



# NEECO II AREA 1

NUEVA ECIJA II ELECTRIC  
COOPERATIVE, INC. – AREA I  
Calipahan, Talavera, Nueva Ecija  
Tel./Fax: (044) 411-1007; 958-0260  
Email: [neeco2\\_area1@yahoo.com.ph](mailto:neeco2_area1@yahoo.com.ph)  
Website: [www.neeco2areal.com](http://www.neeco2areal.com)

## NEECO II-AREA 1's Invitation for Bid No. NE-II-A1-2022-S10

Reference with Board Resolution No. 06-08-22 Series of 2022, the Nueva Ecija II Electric Cooperative- Area 1 (NEECO II-Area 1) invites sealed bids from eligible bidders for Consultation and Documentation Services for the establishment and implementation of an Integrated Management System (IMS) that would cover ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environmental Management System) and ISO 45001:2015 (Occupational Health and Safety Management).

Interested bidders must be previously accredited and/or for those interested bidders who may want to participate can be accredited upon completion of Accreditation requirements and full payment of non-refundable accreditation fee of Php5,000.00 which is valid for one (1) year. Accreditation requirements can be requested to this email: [bac\\_neeco2area1@yahoo.com.ph](mailto:bac_neeco2area1@yahoo.com.ph)

Pre-bid Conference shall be conducted via Zoom Meeting App on July 22, 2022 at 1:30PM with the following meeting credentials:

Meeting ID: 899 8715 1768  
Passcode: 879270

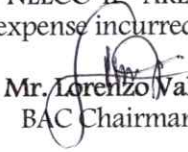
Accredited Bidders must refer to the attached form for their bid proposal and submit/email it to the Bids and Awards Committee (BAC) on or before August 5, 2022 5:00pm. Bids shall be addressed to the BAC Chairman:

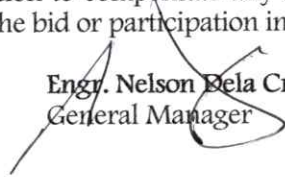
Mr. Lorenzo Valino Jr.  
BAC Chairman  
Nueva Ecija II Electric Cooperative, Inc.-Area 1  
Calipahan, Talavera, Nueva Ecija

For further inquiries, please contact Ms. Set Pauline M. Feliciano at (044) 411-1007 local 110 or email at [bac\\_neeco2area1@yahoo.com.ph](mailto:bac_neeco2area1@yahoo.com.ph)

NEECO II-AREA1 hereby reserves the right to reject any or all bids, to waive any formality or technicality defects therein, and accept the bid that is most advantageous to the NEECO II AREA-1, and to annul the bidding process and not award the contract at any time prior to contract award without incurring any liability to any bidder or party.

Finally, NEECO II –AREA 1 assumes no obligation to compensate any bidder or any party for any loss or expense incurred in the preparation of the bid or participation in the bidding process.

  
Mr. Lorenzo Valino Jr.  
BAC Chairman

  
Engr. Nelson Bela Cruz  
General Manager

BUSINESS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CONTACT NO.: \_\_\_\_\_  
 PROPRIETOR/: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 TIN# NON-VAT: \_\_\_\_\_  
 TIN # VAT REGISTERED: \_\_\_\_\_

PAYEE OR COMPANY NAME (for check preparation) \_\_\_\_\_

**CONSULTING SERVICES, APPROACHES AND DELIVERABLES**

ITEM	No. of Man-Days	Rate / Man-day (PHP)	TOTAL AMOUNT
<b>PHASE I – TRAINING OF KEY PERSONNEL AND WORKING TEAM MEMBERS</b>			
1. Management Briefing			
2. Appreciation Course			
3. Orientation on Environment/OHS/ EHS-Related Laws and Regulations			
4. Documentation Course			
5. Course on Effective Internal Auditing			
6. Course on Problem Solving: Correction, Root Cause Analysis and Corrective Action			
<b>PHASE II – MANAGEMENT SYSTEM DOCUMENTATION</b>			
1. Gap Analysis			
2. Identification of Applicable Legal and Other Requirements			
3. Environment, Health and Safety (EHS) Hazards Identification, Risk Assessment, and Controls (HIRAC)			
4. Risks and Opportunities Assessment (ROA)			
5. Setting-up of Integrated Management System Policy, Objectives and Plans			
6. Preparation and Fine-tuning of Integrated Management System Documents			
<b>PHASE III – ASSESSMENT</b>			
1. Planning and Preparing for the Internal Audit			
2. Review of Internal Audit Results and System Fine-tuning			
3. Conduct of Preliminary Assessment (PA)			
4. Review of Progress before Stage 1 Audit			
5. Assistance during Stage 1 Audit			
6. Review of Progress before Stage 2 Audit (Certification Audit)			
7. Assistance during Stage 2 Audit			
8. Assistance on Corrective Actions			

**INTEGRATED MANAGEMENT SYSTEM DOCUMENTATION PACKAGE**

PARTICULARS	COST
1. Preparation of Integrated Management System (IMS) Policy Manual <i>(ISO 9001:2015 (Quality Management System), ISO 14001:2015 (Environmental Management System) and ISO 45001:2015 (Occupational Health and Safety Management System)).</i>	
2. Preparation of Management System Procedures, Work Instruction and Associated Forms	
3. Preparation of Operational Procedures	
<b>TOTAL DOCUMENTATION COST</b>	

\_\_\_\_\_  
 NAME AND SIGNATURE OF PROPRIETOR/AUTHORIZED REPRESENTATIVE