



TERMS OF REFERENCE

HIRING FOR CONSULTING SERVICES FOR CERTIFYING BODY TO PROVIDE ISO 9001:2008 CERTIFICATION

I. PROJECT DESCRIPTION

The Housing and Urban Development Coordinating Council (HUDCC) intends to hire the services of a Certifying Body (CB) to provide ISO 9001:2008 Certification for the Technical Advisory Service on the HUDCC's Local Shelter Plan (LSP) to various Local Government Unit (LGU) process.

II. SITE

The HUDCC Head Office is located at the 9th & 15th Floors, BDO Plaza, 8737 Paseo de Roxas, Makati City.

III. EXPERTISE REQUIRED OF CB

1. The CB shall provide its company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted.
2. The CB is accredited for ISO 9001 certification activities by a national accreditation body recognized by the Philippine government, such as the Public Accreditation Office (PAO) under the Department of Trade and Industry (DTI). Scope of accreditation should cover the core processes on "HUDCC's Local Shelter Plan on Orientation Workshop and Writeshop".
3. The certifying body shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between the HUDCC and the certification body cannot be made, the HUDCC shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.
4. The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work/deliverables to HUDCC within five (5) working days of each initial

surveillance and re-certification audit unless otherwise agreed by the HUDCC.

5. The CB audit teams, including surveillance, shall satisfy the following:

a. Consist 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. Shall have team members with actual hands-on experience and familiarity in auditing a service sector or government agency at least minimum of three (3) years.

c. No member of the audit team should have provided consultancy for the agency in the two (2) years prior to the audit;

d. At least one auditor of the initial team should participate in all audits of the two-year audit cycle. For each subsequent audit cycle, different auditors should be used;

e. Replacement of any team shall require prior written approval of the HUDCC.

6. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 190011:2005 – Guidelines for quality management systems auditing.

7. All information reviewed and recorded by the certification body audit team shall be treated with strictest confidence at all times.

IV. SCOPE OF SERVICES and TIMETABLE

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| 1. Certification Audit (2 th week and 4 th week of June 2016) | ► Prepare and submit certification audit plan |
| 2. Issuance of ISO 9001:2008 Certificate valid for two (2) years | ► Conduct Certification audit; and ► Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO |

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| <p>3. Surveillance Audit for the 1st Year on July 2017, Surveillance Audit for the 2nd Year on July 2018.</p> | <p>9001:2008 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit.</p> <ul style="list-style-type: none"> ▶ Prepare and submit Certification audit plan ▶ Conduct Surveillance audit; and ▶ Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2008 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit. |
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V. ENGAGEMENT FEE

The estimated Approved Budget for the Contract (ABC) shall not exceed **Two Hundred Fifty Thousand Pesos** (Php250,000.00) inclusive of local taxes and shall be based on agreed contract between both parties.

Payments shall be based on the completion of the following activities as evidence by the submission and acceptance of the required deliverables for the following:

- Certification Audit
- Issuance of ISO 9001:2008 certificate (valid for two years)
- 1st to 2th years Surveillance Audits

VI. CONTRACT PERIOD

The Contract period or term for the service described in this terms of Reference (TOR) shall be two (2) years from the date of the official notice issued by the HUDCC. It is expected that the CB shall

initiate the services not later than 7 calendar days after receipt of the Notice to Proceed.

VII. DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO HUDCC BY THE CB

- Company Profile of Certifying Body
- Copy of DTI – PAO Accreditation Certificate
- Valid and Current Tax Clearance issued by BIR Head Office
- Copy of valid and current BIR Registration Certificate
- Copy of Business/Mayors Permit for 2016 issued by the City or Municipality where place of business is located
- Copy of SEC Registration
- Proposal for ISO Certification
- Request for Expression of Interest/Proposal
- PhilGEPS Registration
- List of on-going and completed project being certified

Prepared by:


ATTY. AVELINO D. TOLENTINO
BAC Chairman

Noted by:

 4/11/2016
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OIC – Office of the Secretary General
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