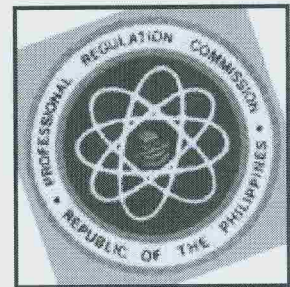




Bids and Awards Committee

Republic of the Philippines
 Professional Regulation Commission
 P. Paredes St., Sampaloc, Metro Manila
 Tel./Fax: 310-0037 / email:prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
 Chairman

ARJAY R. ROSALES
 Vice-Chairman

MARIA TIZA M. HERNANDEZ
 Member

HENRIETTA P. NARVAEZ
 Member

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 Provisional Member, IT Projects

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Section VI. Schedule of Requirements

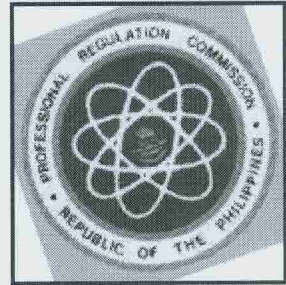
The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Description	Delivered, Weeks/Months (TIMELINE)
I.	SCOPE AND COVERAGE OF SERVICE:	
	1. The 3 rd Party Certification Audit under ISO 9001:2015 Standards should ensure PRC's Regional Offices compliance to the requirements of the Quality Management System.	
	2. The 3 rd Party Certification Audit shall cover the Quality Management System (QMS) of the Four (4) Regional Offices in the cities of Baguio, Cebu, Iloilo and Legazpi.	
	3. The Certifying Body is expected to provide the following services:	
	3.1 Preparation and Submission of Certification Audit Plan	Within Five (5) calendar days from the receipt of Notice to Proceed
	3.2 Certification Audit	
	➤ Stage 1 Audit (Assessment of PRC Manuals)	Within Seven (7) calendar days from the receipt of Audit Plan By the Commission's QMR
	➤ Submission of Audit Report detailing observations, opportunities for improvement to ISO 9001:2015 standards or on documented procedures.	After or at the end of the assessment of the Regional QMS Manuals.
	➤ Stage 2 Audit (On-Site Audit)	Within twenty (20) calendar days from the receipt of written notice from the Commission's QMR
	➤ Submission of Audit Report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address at the end of the onsite audit.	After or at the end of the on-site audit.
	3.3 Issuance of ISO 9001.2015 Certificate (subject to the results of the Certification Audit) valid for three (3) years	Within seven (7) calendar days from the receipt of the Audit Report without non-conformities; or in



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	<p>➤ Awarding of the Certificate of Registration to the concerned Regional Offices</p> <p>3.4 Surveillance Audit for the Second Year (CY2019)</p> <p>3.5 Surveillance Audit for the Third Year (CY2020)</p> <p>3.6 Provision of full report on the operations audited within the content and approved scope of work/deliverables to the PRC.</p> <p>The Report should include suggestions /recommendations on how to address audit findings and observations.</p> <p>The following reports shall be provided, according to the services delivered:</p> <ol style="list-style-type: none"> detailed report on Certification Audit; detailed report after each surveillance and each re-certification audit; detailed report after each additional audit performed by the Certifying Body and agreed with the PRC; and whenever applicable, substantiated feedback on the PRC's responses to the outcome of any audit, in particular action plans drawn up in response to audit findings. <p>An audit report shall include at least:</p> <ol style="list-style-type: none"> a summary of the activities performed; a statement on the status of the management system of the PRC and the fulfillment of the applicable standard; and a technical report with the details of the audit findings, substantiated by relevant objective evidence. <p>4. The Certifying Body shall adhere to the agreed scope of work/deliverables with the prior approval of the PRC.</p>	<p>case of non-conformities, submission by the Commission's QMR of the corrective action plan that is determined by the Certifying Body as compliant</p> <p>Within thirty (30) calendar days from receipt of written notice from the QMR/RQMR</p> <p>Within thirty (30) calendar days from receipt of written notice from the QMR/RQMR</p> <p>Within five (5) working days after each initial surveillance and re-classification audit unless otherwise agreed by the PRC.</p>
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	<ol style="list-style-type: none"> 5. The Certifying body shall provide in their audit activities a procedure for client appeals, If Resolutions on good terms for disputes between the PRC and Certifying Body cannot be made, the PRC shall be afforded the right to lodge appeals about the decisions of the audit team to the management of the Certification Body. 6. At all times, the certifying Body shall not be allowed to sub-contract its services to any other person or entity. 7. Flexibility in the project schedule shall be allowed subject to the approval of PRC. 	
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**ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT CERTIFICATION
UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF FOUR (4) REGIONAL
OFFICES OF THE PROFESSIONAL REGULATION COMMISSION
IN THE CITIES OF BAGUIO, CEBU, ILOILO AND LEGASPI**

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY