Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel.Fax: 310-0037

Section VII. Technical Specifications

Item	Specifications	Statement of Compliance
1.	**Expertise Required / Certification Team** 1. The Certifying body must be accredited for ISO 9001:2015 certification activities by a national accreditation agency duly recognized by the Philippine government such as the Department of Trade and Industry. 2. The certifying body shall provide its profile highlighting related projects in an agency of the national government, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted before every audit. 3. In order to avoid conflict of interest, certification bodies that have provided quality management system consulting services or anybody connected in any capacity with the bidding of ISO Certifying body within the last five (5) years, or site-specific auditor training within the prior two (2) years to a particular group/unit within the agency, shall not be contracted as a certification body for the agency. Note: Consulting refers to the provision of training on QMS documentation development, or assistance with implementation of quality management systems to a specific organization. Training that are open to the public, not organization specific, and held at a public forum is not considered as consulting. 4. The certifying body shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the agency and the certification body cannot be made, the agency shall be afforded the right to lodge appeals about the decision of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties. 5. All information reviewed and recorded by the certification body audit team would be treated on the strictest confidence at all times. 6. The certifying body shall adhere to the agreed scope of work / deliverables which were prior approved by the agency's selection committee.	

	7. The certifying body audit team shall provide a full support on the operations audited consistent with the content of the approved scope of work / deliverables to the agency at the end of each initials, surveillance and re-certification audits unless otherwise agreed by the agency. 8. The certifying body should be accredited for the relevant scope(s) of the agency. Its audit teams, including surveillance, shall satisfy the following: a. Consists of qualified auditors to conduct audits in the name of certification body; *Note: The audit team may use external experts on the specified QMS process scope as necessary.* *b.* At least one team member shall have relevant public sector specific experience for all relevant ISIC codes (For PRC, L75 Public Administration. Please refer to http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27), which apply to the scope of certification at that site; *c.* Have team members with actual hand-on experience on the QMS Process Scope particularly on provision of licensing and regulatory services (please specify required experiences relative to the QMS scope so that the auditors can relate to the QMS processes being audited); *d.* No member of the audit team should have provided consultancy for the agency in the last five (5) years prior to the audit; *e.* At least one auditor of the initial team should participate in all audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be used; and *f.* Replacement of any team shall require prior written approval from the agency. 9. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 190011:2002 – Guidelines for quality and/ or environmental management systems auditing.	
2.	**Scope of Work** The Certifying Body is expected to provide the following services: 1. Certification Audit (give tentative date – mm/yy) ➢ Prepare and submit certification audit plan. 2. Issuance of ISO 9001:2015 Certificate valid for	

	three (3) years ➢ Conduct Certification Audit; and ➢ 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 3. Surveillance Audit for the 2nd Year 4. Surveillance Audit for the 3rd Year	
3.	**Engagement Fee** Cost of engagement of the certifying body shall be based on agreed contract between the two parties. Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables for the identified business process. ➢ Certification Audit (Budget Amount – please give range) ➢ Issuance of ISO 9001:2015 Certificate (valid for three years) ➢ 2nd and 3rd year Surveillance Audit	

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1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a) (ii) and/or **GCC** Clause 2.1 (a) (ii).

ACKNOWLEDGMENT 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

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