

May 24, 2023

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 Engagement of Services of a Certifying Body for the Document Review and Re-Certification for ISO 9001:2015 of the Philippine Council for Health Research and Development (PCHRD) Quality Management System (QMS) with a total approved budget for the contract (ABC) in the amount of Three Hundred Fifty Thousand Pesos (P 350,000.00).**

Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before May 31, 2023 (Wednesday), 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
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. Nos. 8837-2931 or 8837-2924 loc. 504 or 506
Fax No. 8837-7536 or 8837-2924

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

I. TITLE

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

II. ESTIMATED BUDGET FOR THE CONTRACT

Three Hundred Fifty Thousand Pesos (PhP 350,000.00) VAT inclusive

III. OBJECTIVES

To continuously maintain and improve the Quality Management System of the DOST-PCHRD, the Council will engage the services of a Certifying Body

- To conduct a document review of the Quality Management System of the Council to assess the status of the current controls, practices, and documentation of the processes against the relevant requirement of the ISO 9001:2015 standard;
- To provide independent confirmation that the PCHRD QMS continuously conforms to the ISO 9001:2015 standard, and if found compliant, issue Re-Certification and conduct required Surveillance audits; and,
- To conduct surveillance audits for two (2) consecutive years after the re-certification.

IV. DESCRIPTION

The engagement involves the provision of services of a Third-Party Certifying Body to conduct a QMS Document Review; issue Re-Certification and conduct two (2) Surveillance audits until 2025, 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 for ISO 9001:2015 within the scope of 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. Conduct the document review with the PCHRD Quality Management System Committees, Process Owners, and other key personnel involved in the implementation and improvement of the QMS.

2. Provide a report of the Document Review and assist the Council in identifying appropriate methodologies and actions to address the gaps and areas for improvement.
3. Issue ISO 9001:2015 Re-Certification to PCHRD upon satisfactory compliance with the accreditation criteria and standards.
4. Conduct two (2) Surveillance Audits for two (2) consecutive years after the issuance of ISO 9001:2015 Re-Certification to maintain the certification.

VII. DELIVERABLES AND TERMS OF PAYMENT

1. Conduct of Re-Assessment Audit for ISO 9001:2015 Re-Certification before the end of 2023, submit Audit reports and issue re-certification no later than one (1) month after the audit.
2. Conduct two (2) consecutive Surveillance audits for two (2) consecutive years, submit audit reports, and issue re-certification no later than one (1) after the audit.
3. Payment shall be made upon completion of each of the following milestones and submission of the required deliverables:

Activity / Deliverable	Payment
1. Conduct of Re-Assessment Audit for ISO 9001:2015 Re-Certification, submission of Audit reports, and issuance of re-certification	By progress billing
2. Conduct Surveillance audits on 2024 and submission of audit reports	By progress billing
3. Conduct Surveillance audits on 2025 and submission of audit reports	By progress billing

All provisions stated in this Terms of Reference are subject to the availability of funds and procurement laws, rules, and regulations.

Prepared by:


MYLENE B. MARCO
 SRS II

Approved by:


ULLYANN C. GARCIA
 Chief, RICUD