



TERMS OF REFERENCE

PROCUREMENT OF CERTIFYING BODY FOR THE QUALITY MANAGEMENT SYSTEM STANDARD ON ISO 9001:2015 RECERTIFICATION, FIRST SURVEILLANCE, AND SECOND SURVEILLANCE AUDITS FOR 2023 TO 2025

INTRODUCTION

The Governance Commission for Government-Owned or -Controlled Corporations (GCG) was constituted under Republic Act (R.A.) No. 10149, otherwise known as the “GOCC Governance Act of 2011”. Under R.A. No. 10149, the GCG is created to act as a “central advisory, monitoring, and oversight body with authority to formulate, implement, and coordinate policies” governing the government-owned or -controlled corporations (GOCCs).

The GCG is ISO 9001:2008 certified since 2014 and ISO 9001:2015 certified since June 2018 and is ardent in sustaining the certification through ensuring that the agency meets statutory and regulatory requirements, continually improves performance, and maintains competent employees that are committed to espousing professionalism in fulfilling its mandate and providing quality service to all stakeholders.

NEED FOR A SERVICE PROVIDER CONTRACT

The need to engage the services of a Certifying Body is being proposed to ensure conformity with the ISO 9001:2015 Quality Management System Standard.

The estimated contract amount for the said project/engagement is **TWO HUNDRED FIFTY THOUSAND PESOS (₱250,000.00)** inclusive of Value-Added Tax (VAT) with the following breakdown below:

YEAR	AUDIT ACTIVITY	AMOUNT
2023	Recertification Audit	₱100,000.00
2024	1 st Surveillance Audit	₱75,000.00
2025	2 nd Surveillance Audit	₱75,000.00

The proposals will be subjected to the evaluation of the GCG as to the provided service, service fee, mode of audit, schedule of the conduct of audit, and other requirements/technical specifications.

QUALIFICATION OF THE SERVICE PROVIDER

The Service Provider must meet and demonstrate the following minimum qualifications:

1. The Certifying Body possesses a proof of qualification to provide ISO 9001:2015 Quality Management System audit and certification services.

2. The Certifying Body must include an accreditation by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB).
3. The Certifying Body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.
4. The Certifying Body must be able to conduct the audit services for the current and following two (2) years (2023-2025) before the expiration of the Governance Commission’s ISO Certification.
5. The Certifying Body must meet the minimum requirements under the provisions of R.A. 9184, otherwise known as the “Government Procurement Reform Act” specifically under the Mode of Procurement on Negotiated Procurement-Small Value Procurement.
6. The Certifying Body must sign a Non-Disclosure Agreement to prevent divulging confidential information.

REQUIREMENTS TO BE SUBMITTED

The Service Provider must submit the following documentary requirements:

1. Supplier's/Service Provider's 2023 Mayor's/Business Permit or 2022 Mayor's/Business Permit together with the official receipt as proof that the prospective bidder has applied for renewal;
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); and
- 4.

IF THE SUPPLIER / SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) if the authorized representative is not the proprietor himself/herself, Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the prospective supplier/service provider,

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IF THE SUPPLIER / SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the prospective supplier/service provider

SCOPE OF WORK AND DELIVERABLES

The scope of work of the Certifying Body shall include:

1. Prepare and plan for the recertification, first, and second surveillance audits of the Governance Commission’s formulation, implementation, and coordination of Corporate Policies and Standards and Corporate Governance;
2. Conduct the recertification, first surveillance, and second surveillance audits per the agreed timeline;
3. Report the results of the audits;
4. Recommend the maintenance of the ISO 9001:2015 certificate (if passed), taking into consideration the validity period of GCG’s current certification ;
5. If applicable, conduct necessary activities to transfer the GCG’s current ISO 9001:2015 certificate; and
6. Should a re-audit become necessary due to any major non-conformity by GCG based on standards, the Certifying Body must provide a re-audit mechanism under a new contract and budget, subject to the terms and conditions agreed upon by both parties.

CONFIDENTIALITY

1. The service provider will ensure that all information shared by GCG under this project will remain confidential, consistent with the NDA, even after the termination of the contract.
2. The service provider will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.

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TIME FRAME AND PAYMENT

1. The project shall last (including the delivery of final outputs) until the submission of the audit report per year.
2. Approved Budget for the Contract is inclusive of all applicable government taxes and charges, professional fees and other incidental administrative costs applicable for contractor of services.
3. Processing of payment will begin upon receipt by GCG of the invoice and complete supporting documents, and the issuance of the acceptance report by GCG per submission with applicable government rules and regulations.

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