

SCAN HERE



PR-2025-1016-304499

08/10/17



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-100725-1450**PR No.: **STF-2025-10-01257**Date: **10-16-2025**Dept./Office: **QAC**Category: **Consulting Services**Section/End-User: **Daisy E. Pantorilla**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **QAC (Certifying Body 2026)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Certification Services for ISO 9001:2015 for the VSU Main Campus	lot	1	600,000.00		600,000.00

Specification:

Terms of Reference

I. GENERAL INFORMATION

1.1 **Project:** Certification Services for ISO 9001:2015 for the Visayas State University (VSU) Main Campus

1.2 **Approved Budget of the Contract:** PhP 600,000.00

1.3 **Project Duration:** Three (3) years [2026 to 2028]

II. OBJECTIVE

To contract a Certifying Body competent and qualified to assess conformity to ISO 9001:2015 standards of the QMS of the Visayas State University Main Campus.

III. SCOPE OF SERVICES

The Certifying Body is expected to provide the following services:

- Prepare and submit audit plan;
- Conduct Certification audit;
- Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by the two (2) parties;
- Issuance of ISO 9001:2015 Certificate valid for three (3) years within one (1) month from the date of VSU's receipt of the written recommendation for certification;

IV. SELECTION CRITERIA

1. The Certifying Body must comply with the following requirements:
2. Accredited for ISO 9001:2015 certification activities by a national accreditation agency duly recognized by the Philippine government, such as the Bureau of Products Standards (BPS) under the Department of Trade and Industry (DTI).

1. Must not have provided quality management system consulting services or site-specific auditor training to the agency within two (2) years prior to the audit in order to avoid conflict of interest.

1. The certifying body audit teams, including surveillance, must satisfy the following:
2. Consist of qualified auditors to conduct audits in the name of certification body;
3. At least one team member shall have relevant sector-specific experience for all commodity codes which apply to the scope of certification at that site;
4. Have team members with actual hands-on experience on auditing government services, particularly on the QMS Process Scope such as Plan/Policy Formulation and Project Monitoring and Evaluation;
5. At least one auditor of the initial team should participate in all audits of the three-year audit cycle;
6. Replacement of any team member shall require prior written approval from the agency.

V. ENGAGEMENT FEE

The total budget for the services is Php 600,000.00 (inclusive of tax). The cost of engagement of the Certifying Body shall be based on the agreed contract between the two parties. Payment shall be based on the completion of the following activities as evidenced by the submission of the Certifying Body and acceptance by the owner (VSU) of the required deliverables for the identified business process:

- Audit Plan
- Certification Audit
- Written Report
- Issuance of ISO 9001:2015 certificate valid for three years
- 2nd and 3rd year Surveillance Audit

VI. MANNER OF PAYMENT

1.0 Certification Audit – 75% thirty (30) days after the conduct of the Re-certification Audit.

2.0 1st Surveillance Audit – 10% after submission of audit report, covering the VSU Main Campus under the First Surveillance Audit (FSA).

3.0 2nd Surveillance Audit – 15% after submission of audit report, covering the VSU Main Campus under the Second Surveillance Audit (SSA).

VII. CONDITIONS OF ENGAGEMENT

1. Price to be quoted includes transportation, accommodation costs, and food expenses during the certification audit.
 2. The Certifying Body must provide its company profile highlighting related projects, scope of work, and implementation methodology. The Curriculum Vitae of the proposed certification team should also be submitted.
-
1. The Certifying Body should include in their audit activities 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 decisions of the audit team through an independent arbitrator. Independently from this, the legal path shall be open to both parties.
-
1. All information reviewed and recorded by the Certifying Body Audit Team will be treated in the strictest confidence at all

times.

1. The Certifying Body shall adhere to the agreed scope of work/deliverables that were approved by the VSU Bids and Awards Committee (BAC).
1. The inclusion of VITA campuses shall be reflected in the conduct of surveillance audits during the 2nd and 3rd years, with two (2) campuses per year, as approved by the VSU BAC.

VIII. CRITERIA IN AWARDING THE CONTRACT

1. Bids should not exceed the ABC.
2. The Bid Proposal shall be evaluated following Quality Cost Based Evaluation (QCBE) procedure.
3. Final ranking of Bid Proposals will be based on the Technical Proposal.
4. The criteria for the evaluation of the Technical Proposal shall be as follows:
5. **. Experience and Capability of Firm (Max: 50 points)**

1.1 Record of Previous Engagement and Quality of Performance in similar projects (25 pts)

- | | |
|------------------------|----------|
| • Less than 5 projects | – 5 pts |
| • 6–10 projects | – 10 pts |
| • 11–20 projects | – 15 pts |
| • 21–30 projects | – 20 pts |
| • 31 and above | – 25 pts |

1. Years of existence with active engagement as certifying body (25 pts)

- | | |
|-----------------------|----------|
| • Less than 25 years | – 5 pts |
| • 25–50 years | – 10 pts |
| • 51–75 years | – 15 pts |
| • 76–99 years | – 20 pts |
| • 100 years and above | – 25 pts |

2. Skills and Competencies (Max: 40 points)

1. Professional Experience of the team leader (15 pts)

- | | |
|-----------------------|----------|
| • Between 10–15 years | – 10 pts |
| • Above 15 years | – 15 pts |

2.2 Team Leader Qualification (15 pts)

- BS Graduate and Registered/Qualified Lead Assessor – 10 pts
- Postgraduate and Registered/Qualified Lead Assessor – 15 pts

2.3 Quality of Personnel to be assigned (10 pts)

- Registered/Licensed in fields relevant to the project – 10 pts
- College-level staff relevant to the project – 5 pts

3. Company Size (Max: 10 points)

- Up to 5 licensed ISO auditors

– 5 pts

- More than 5

– 10 pts

1. Evaluation will be based on documentary evidence submitted by the applicant/bidder with respect to evaluation/selection criteria.
2. The technically qualified auditor will be ranked based upon their points.
3. The financial proposals of the certifying body getting above 70 points only will be opened.

IX. DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO VSU BY THE CERTIFYING BODY

- Company Profile of the Certifying Body
- Copy of DTI-PAB Accreditation Certificate
- Valid and Current Tax Clearance issued by BIR Head Office
- Copy of valid and current BIR Registration Certificate
- Copy of Business/Mayor's Permit for 2019 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 ongoing and completed projects being certified
- Certificate of Accreditation for the Philippine office from an international accreditation body

	TOTAL						600,000.00
--	--------------	--	--	--	--	--	-------------------

Purpose: for VSU Re-certification Audit

Checked by:		Funds Available:	
		<i>only 3</i> ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - Consulting Services			
Signature:	Prepared by:	Noted by:	Approved by:
	<i>DP</i> DAISY E. PANTORILLA	<i>fr</i> JOEL REY U. ACOB	<i>Shump</i> PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU