

TERMS OF REFERENCE

FOR THE ENGAGEMENT OF SERVICES OF A CERTIFYING BODY TO CONDUCT AUDIT AND PROVIDE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CERTIFICATION FOR DAR REGIONAL OFFICE-CAR (DARRO-CAR)

I. RATIONALE:

Part of the DAR's commitment to continuous quality improvement and the need to meet the requirements and expectations of the DAR clientele, is the implementation of an ISO-QMS (International Organization for Standardization – Quality Management System) from the Central Office down to the DAR field offices. Relative to this, the intention of the DARRO-CAR to be ISO 9001:2015 certified has been approved by the DAR Central Office.

II. OBJECTIVES

The DARRO-CAR intends to engage the services of a Certifying Body (CB) to provide ISO 9001:2015 Quality Management System Certification (QMS) for FY2020 to FY2023.

III. SCOPE OF SERVICES

The CB is expected to provide the following services:

1. Stage 1 Audit – Documents' Review
Initial audit to be conducted for the purpose of assessing the sufficiency and adequacy of documented information as required by ISO 9001:2015 standard.
2. Stage 2 Audit – Certification Audit
Certification audit to be conducted for the purpose of validating the compliance of the documented QMS procedures prepared by the DARRO-CAR Process Writers against the requirements as applicable under the laws that covers the processes/operation of the DARRO-CAR.

Included are the following:

- a. Preparation and submission of audit report detailing observations, opportunities for improvement and any-non-conformity to

ISO 9001:2015 standards or documented procedures and suggestions on addressing the same; and

b. Issuance of ISO 9001:2015 compliance certificate valid for three (3) years with total of Three (3) certificates

3. Surveillance Audits – Maintenance Audits

Annual surveillance audits for the 2nd and 3rd year of the contract shall be conducted to verify if the established QMS requirements are continuously complied.

IV. PROJECT DURATION

The CB shall perform and deliver the services for a period of three (3) years starting in FY2020 and shall end in FY2023.

V. QUALIFICATIONS OF THE CERTIFYING BODY

The CB should have the following minimum qualifications:

- a. The CB should be registered in the Philippine Government Electronic Procurement System (PhilGEPS) and any International Accreditation Body member of the International Accreditation Forum (IAF);
- b. The CB must have an experience of successfully certifying ISO 9001:2015 of at least one government office;
- c. The CB must issue certificate that are compliant with British Standard (BS), European Norm (EN) and International Standard (ISO);
- d. In audit teams, including surveillance, should satisfy the following:
 - i. Consists of auditor(s) with actual hands-on experience on QMS who are qualified to conduct audits in the name of the CB;

- ii. Auditor(s) shall have a minimum of three (3) years ISO 9001 QMS auditing experience in any government office;
- iii. Have team members with actual hands-on experience on government office QMS Process;
- iv. Replacement of any team shall require prior written approval from the DARRO-CAR; and
- v. CB shall conduct ISO-QMS activities by strictly following the health and safety protocols issued by the Inter-Agency Task Force (IATF).

VI. CRITERIA FOR EVALUATION/SELECTION

The DARRO-CAR BAC will use the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 60% while the cost (Financial Proposal) is 40% and is allocated as follows:

Criteria	Percentage
1. TECHNICAL PROPOSAL	60%
a. Qualification of Proposed Professional Staff – 20%	
b. Firm Experience & Capability – 20%	
c. Methodology and Work Plan – 20%	
2. FINANCIAL PROPOSAL	40%
TOTAL	100%

VII. APPROVED BUDGET FOR THE CONTRACT AND PAYMENT SCHEDULE

1. For and in consideration of the services of the CB, the Procuring Entity shall make the following payments:

Payment	Accomplishment	Cost
Certification Fee	Year 1 <ul style="list-style-type: none"> • On-site Audit • Pre-assessment Report • Audit Planning and Report Preparation • Issuance of Certificate (2 certificates) 	50% of the Contract Price
Annual Accreditation Fee	Year 2 <ul style="list-style-type: none"> • 1st Surveillance Audit (On-site Audit) • Audit Planning and Report Preparation 	25% of the Contract Price
	Year 3 <ul style="list-style-type: none"> • 2nd Surveillance Audit (On-site Audit) • Audit Planning and Report Preparation 	25% of the Contract Price

2. Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptance of the authorized representative of the Head of Procuring Entity.
3. The Contract Price should include transportation and accommodation of the auditors for the entire period of audit and certification.

Annex " C "

Bid Proposal Form

Date: _____

Bids and Awards Committee
DAR Regional Office - CAR
No. 55 Bokawkan Road Cor. Easter Road,
Baguio City

The BAC:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our Bid Proposal:

No.	Training /Consultancy	Bid Proposal (Inclusive of Tax)
1.	CERTIFYING BODY TO CONDUCT AUDIT AND PROVIDE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM CERTIFICATION FOR DAR REGIONAL OFFICE - CAR	Php_____

(Amount in Words)

Very truly yours,

Name and Signature of Representative

Name of Consultancy/Firm

Contact Number