



Annex A.

TERMS OF REFERENCE

EXPERTISE REQUIRED/ CERTIFICATION TEAM

1. The certifying body 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. In order to avoid conflict of interest, certification bodies that have provided quality management system consulting services or site-specific auditor training within the prior two (2) years to a particular group/unit within the KSU, shall not be contracted as a certification body for the KSU.

Note: Consulting refers to the provision of training on QMS documentation development, or assistance with implementation of quality management systems to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting.

3. The certifying body shall include in the proposal the audit activities and a procedure for client appeals. If resolutions on good terms for disputes between the KSU and the certification body cannot be made, the KSU shall be afforded the right to lodge appeals about the decisions of the audit team thru the accreditation body. Independently from this, the legal path is open to both parties.
4. All information reviewed and recorded by the certification body audit team would be treated in the strictest confidence at all times.
5. The certifying body shall adhere to the agreed scope of work/deliverables which were prior approved by the KSU's selection committee.
6. The certifying body audit team shall provide a full report of the audit consistent with the content of the approved scope of work/deliverables to the KSU at the end of the conduct of audit unless otherwise agreed by the KSU.
7. The certifying body should be accredited by the Philippine Accreditation Bureau for the relevant scope of the KSU. Audit Teams 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. At least one team member shall have relevant public sector specific experience for all relevant ISIC codes (O84 Public Administration). Please refer to <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27>, which apply to the scope of certification at that site;
 - c. No member of the audit team should have provided consultancy for the KSU in two (2) years prior to the audit; and,
 - d. Replacement of any team shall require prior written approval from the KSU.
8. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19001:2015 - Guidelines for quality and/or environmental management systems auditing.

SCOPE OF WORK

The Certifying Body is expected to provide the following services:

- | | |
|---|---|
| Certification Audit (December 2018) | ➔ Prepare and submit audit plan; |
| Issuance of ISO 9001:2015 Certificate (valid for 3 years) | ➔ Conduct Certification Audit (Stage 1 and 2); and;
➔ Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures. |

Name of the Procuring Entity : **KALINGA STATE UNIVERSITY**
 Project Reference Number : **RFQ_GOODS_2018-11-63**
 Name of the Project : **PROCUREMENT OF SERVICES OF ISO CERTIFYING BODY**
 Location of the Project : **KSU MAIN CAMPUS, PUROK 6, BULANAO, TABUK CITY, KALINGA**
 PMO/End-User Unit : **QUALITY ASSURANCE OFFICE**
 Date Published : **NOVEMBER 29, 2018 TO DECEMBER 3, 2018 @ 10AM**



ENGAGEMENT FEE

Cost of engagement of the certifying body shall be based on the International Agreement Forum Mandatory Document (IAF MD 5:2015) Determination of Audit Time of Quality and Environmental Systems, and Certification of Multiple Sites Based on Sampling (IAF MD 1:2007). Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables for the identified business process.

- Certification Audit (PHP250,000.00)
- Issuance of ISO 9001:2015 certificate valid for three (3) years

Cost of logistics, such as transportation and accommodation (as necessary), shall be shouldered by the KSU.

KSU INFORMATION

Name of Organization	: Kalinga State University
Number of Personnel Covered by QMS	: 46-65
Process Scope	: Certification of Admission and Registration Services by the ISO Certifying Body
QMS Scope	: Certification of Admission and Registration Processing Services under the following Offices: 1. Registrar's Office; 2. Guidance and Testing Office; and 3. College of Criminal Justice Education.
Site Scope	: 1) Kalinga State University Main Campus located at National Highway, Purok 6, Bulanao, Tabuk City, Kalinga. 2) Kalinga State University Rizal Campus located at Barangay Bagbag, Rizal, Kalinga. 3) Kalinga State University Dagupan Campus located at Poblacion, Dagupan, Tabuk City, Kalinga.

Note : New application to ISO 9001:2015 certification.

I hereby certify to deliver all the Requirements and comply with all the above Terms of Reference.

Name of Company/Bidder

Signature Over Printed Name
of Representative

Date