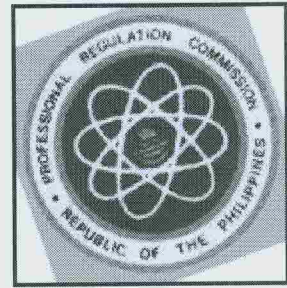




# Bids and Awards Committee

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

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 Member

**HENRIETTA P. NARVAEZ**  
 Member

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 Provisional Member, Non-IT Projects

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 Provisional Member, IT Projects

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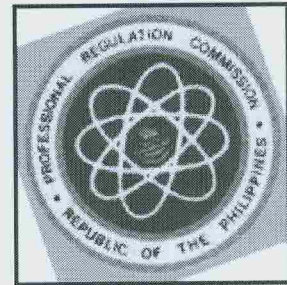
## VII. Technical Specifications

Item	Specifications	Statement of Compliance
1.	<p><b>The Certifying Body must meet the following minimum qualifications:</b></p> <ol style="list-style-type: none"> <li>1.1 Accredited for ISO 9001:2015 certification activities by a national accreditation duly recognized by the Philippine Government such as the Bureau of Products Standards (BPS) of the Department of Trade and Industry (DTI);</li> <li>1.2 The Certifying Body must present its company profile and list of clients highlighted related projects, the scope of work and implementation methodology as reflected in the Curriculum Vitae of the proposed certification team. Included in the submission are the supporting documents e.g. certifications of the audit team members, as shown by its company profile;</li> <li>1.3 The certifying body must have been in existence for the last five (5) years as evidenced by the SEC registration or DTI Certification, and have at least five (5) years ISO auditing experience;</li> <li>1.4 To include in the proposal the audit activities and a procedure for client appeals. Any dispute which may arise between PRC and the Certifying Body shall be resolved amicably in good faith. However, PRC shall be afforded the right to lodge appeals about the decisions of the audit team through the accreditation body. Further, the parties are not precluded from resorting to any legal remedy that may be available to them;</li> <li>1.5 The Certifying Body must present proof that it has a good track record of certifying government agencies for quality management system; and</li> <li>1.6 The certifying body must submit a sworn statement attesting that the company, or any member of the audit/surveillance team, has not provided quality management system consulting services for PRC.</li> </ol>	



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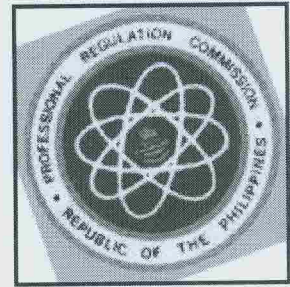
**LIEZEL F. BURAGA**  
 Member

	<p>Further, the Sworn Statement should also attest that the Certifying Body audit teams, including surveillance and re-certification audit, has:</p> <ol style="list-style-type: none"> <li>At least one (1) certified International Register of Certificated Auditors (IRCA) to conduct audits in the name of the Certifying Body;</li> <li>At least one (1) team member must be certificated with the ISO 9001:2015 standards and Quality Management System requirements;</li> <li>At least one (1) team member is with actual hands-on experience in auditing government services, particularly the Quality Management System (QMS) Process Scope;</li> <li>At least one (1) team member shall have relevant public sector specific experience for all relevant ISIC codes (For PRC, L75 Public Administration);</li> <li>At least one (1) auditor of the initial team should participate in all audits of the three-year cycle; and</li> <li>At least two (members) shall have a minimum of three (3) audits experience under ISO 9001:2015.</li> </ol>	
<p><b>2.</b></p>	<p><b>Scope of Work</b></p> <p>The Certifying Body is expected to provide the following services:</p> <ol style="list-style-type: none"> <li><b>2.1 Certification Audit (Stage 1 and Stage 2 Audits) (give tentative date – mm/yy)</b> <ul style="list-style-type: none"> <li>➤ Prepare and submit certification audit plan;</li> <li>➤ Conduct Certification Audit; and</li> <li>➤ Prepare and submit 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 on-site audit</li> </ul> </li> <li><b>2.2 Issuance and Awarding of ISO 9001:2015 Certificate valid for three (3) years</b></li> <li><b>2.3 Surveillance Audit for the 2<sup>nd</sup> Year</b></li> <li><b>2.4 Surveillance Audit for the 3<sup>rd</sup> Year</b></li> </ol>	



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3.	<p><b>RESPONSIBILITIES OF THE CERTIFYING BODY</b></p> <ol style="list-style-type: none"> <li>a. Abide with the auditing principles, terminologies and guidelines as specified in the ISO 19001:2002 – Guidelines for Quality and/or Environmental Management Systems Auditing.</li> <li>b. Adhere to the agreed scope of work/deliverables approved by PRC.</li> <li>c. Provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to PRC at the end of each initial and surveillance audits otherwise agreed by PRC.</li> <li>d. All information reviewed and recorded by the Certifying Body audit team would be treated in the strictest confidence at all times.</li> </ol>	
4.	<p><b>CONFIDENTIALITY AND IMPARTIALITY CLAUSE</b></p> <ol style="list-style-type: none"> <li>1. Except with prior written consent from the PRC, the Certifying Body shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the Certifying Body make public the findings, observations, recommendations in the course of, or as a result of, the services.</li> <li>2. The Certifying Body shall value the importance of impartiality in the certification on the system and shall use all reasonable efforts to manage possible conflicts of interest and ensure the objectivity of the certification process.</li> </ol>	

