



Republic of the Philippines
Iloilo Science and Technology University
Burgos St., La Paz, Iloilo City, 5000 Philippines
Trunkline: (+6333) 320-7190 | Telefax: (+6333) 329-4274
<https://www.isatu.edu.ph/>
mail@isatu.edu.ph

TERMS OF REFERENCE

PROCUREMENT OF A CERTIFYING BODY FOR THE RECERTIFICATION OF ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY QUALITY MANAGEMENT SYSTEM (QMS) UNDER THE ISO 9001:2015 STANDARD

1.0 PURPOSE

The purpose of this Terms of Reference (TOR) is to outline the requirements for the Procurement of a Certifying Body for the Recertification of the Iloilo Science and Technology University Quality Management System (QMS) under the ISO 9001:2015 Standard for the year 2024.

2.0 BACKGROUND AND RATIONALE

The Iloilo Science and Technology University was hailed as the first State University in Region VI to be ISO 9001 certified. The University's journey towards establishing Quality Management System has started last August 24, 2001 when the then Western Visayas College of Science and Technology received its first certification for ISO BS EN ISO 9001:1994 under AJA Registrar. Under this System, only Bachelor of Science in Marine Engineering program and the Administration were certified until December 15, 2003.

The College then transitioned to BS EN ISO 9001:2000 from February 2, 2004 to January 12, 2007 and recertified from July 3, 2007 to December 1, 2010.

Three months later, the College again transitioned into BS EN ISO 9001:2008 from March 30, 2010 to November 1, 2013. The college was recertified earlier on October 10, 2013 until August 31, 2015.

On May 18, 2015, the College was converted into university status and now known as the Iloilo Science and Technology University. The University was again received its recertification with ISO 9001:2008 from November 23, 2015 to September 15, 2018.

Prior to the expiration of its certificate, the University was again certified and transitioned to ISO 9001:2015 from September 10, 2018 to November 23, 2021. The University was recertified again for another cycle. This time, it was under the new Certifying Body effective December 3, 2021 until the end of the cycle this 2024. The University was able to hurdle the First Surveillance Audit last November 21 – 22, 2022 and the Second Surveillance Audit last November 7 – 8, 2023.

This year, the university is set to procure for another cycle (3 year) of ISO 9001:2015 Quality Management System. For this year 2024, the University will procure a Certifying Body who conduct Recertification Audit only. It is understood that the winning Certifying Body will also be the same Certifying Body who will conduct the subsequent Surveillance Audits for the succeeding years 2025 and 2026.

3.0 OBJECTIVE

To ensure the continual improvement of the Quality Management System of Iloilo Science and Technology University through the Procurement of ISO 9001:2015 Recertification and Surveillance Audits through a yearly contract to commence this year 2024, this Term of Reference (TOR) is hereby created.

6



4.0 SCOPE OF WORK

The Winning Certifying Body (CB) shall:

1. Prepare Audit Plan/Itinerary for the Recertification for the 1st year for the Procuring Entity;
2. Conduct ISO 9001:2015 Recertification on the 1st year on a schedule mutually agreed upon with the Procuring Entity (PE);
3. Provide and report to the Procuring Entity, the result of Recertification and Surveillance Audits;
4. Provide the Procuring Entity suggestions and recommendations for further improvement of the Quality Management System; and
5. Recommend the maintenance of the ISO 9001:2015 certificate, taking into consideration the validity period of Procuring Entity.

5.0 RESPONSIBILITIES OF THE WINNING CERTIFYING BODY

1. The Winning Certifying Body shall conduct Recertification and subsequent Surveillance Audits subject to deliverables on mutually agreed schedules.
2. The Winning Certifying Body shall provide the Procuring Entity of the Audit Plan/Itinerary at least one (1) week before the schedule date or within thirty (30) calendar days after receipt of Notice to Proceed (NTP);
3. Issue Certification indicating that the Procuring Entity was audited and compliant to the clauses under ISO 9001:2015 Quality Management System in the four (4) major programs: **Higher Education Program, Advanced Education Program, Research Program, and Technical Advisory Extension Program;**
4. The Winning Certifying Body shall submit billing statement to the Procuring Entity upon the completion of the Services rendered;
5. The Winning Certifying Body shall cooperate with the Inter Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011) on the compliance of the Procuring Entity to Annex 3.1 of Memorandum Circular No. 2022-01;
6. The Winning Certifying Body shall accommodate requests of Government Quality Management Committee (GQMC)-DBM Secretariat, i.e., Systems and Productivity Improvement Bureau (SPIB) and/or other oversight validating agencies on the information or documents relative to ISO QMS certification/recertification;
7. The Winning Certifying Body shall provide necessary information and/or clarifications to the GQMC-DBM Secretariat in relation to the submitted ISO QMS certification/recertification of the Procurement Entity; and
8. The Winning Certifying Body shall provide their respective contact person(s) and contact information to dbm-spib@dbm.gov.ph to facilitate the conduct of verification by the GQMC-DBM Secretariat (SPIB).

6.0 RESPONSIBILITIES OF THE ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

1. The Procuring Entity agrees to process the payment of the cost of ISO Recertification (2024) upon receipt of the billing statement subject to the usual accounting and auditing rules;
2. The Procuring Entity will provide the venue, transportation, meals, and accommodation of the representatives of the Certifying Body;
3. The Procuring Entity will provide meals to the process owners/auditee during the ISO Certification and Surveillance Audits; and
4. The Procuring Entity shall submit an authorization and consent to the Certifying Body (Annex 3.1 of Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring and Reporting Systems Memorandum Circular No. 2022-1) to provide information/documentation to the GQMC-DBM Secretariat and/or oversight/validating agencies relative to ISO QMS certification/recertification.



7.0 QUALIFICATIONS OF THE WINNING CERTIFYING BODY

The Winning Certifying Body (CB) must meet and demonstrate the following minimum qualifications:

1. Must be a duly accredited by the Department of Trade and Industry Philippine Accreditation Bureau (DTI-PAB) Accredited Certifying Body with Philippine National Standard International Organization for Standardization;
2. Must meet the minimum requirements under the provisions of R.A. 9184, otherwise known as the "Government Procurement Reform Act" on the specified Mode of Procurement ;
3. Possesses a proof of qualification to provide ISO 9001:2015 Quality Management System Certification and Audit services.
4. Must have the capability to conduct Remote Audit Services, if necessary, other than the usual modes of conducting the audit;
5. Must be able to conduct the recertification and surveillance audit services during the contracted three-year cycle;
6. Must be accredited to audit and certify QMS for the specified scopes which are deemed relevant to the nature and functions of the Procuring Entity i.e., accreditation under ISO 9001 QMS;
7. Be able to submit the agreed deliverables in accordance with the Schedule of Requirements; and
8. Maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the Head of the Procuring Entity (HOPE) and Director of the University Quality Assurance Center.

The Lead Auditor must have completed a Master's Degree relevant to management, public administration, industrial engineering and/or other related fields.

The Audit Team Members must have at least completed a Bachelor's Degree relevant to management, public administration, industrial engineering and/or related field.

Evaluation and Selection Criteria. The Certifying Body should have adequate technical and management capability in conducting the audit. Likewise, the Certifying Body shall have the capacity to deploy a team composed of two (2) qualified experts (lead auditor and member of the audit team) in accordance with the qualification and competencies of key personnel. Hence, the Certifying Body shall be evaluated based on the following criteria:

Criteria	Weight
i. Has at least fifteen (15) years of experience in conducting ISO QMS audits with clients from private and government sectors	30%
ii. Has experience in conducting ISO Quality Management System audits related to the nature of the processes of the Iloilo Science and Technology University	25%
iii. Has competent auditors with at least ten (10) years audit experience who have jointly or individually audited at least five (5) government agencies	15%
iv. Has audited at least fifteen (15) government organizations	10%
v. Positive feedback from previous clients especially on delivering services on time and quality of work	10%
vi. Current workload relative to capacity	10%
Total	100%

4



8.0 DURATION OF ENGAGEMENT, TIMELINE AND LEVEL OF EFFORT

1. The Winning Certifying Body shall upon receipt of the Notice to Proceed (NTP) from the Procurement Management Office through its Bids and Awards Committee (BAC) Secretariat conduct the Recertification and Surveillance Audits within 30 calendar days;
2. In the event that the Winning Certifying Body cannot deliver the above-mentioned services on the stipulated number of calendar days, a written notice containing valid reason(s) shall be provided by the Winning Certifying Body to the Procuring Entity for failure to conduct such services. Provided, however that, the circumstances are beyond the control of the Certifying Body such as fortuitous events/force majeure. Such that, the Procuring Entity shall take responsibility in setting the date of the Recertification and Surveillance Audits; and
3. The Winning Certifying Body shall ensure that the Recertification and Surveillance Audits will be delivered subject to the terms and conditions as stated in this Terms of Reference (TOR).

9.0 MODE OF PROCUREMENT

1. The procurement process for this undertaking shall be executed in accordance with RA 9184 (Government Procurement Reform Act) and its Revised IRR through the Mode of Procurement specifically stated in the Bids and Awards Committee (BAC) Resolution on the preferred Mode of Procurement.
2. The Procurement Management Office (PMO) through its Bids and Awards Committee (BAC) Secretariat shall ensure to implement the applicable procurement process to facilitate the sourcing of these Recertification and Surveillance Audits for this purpose.

10.0 COST OF RECERTIFICATION/SURVEILLANCE AUDITS AND TERMS OF PAYMENT

1. The Procuring Entity agrees to pay the Winning Certifying Body of the certification audit fee stipulated in the Request for Quotation (RFQ) duly accomplished by the Certifying Body. The funding source shall be from the Government of the Philippines through General Appropriations Act 2024 in the sum **three hundred thousand pesos and 00/100 (P 300,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the Project, "Procurement of a Certifying Body for the Recertification of the Iloilo Science and Technology University Quality Management System (QMS) under the ISO 9001:2015 Standard for the 1st year (2024)".
2. The winning Certifying Body shall furnish the Office of the University Quality Assurance Center, Quotation for the 1st and 2nd Surveillance Audits six (6) months prior to the schedule of Audits.
3. The Procuring Entity further agrees to pay the Winning Certifying Body of the recertification/surveillance fee after the completion of the services rendered subject to the usual accounting and auditing rules and upon submission of billing statement by the Winning Certifying Body.

Period	Component	Deliverable	Cost (VAT-Inclusive)
2024	Recertification Audit	Audit Plan, Recertification Audit Report, and Issuance of ISO 9001:2015 Certificate	Php 300,000.00
TOTAL COST			Php 300,000.00

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the date of the delivery of particular requirements at the project site.

Item	Description	Deliverable	Delivery Schedule
2024			



1	Submission of Audit Plan, and Completion of Recertification Audit	Audit Plan and Recertification Audit Report	Upon receipt of the Notice to Proceed
2	Issuance of ISO 9001:2015 Certificate to Iloilo Science and Technology University	ISO 9001:2015 Certificate	Within 7 calendar days from receipt of Recertification Audit Report without nonconformities; or in case of non-conformities, 30 calendar days from submission by the ISATU of the corrective action plan that is determined by the Certifying Body (CB) as compliant

Prepared by:


RENELDA P. NACIENCENO, Ed. D.
 Director, University Quality Assurance Center

Approved:


GABRIEL M. SALISTRE, JR., PEE, DIT
 SUC President III

Conforme:

Name: _____
 Position: _____
 Certifying Body: _____

