



Annex A. TOR

**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. Hiring is based on proven expertise, experience and capability.
2. In order to avoid conflict of interest, Certification Bodies (CB's) 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. Further, CB should ensure consultant's professional independence.

*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. For the issuance of ISO 9001:2015 QMS Certification, the Certifying Body (CB) should be accredited by the **International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, Series of 2009.**

The ISO 9001:2015 QMS-equivalent certifications/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM), e.g. Philippine Quality Award, ISO/IEC 17025 or 17020 Accreditation, Accreditation Canada International's Qmentum International Gold Award, Universal Postal Union's Quality Management Certification, and Accrediting Agency of Chartered Colleges and Universities in the Philippines Incorporated (AACCU)'s Institutional Accreditation, shall be considered.

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;



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-774-4185

- 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 or personnel shall require prior written approval from the KSU, and shall be provided by the consultant at no additional cost. However, once the contract has been awarded, no replacement shall be allowed until after 50% of the personnel's man-months have been served, except for justifiable reasons.
8. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19001:2010 - Guidelines for quality and/or environmental management systems auditing.

**SCOPE OF WORK**

The Certifying Body is expected to provide the following services:

<b>Certification Audit</b>	<b>2019</b>	<ul style="list-style-type: none"> <li>✓ Prepare and submit audit plan;</li> <li>✓ Conduct of Stage 1 Audit;</li> <li>✓ Conduct of Stage 2 Audit;</li> <li>✓ Issuance of Audit Report;</li> <li>✓ Issuance of ISO certification for the whole University.</li> </ul>
	<b>2020</b>	<ul style="list-style-type: none"> <li>✓ Conduct of Surveillance Audit; and</li> <li>✓ Issuance of Surveillance Audit Report.</li> </ul>
	<b>2021</b>	<ul style="list-style-type: none"> <li>✓ Conduct of Surveillance Audit; and</li> <li>✓ Issuance of Surveillance Audit Report.</li> </ul>

**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 (PHP500,000.00)
- Issuance of ISO 9001:2015 certificate valid for three (3) years
- Annual payments shall be based on the activities and the total cost of payment inclusive of three years based on the annual deliverables shall not exceed the ABC of Php500,000.00

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

**KSU INFORMATION**

Name of Organization	:	<b>Kalinga State University</b>
Number of Personnel Covered by QMS	:	<b>45-60</b>
Process Scope	:	<b>Certification of the following processes of the three Campuses of the University:</b> 1. <b>The Management Process</b> 2. <b>The Core Process</b> 3. <b>The Support Process</b>
QMS Scope	:	<b>Certification of the following:</b> 1. <b>Management Process:</b> a) <b>Office of the University President</b> b) <b>Office of the Board Secretary</b> c) <b>Office of the Director for Planning and Strategy</b>



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-774-4185

- d) Office of the Vice President for Administration and Finance Services
  - e) University Information Office
  - f) Office of the Director for Quality Assurance
2. Core Process:
- a) Office of the Vice President for Academics and Students' Development
  - b) Campus Administrators
    - i. College of Education
    - ii. College of Agriculture
    - iii. College of Forestry
    - iv. College of Criminal Justice Education
    - v. College of Agro-Forestry and Environmental Sciences
    - vi. College of Health and Natural Sciences
    - vii. College of Business, Entrepreneurial, and Accountancy
    - viii. College of Law
    - ix. College of Engineering and Information Technology
    - x. College of Public Administration and Indigenous Governance
    - xi. College of Liberal Arts
    - xii. Laboratory High School
  - c) Office of the Vice President for Research Development, Extension and Training:
    - i. Office of the Director for Research Development Services
    - ii. Office of the Director for Extension and Training Services
  - d) University Registrar's Office
  - e) Office of the Counseling, Testing and Placement Services
3. Support Process:
- a) Office of the Director for Financial Management Services:
    - i. Budget Office
    - ii. Accounting Office
    - i. Cashier's Office
    - iii. Payroll Services
    - iv. Office of the Director for Income Generating Services (Agri and Non-Agri)
  - b) Office of the Director for Administrative Services:
    - ii. Records and Archive Office
    - iii. Human Resource Management Office
    - v. Supply and Property Management Office
    - vi. Procurement Management Office
      - a) Bids and Awards Committee
    - vii. General Services Office.
  - c) Office of the Director for Student Development Services and Placement Services:
    - i) Health Services (Medical and Dental)
    - ii) Alumni Services



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) CPNo.: 0917-774-4185

- iii) Scholarship Services
- iv) Dormitory Services
- v) NSTP Services (CWTS and ROTC)
- vi) Student's Publication (Earthline)
- vii) OJT (local and foreign)

- d) Office of the Director for Library Services:
  - i) Main Campus Library (Bulanao Campus)
  - ii) LHS Library
  - iii) Dagupan Campus Library
  - iv) Rizal Campus Library

- e) Office of the Director for Central Science Laboratory Services
- f) Office of the ICT Services
- g) Office of the Distance Education, Transnational Education and International Linkages
- h) Office of the Director for Professional Training and Development
- i) Office of the Director for Sports and Socio-Cultural Affairs
- j) Office of the Director for Gender and Development
- k) Office of the Director for Sentro ng Wika at Kultura

---

Site Scope	:	<ul style="list-style-type: none"><li>1) Kalinga State University Main Campus located at National Highway, Purok 6, Bulanao, Tabuk City, Kalinga.</li><li>2) Kalinga State University Rizal Campus located at Barangay Bagbag, Rizal, Kalinga.</li><li>3) Kalinga State University Dagupan Campus located at Poblacion, Dagupan, Tabuk City, Kalinga.</li></ul>
------------	---	---

---

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