



TERMS OF REFERENCE

PROCUREMENT OF CERTIFYING BODY FOR THE QUALITY MANAGEMENT SYSTEM STANDARD ON ISO 9001:2015 RECERTIFICATION, FIRST SURVEILLANCE, AND SECOND SURVEILLANCE AUDITS FOR 2024 TO 2026

INTRODUCTION

On 20 December 2018, the Philippine Science High School MIMAROPA Region Campus (PSHSMRC) has been accredited ISO 9001: 2015 by AJA Registrar Inc. – now SOCOTEC Certification Philippines, Inc. – for its *“Provision of Public Education covering Secondary Science High School under the Department of Science and Technology (Excluding Design).”* The first and second accreditations were valid until 19 December 2021 and until 14 December 2024 respectively. It is dedicated to maintaining the certification by guaranteeing that the organization remains committed to ongoing enhancement and adherence to current statutory and regulatory standards.

SCOPE OF SERVICES

The Certifying Body (CB) is expected to provide the following services:

1. Conduct a Re-certification audit.
2. Issuance of ISO 9001:2015 Certificate (valid for 3 years); and
3. Conduct at least one (1) surveillance audit every year for two consecutive years after the issuance of the Certificate.

NEED FOR A SERVICE PROVIDER CONTRACT

The need to engage the services of a Certifying Body is being proposed to ensure conformity with the ISO 9001:2015 Quality Management System Standard.

The Approved Budget for the Contract (ABC) contract amount for the said project/engagement is **TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00)** inclusive of Value-Added Tax (VAT) with the following breakdown below:

YEAR	DELIVERABLES	PAYMENT
2024	After the Re-certification audit and issuance of the ISO 9001:2015 Certificate valid for three (3) years	50%
2025	After the Surveillance Audit and submission of the Surveillance Audit Report for the second year	25%
2026	After the Surveillance Audit and submission of the Surveillance Audit Report for the third year	25%

The proposals will be subjected to the evaluation of the PSHSMRC as to the provided service, service fee, mode of audit, schedule of the conduct of the audit, and other requirements/technical specifications.

Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

QUALIFICATION OF THE SERVICE PROVIDER

The Service Provider must meet and demonstrate the following minimum qualifications:

1. The Certifying Body must have a minimum of 30 government certification projects for QMS including at least 15 successful certifications to the 2015 version of ISO 9001 standard.



2. The Certifying Body must have experience in auditing schools for ISO-9001 standards.
3. The Certifying Body possesses proof of qualification to provide ISO 9001:2015 Quality Management System audit and certification services.
4. The Certifying Body must include an accreditation by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB).
5. The Certifying Body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.
6. The Certifying Body must be able to conduct the audit services for the current and following two (2) years (2024-2026) before the expiration of the Philippine Science High School MIMAROPA Region Campus ISO Certification.
7. The Certifying Body must meet the minimum requirements under the provisions of R.A. 9184, otherwise known as the “Government Procurement Reform Act” specifically under the Mode of Procurement on Negotiated Procurement-Small Value Procurement.
8. The Certifying Body must sign a Non-Disclosure Agreement to prevent divulging confidential information.

SCOPE OF WORK AND DELIVERIES

The scope of work of the Certifying Body shall include:

1. Prepare and plan for the recertification, first, and second surveillance audits of the Philippine Science High School MIMAROPA Region Campus formulation, implementation, and coordination of Corporate Policies and Standards and Corporate Governance;
2. Conduct the recertification, first surveillance, and second surveillance audits per the agreed timeline;
3. Report the results of the audits;
4. Recommend the maintenance of the ISO 9001:2015 certificate (if passed), taking into consideration the validity period of the Philippine Science High School MIMAROPA Region Campus current certification; and
5. Should a re-audit become necessary due to any major non-conformity by Philippine Science High School MIMAROPA Region Campus based on standards, the Certifying Body must provide a re-audit mechanism under a new contract and budget, subject to the terms and conditions agreed upon by both parties.

CONFIDENTIALITY

1. The service provider will ensure that all information shared by Philippine Science High School MIMAROPA Region Campus under this project will remain confidential, and consistent with the Non-Disclosure Agreement (NDA), even after the termination of the contract.
2. The service provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.

TIME FRAME AND PAYMENT

1. The project shall last (including the delivery of final outputs) until the submission of the audit report per year.
2. The Approved Budget for the Contract is inclusive of all applicable government taxes and charges, professional fees, and other incidental administrative costs applicable to the contractor of services.
3. Processing of payment will begin upon receipt by PSHSMRC of the invoice and complete supporting documents, and the issuance of the acceptance report by PSHSMRC per submission with applicable government rules and regulations.



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