

March 02, 2022

## **REQUEST FOR QUOTATIONS**

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the one (1) lot Certifying Body / External Auditor for ISO 9001:2015 Reassessment Audit and Two (2) year Surveillance Audits (please see attached Terms of Reference) with a total approved budget for the contract (ABC) in the amount of Two Hundred Ten Thousand Pesos (P 210,000.00).**

**a. Reassessment Audit**

- Issuance of ISO 9001:2015 Certificate
- **ABC = PhP 110,000.00**

**b. Surveillance Audit**

- For two (2) consecutive years after the year of reassessment
- **ABC = PhP 100,000.00**

Qualified bidders should submit their quotations to the address below **on or before March 10, 2022 (Thursday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

**Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee  
Philippine Council for Health Research and Development  
2<sup>nd</sup> Floor, PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [cdpangan@pchrd.dost.gov.ph](mailto:cdpangan@pchrd.dost.gov.ph)  
Tel. Nos. 837-7536 or 837-7537 loc. 504 or 506  
Fax No. 837-7536 or 837-2924

(sgd.)

**PAUL ERNEST N. DE LEON**  
Chair, BAC

## **TERMS OF REFERENCE**

### **I. TITLE**

Engagement of Services of a Certifying Body for the ISO 9001:2015 Re-Certification of the Philippine Council for Health Research and Development (PCHRD) Quality Management System (QMS)

### **II. ESTIMATED BUDGET FOR THE CONTRACT**

Two Hundred Ten Thousand Pesos Only (PhP 210,000.00), VAT and other taxes inclusive

### **III. OBJECTIVES**

The overall objective of the engagement is to provide independent confirmation that the PCHRD QMS continuously conform to the ISO 9001:2015 requirements, and if found compliant, issue the Re-Certification and conduct required Surveillance audits for two (2) consecutive years following the year of recertification.

### **IV. DESCRIPTION**

The engagement involves the supply of services of a Third-Party Certifying Body to conduct Surveillance Audits of PCHRD QMS based on ISO 9001:2015 Standard; issue Re-Certification and conduct Surveillance audits until 2024, after the issuance of Re-Certification for ISO 9001:2015.

### **V. QUALIFICATIONS OF CERTIFYING BODY**

The Certifying Body must be duly accredited by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) to provide QMS certification to ISO 9001:2015 for the scope IAF 36-Public Administration. The said accreditation must be valid until 2024 subject to continuing conformity with the accreditation criteria and PAB terms and conditions for accreditation.

### **VI. SCOPE OF WORK**


1. Issue ISO 9001:2015 Re-Certification to PCHRD upon satisfactory compliance to the accreditation criteria and standards.
2. Conduct two (2) Surveillance Audits for two (2) consecutive years after the issuance of ISO 9001:2015 Re-Certification to maintain the certification, subject to availability of funds and procurement laws, rules and regulations.

## **VII. DELIVERABLES AND TERMS OF PAYMENT**

1. Conduct of Re-Assessment Audit for ISO 9001:2015 Re-Certification on or before March 14, 2022, submission of Audit reports and issuance of recertification not later than one (1) month after the audit. However, the reassessment audit may be rescheduled due to justifiable reasons, subject to negotiations with the service provider.
2. Conduct of two (2) consecutive surveillance audits for two (2) consecutive years, submission of audits reports and issuance of recertification not later than one (1) after the audit, subject to availability of funds and procurement laws, rules and regulations.
3. Payment shall be made upon completion of each of the following milestones and submission of the required deliverables:

<b>Activity / Deliverable</b>	<b>Payment</b>
1. Conduct of Reassessment Audit for ISO 9001:2015 Re-Certification, submission of Audit reports and issuance of re-certification	By progress billing
2. Conduct of Surveillance audit on 2023 and submission of audits reports (subject to availability of funds)	By progress billing
3. Conduct of Surveillance audit on 2024 and submission of audits reports (subject to availability of funds)	By progress billing

**Prepared by:**

  
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**Approved by:**

  
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