force and effect.

Section 17. Waiver. No failure, omission or delay of any of the **Parties** in exercising any of its right, privileges and remedies hereunder shall operate as a waiver thereof. No waiver or departure from the terms of this **Agreement** shall be valid unless made in writing and signed by the party's authorized representative. Such waiver shall be effective only in the specific instance and for the purpose for which it is given.

Section 18. Assignment. The benefit of this **Agreement** may not be assigned in whole or in part by a party without the prior written consent of the other.

Section 19. Binding Effect. This **Agreement** shall be binding on the **Parties** and their respective successors-in-interest.

IN WITNESS WHEREOF, the **Parties** hereto have signed this **Agreement** on the _____ day of APR 25 2018, 2018 in _____ City.

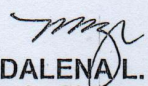
PHILIPPINE FIBER INDUSTRY
DEVELOPMENT AUTHORITY

By:


KENNEDY K. COSTALES
Executive Director

DEVELOPMENT ACADEMY OF THE
PHILIPPINES


By:


MAGDALENA L. MENDOZA
Officer-in-Charge

Signed in the presence of:

WITNESSES


HONESTO C. TABUZO, JR.
Chief Accountant


ARNEL D. ABANTO
Vice President, Productivity and
Development Center

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

CITY OF PASIG) : S.S.

BEFORE ME, on this 25 day of APR 25 2018, 2018 at PASIG CITY, personally appeared the following public officials, namely:

KENNEDY T. COSTALES, with identification no. NO4-82-022077, in representation of the **PhilFIDA**;

-and-

MAGDALENA L. MENDOZA, with CTC no. CC1201301115745 issued on 7 March 2017 at Obando, Bulacan, in representation of the **DAP**.


Who are known to me to be the same officials who executed the foregoing instrument and they both acknowledged to me that the same is their free and voluntary act and deed and that of the government agencies they represent therein.

This instrument consisting of seventeen (17) pages including this page and Annexes "A and B" on which this acknowledgment is written and signed by the Parties and their instrumental witnesses on each page thereof and at the bottom of the same instrument on page "5", refers to a Memorandum of Agreement executed for the purpose(s) therein set forth.

WITNESS MY SIGNATURE AND NOTARIAL SEAL on the date and place first above written.

NOTARY PUBLIC

Doc No. : 122
Page No. : 26
Book No. : I
Series of 2018.


JESI HOWARD S. LANETE
Notary Public for and in Pasig City,
San Juan City and Pateros, Metro Manila
Until December 31, 2018
Appointment No. 147 (2017-2018)
PTR No. 3865398; 1/8/18; Pasig City
IBP Lifetime No. 012642; RSM Chapter
Roll Attorney No. 63389
1002 One Corporate Centre Meralco ave. cor.
J. Vargas ave., Ortigas Center, Pasig City
MCLE Compliance No. V - 0014640



**A Project Proposal for the
Philippine Fiber Industry Development Authority**
(Version 02)

**Project Title: Development of a Quality Management
System Certifiable to ISO 9001:2015 for the
Philippine Fiber Industry Development
Authority**

Submitted by:
Productivity and Development Center
Development Academy of the Philippines
DAP Building, San Miguel Avenue
Ortigas Center, Pasig City
Telefax no. (02) 631-2137

This document has been prepared by and remains the sole property of the Development Academy of the Philippines (DAP). It is submitted solely for use by the requesting office in evaluating DAP's qualifications and/or proposal in connection with the purpose with which it was prepared. Recipient agrees, by its acceptance of this document, to return the document upon DAP's request, not to reproduce, copy, lend or otherwise disclose the contents directly or indirectly, and not to use it for any purpose other than that for which it was specifically furnished. This proposal is valid within six (6) months upon submission.

I. BACKGROUND

The need for government agencies to improve quality in their operations and service delivery has never been more urgent in the light of the current Administration's thrust to ensure that "real change" is the actual direction of the government. In the inaugural speech and the 10-point socio-economic agenda of the President, the government agencies are directed to improve the delivery of services through process streamlining and rationalizing documentary requirements to increase competitiveness and ease of transaction for the citizens. There is also an urgent call to improve the citizens' faith and trust in the government's capacity to make the Filipino lives better, safer and healthier.

This clear and compelling direction of the Administration further strengthens the need for government agencies to comply with Executive Order No. 605, Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program, which was issued to effect improvement in public sector performance by ensuring the consistency of products and services through quality processes. Effective management and good governance are essential elements of quality that can be achieved through an effective Quality Management System (QMS). Aligning an organization's planning, service, and support operations to ISO 9001 International Standards is one reliable approach in establishing QMS. This methodology provides a clear perspective of the quality system requirements and the areas of control to assure the consistency in the quality of services and continuous process improvement that will generate approaches to improve customer/citizen satisfaction.

The Philippine Fiber Industry Development Authority (PhilFIDA), of the Department of Agriculture, created on May 29, 2013 by virtue of Executive Order No. 366, is mandated to promote the growth and development of the Philippine fiber industry, through the assistance of stakeholders on research, production, extension, standards enforcement, and trade regulation.

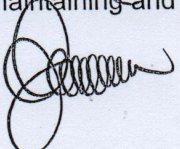
In line with its mandate and mission to improve the fiber industry's productivity within ecological limits and empower stakeholders toward inclusive growth, global competitiveness and climate change adaptation, the PhilFIDA has requested the assistance of Development Academy of the Philippines (DAP) in establishing a QMS certifiable to ISO 9001:2015 covering all its processes in the Central Office and Regional Offices.

II. OBJECTIVES

The project aims to facilitate the establishment of ISO 9001:2015 QMS for the PhilFIDA covering its management, operation and support processes in the Central Office and Regional Offices.

Specifically, it shall:

- a. Enhance the understanding and appreciation of PhilFIDA officers and staff on the principles and requirements of ISO 9001:2015 QMS;
- b. Develop the capabilities of key officers and staff of the PhilFIDA in preparing for and sustaining the ISO 9001:2015 certification; and,
- c. Prepare the documentation and implementation requirements for the certification of PhilFIDA QMS and for maintaining and sustaining the established QMS.




III. DAP'S SCOPE OF WORK

- a. Develop and conduct customized Training Course on ISO 9001:2015 QMS Requirements and Documentation, Training Course on Auditing Quality Management System, for the QMS Core Team and selected officers and staff of the PhilFIDA;
- b. Provide technical guidance in establishing the required documented information such as quality policy, quality objectives and plans, and quality procedures. Specifically, the said technical guidance covers the following: (1) conduct of workshops and writeshop sessions; (2) review of the workshop and writeshop outputs; (3) provision of inputs for improvements; and, (4) checking of final documents to ensure their alignment with ISO 9001:2015 QMS standards;
- c. Provide technical guidance in cascading and implementing the QMS in the provision of PhilFIDA's operation services within its Central Office and Regional Offices; and,
- d. Conduct process walkthrough and readiness assessment of the established QMS to assess the current state of PhilFIDA's management system and recommend final preparation for the ISO 9001:2015 certification process.

IV. PROJECT COMPONENTS AND METHODOLOGY

To realize the project objectives, the following shall be undertaken:

A. Preparation of a Detailed Workplan

The DAP Project Team shall submit a detailed work plan to PhilFIDA which provides the details of the project activities including the specific target date for each activity as well as the resource requirements per deliverable.

Expected Output : Detailed project work plan

B. QMS Capability Building¹

1. Orientation on ISO 9001:2015 QMS

The DAP Project Team shall conduct a brief orientation on the importance and principles of the ISO 9001:2015 QMS for the top management and general employees of the PhilFIDA. The orientation shall discuss the management's and the QMS Core Team's roles and responsibilities in the development of their QMS certifiable to ISO 9001:2015. The project overview, methodology, components and roadmap shall be presented.

Expected Outputs : Management and employees are made aware of project requirements and their roles and responsibilities in successful implementation of ISO-QMS

Participants : Sixty (60) participants including QMS Core Team members, key officers, and staff

Duration : Half day

¹ All training/orientation venues will be within Metro Manila

2. Training Course on ISO 9001:2015 QMS Requirements and Documentation

The DAP Project Team shall conduct a training on ISO 9001:2015 QMS requirements and documentation to develop an in-depth understanding of QMS concepts, principles and requirements. The training shall also include the initial formulation of required information to be documented. The course shall utilize discussions, exercises and workshops.

Expected Outputs : QMS Core Team members, key officers, and staff are trained on the requirements of the ISO 9001:2015
Draft QMS documented information

Participants : Forty (40) participants including QMS Core Team members, key officers, and staff

Duration : Three (3) days

3. Training Course on Auditing QMS

The DAP Project Team shall conduct a training on auditing QMS to enable participants to understand, interpret and audit QMS requirements, as well as, address audit findings. The training shall also discuss the roles and responsibilities of auditors. The course shall utilize discussions, exercises, workshops, and mock audit to guide and enhance auditing skills of the participants.

Expected Outputs : IQA team leaders and members are able to perform audit from planning to execution, and reporting of audit findings

Participants : Forty (40) participants including QMS Core Team members, key officers, and staff

Duration : Four (4) days

Venue : Within Metro Manila

C. Technical Guidance and Coaching²

1. Workshop on Process Mapping and Risk-Based Quality Planning

The DAP Project Team shall facilitate a workshop to draft the quality policy and to formulate the quality objectives and plans at relevant functions. The workshop shall also identify the relevant issues that the PhilFIDA may need to address through risk-based quality planning of the QMS. It shall also cover the preparation of a process map that illustrates the interfaces of the management, core and support processes.

Expected Outputs : Draft Process Map
Draft Quality Policy
Draft Quality Objectives
Risks, Opportunities and Improvement Action Plan

Participants : Forty (40) participants including QMS Core Team members, key officers, and staff

Duration : Two (2) days

² All workshops will be conducted at venues within Metro Manila. Technical Guidance sessions will be held at the PhilFIDA central office and two (2) selected Regional Offices

2. Workshop on QMS Documentation

The DAP Project Team shall conduct a workshop to facilitate the formulation of structure and controls for QMS-required information necessary for the effective implementation of the PhilFIDA's QMS. This workshop aims to document the information required by the QMS, as well as, the existing management approaches of the PhilFIDA.

Expected Outputs : Draft QMS Manual
 Draft Structure and Controls for QMS-required Information
 Knowledge Management tools and forms
 Control of Nonconformities and Corrective Action tools

Participants : Forty (40) participants including QMS Core Team members, key officers and staff

Duration : Three (3) days

3. Technical Guidance on Review and Enhancement of Operational Controls and Procedures

The DAP Project Team shall provide technical guidance to develop and review the existing controls and documentation of the PhilFIDA's core/operational processes. The activity also aims to ensure alignment of the PhilFIDA's operational and support processes, as necessary, in conformance with the minimum requirements of the ISO 9001:2015 QMS standard.

Expected Outputs : Enhanced Operational Procedures, and Opportunities for Improvement in the PhilFIDA's operations

Participants : QMS Core Team members, key officers, and staff

Duration : Two (2) days per site

Number of Sites : Three (3) sites including the Central Office and two (2) selected Regional Offices³

4. Technical Guidance on QMS Implementation

The DAP Project Team shall provide technical guidance sessions to guide the QMS Core Team on how to effectively implement the requirements of the ISO 9001:2015 QMS. To ensure preparedness of the process owners of the identified process scope, cascading of the QMS and on-site checking of the actual implementation of the established QMS shall be provided.

Expected Outputs : Technical advice/inputs to enhance the implementation of QMS

Participants : QMS Core Team members, key officers, and staff

Duration : Two (2) days per site

Number of Sites : Three (3) sites including the Central Office and two (2) selected Regional Offices⁴

5. Workshop on Auditing QMS

The DAP Project Team shall facilitate a workshop to the trained auditors of the PhilFIDA to: prepare audit program, audit plan, and audit checklist; and,

³ Regional Offices to be determined, note that the scope of the QMS will cover the Central Office of PhilFIDA and all its regional offices, however DAP's interventions that will entail visits to the sites will be conducted at two (2) identified Regional Offices only.

⁴ Regional Offices to be determined

prepare audit reports for the first conduct of the audit. Recommendations on the corrective actions to address audit findings shall also be provided.

Expected Outputs : Annual Audit Program, Audit Plan, and Audit Checklist
 Technical advice/inputs to enhance the conduct of IQA
Participants : Forty (40) QMS Core Team members, key officers, and staff
Duration : Two (2) days

D. QMS Assessment

1. Process Walkthrough

The DAP Project Team shall conduct an initial assessment of the existing management system through a walkthrough of the processes performed at various functions within the PhilFIDA. This activity aims to familiarize the Project Team on the PhilFIDA's processes and QMS gaps. This shall be incorporated in the project's activities.

Expected Outputs : Initial assessment incorporated in the project work plan
Participants : Top management, unit heads/process owners and QMS Core Team
Duration : Two days (2) per site
Number of Sites : Two (2) sites, Central Office and Region IV-A

2. Readiness Assessment

The DAP Project Team shall conduct a readiness assessment of the established QMS through an on-site assessment. This activity shall identify necessary actions to eliminate the gaps and recommend final preparations for ISO 9001:2015 certification.

Expected Outputs : Assessment Findings and Recommendations
Participants : Top management, unit heads/process owners and QMS Core Team
Duration : Two (2) days per site
Number of Sites : Three (3) sites including the Central Office and two (2) selected Regional Offices⁵

V. PROJECT DURATION AND COST

The project, which is expected to be completed within ten (10) months, has a total cost of **One Million Nine Hundred Fifty-One Thousand Six Hundred Pesos (PHP 1,951,600.00)** inclusive of personnel service fees (PSF), out of pocket cost (OPC), and 12% VAT and appropriate taxes.

Activity/Expected Output	Timeframe	Duration (days/batch)	Cost (PHP)*
Preparation of Detailed Project Workplan and conduct of Process Walkthrough	Month 1	2 days x 2 sites	100,000
Orientation on ISO 9001:2015 QMS		½ day x 1 batch	30,000
Training Course on ISO 9001:2015	Month 2	3 days x 1 batch	240,000

⁵ Regional Offices to be determined

Activity/Expected Output	Timeframe	Duration (days/batch)	Cost (PHP)*
QMS Requirements and Documentation			
Workshop on Process Mapping and Risk-Based Quality Planning	Month 3	2 days x 1 batch	160,000
Workshop on QMS Documentation	Month 4	3 days x 1 batch	240,000
Technical Guidance on Review and Enhancement of Operational Controls and Procedures	Months 5-6	2 days x 3 sites	120,000
Technical Guidance on QMS Implementation	Months 7-8	2 days x 3 sites	120,000
Training Course on Auditing QMS	Months 8-9	4 days x 1 batch	320,000
Workshop on Auditing QMS		2 days x 1 batch	160,000
Readiness Assessment	Month 10	2 days x 3 sites	150,000
Subtotal			1,640,000
12% VAT and appropriate taxes			311,600
Total Cost (PHP)			1,951,600

*Project pricing is valid within six (6) months upon submission of the proposal

VI. PROJECT TERMS AND CONDITIONS

A. The DAP shall:

1. Organize a team who will coordinate with PhilFIDA in the implementation of various activities of the project within the agreed timeframe;
2. Prepare the program and course designs for all the training and workshop activities;
3. Provide one (1) set of training materials for reproduction by the PhilFIDA, for each course to be conducted;
4. Provide resource person(s) and facilitator;
5. Provide certificates to qualified participants of training courses conducted;
6. Review the draft documented information and recommend necessary revisions to ensure their alignment with ISO 9001:2015 standard; and,
7. Provide technical advice and guidance to counterpart team in the establishment and implementation of the PhilFIDA's QMS certifiable to ISO 9001:2015.

B. The PhilFIDA shall:

1. Designate a counterpart support team who will work closely with the DAP Project Team regarding technical and administrative requirements of the project, including monitoring of the progress of the various project activities;
2. Provide logistical requirements such as venue, equipment (LCD projector with laptop/desktop), supplies, meals and snacks, and accommodation (when necessary) of participants and resource persons for orientation, workshops, technical guidance, and assessment activities;
3. Provide transportation of the resource person(s) and the DAP Project Team to and from the venue of all project activities;
4. Draft the necessary documented information including specific QMS related forms and tools agreed upon during workshops, with guidance from DAP Project Team;
5. Ensure implementation of relevant project activities and provide policy support for the implementation of quality systems and procedures adopted by the PhilFIDA;
6. Ensure availability and participation of concerned staff/participants during

PhilFIDA BAC CA 2018-003

the conduct of training courses and other activities necessary in the course of the project;

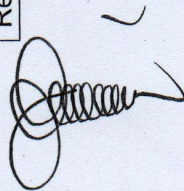
7. Pay the project cost of **One Million Nine Hundred Fifty-One Thousand Six Hundred Pesos (PHP 1,951,600.00)** inclusive of 12% VAT and appropriate taxes to the Development Academy of the Philippines in accordance to the following schedule:

Percent Distribution	Activity/Expected Output	Cost (PHP)
15%	Upon submission of DAP Project Work Plan	292,740.00
20%	1. Process Walkthrough 2. Orientation on ISO 9001:2015 QMS 3. Training Course on ISO 9001:2015 QMS Requirements and Documentation	390,320.00
20%	Upon completion of: 1. Workshop on Process Mapping and Risk-Based Quality Planning 2. Workshop on QMS Documentation	390,320.00
15%	Upon completion of: 1. Technical Guidance on Review and Enhancement of Operational Controls and Procedures 2. Technical Guidance on QMS Implementation	292,740.00
20%	Upon completion of: 1. Training Course on Auditing QMS 2. Workshop on Auditing QMS	390,320.00
10%	Upon submission of Readiness Assessment Report	195,160.00
TOTAL (PHP)		1,951,600.00

8. Pay the **DAP** an additional fee of **Five Hundred Ninety-Five Pesos (PHP 595.00)** inclusive of 12% VAT and appropriate taxes for each participant in the orientation in excess of sixty (60) persons;
9. Ensure that the training and workshop participants will be limited to forty (40) pax; and,
10. Pay an additional fee of **twenty-five percent (25%)** of the project activity cost for weekend/holiday sessions.

VII. PROJECT WORKPLAN

Activity/Expected Output	Month									
	1	2	3	4	5	6	7	8	9	10
Preparation of a Detailed Project Workplan										
Process Walkthrough										
Orientation on ISO 9001:2015 QMS										
Training Course on ISO 9001:2015 QMS Requirements and Documentation										
Workshop on Process Mapping and Risk-Based Quality Planning										
Workshop on QMS Documentation										
Technical Guidance on Review and Enhancement of Operational Controls and Procedures										
Technical Guidance on QMS Implementation										
Training Course on Auditing QMS										
Workshop on Auditing QMS										
Readiness Assessment										



7



APPENDICES

A. Project Assumptions


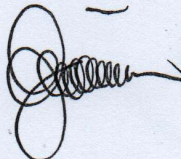
1. This Project Proposal may change once a more detailed scoping of requirements is done; target schedules and Gantt chart of project activities will be provided after actual scoping is identified and the appropriate timing of implementation of activities; project implementation shall commence upon signing and notarization of a Memorandum of Agreement (MOA) covering the project.
2. The DAP Project Team will implement the project in coordination with assigned staff from the PhilFIDA counterpart team.
3. The technical assistance component assumes a handholding relationship between DAP and PhilFIDA in developing the competencies on the establishment and application of a QMS. In the handholding process, the DAP Project Team serves as a mentor for the counterpart team in the transfer of technical skills on QMS.
4. Participants for the training not to exceed forty (40), as appropriate.

B. Logistical Requirements

1. Venue for meetings, orientations, trainings/seminar-workshop, focused group discussions; equipment (LCD, AV, laptop computer, etc.) and training materials.
2. Training and workshop materials. Handouts/materials shall be provided to the PhilFIDA Counterpart Team prior to the training for reproduction purposes.
3. Transportation will be shouldered by PhilFIDA if venue is outside of PhilFIDA Central Office.
4. Accommodation (if necessary) and meals for the DAP Project Team will be chargeable to PhilFIDA.
5. Building pass/temporary ID's for DAP Project Team (DAP team shall follow the appropriate procedure for securing clearances).
6. Food/refreshments for participants of orientations, trainings, workshops, and technical guidance sessions.

C. Financial Considerations

1. Professional fees for DAP Project Team members (specialist/s and staff involved in the project).
2. Value Added Tax and other appropriate taxes.



Annex "D"
COA Circular No. 82-122B

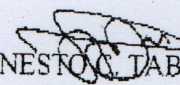
Republic of the Philippines
Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
3F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City

March 7, 2018

A. CERTIFICATE

Pursuant to the provision of Section 86 of P.D. 1445, LOI 968 and Section 46, P.D. 1177, I hereby certify that funds have been appropriated and allotted under one year release/allotment under Republic Act No. 10964 dated December 29, 2017 in the amount of FIVE HUNDRED SIXTY ONE MILLION EIGHT HUNDRED ELEVEN THOUSAND PESOS ONLY (P561,811,000.00).

I certify further that the amount of ONE MILLION NINE HUNDRED FIFTY ONE THOUSAND SIX HUNDRED PESOS ONLY (Php 1,951,600.00) is necessary to cover the Cost of training courses and other activities for the conduct of the Project: Development of a Quality Management System Certifiable to ISO 9001:2015 for the Philippine Fiber Industry Development Authority to be entered into with DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP) is available for expenditures on account thereof.


HONESTO C. TABUZO, JR.
Chief Accountant

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Details of Appropriation/Allotment

Amount of appropriation P 15,215,000.00
Appropriation Act RA No. 10964

Obligation Request No. _____

