



Republic of the Philippines
Department of Justice
PAROLE AND PROBATION ADMINISTRATION
DOJ Agencies Bldg., NIA Road corner East Avenue,
Diliman, Quezon City 1101
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BAGONG PILIPINAS

RFQ No. 2023 - 243

REQUEST FOR QUOTATION

Line Item No.	Description	Procurement Mode	Quantity	Unit	Unit Price	TOTAL
1	Audit Services of the Third (3rd) Party Certifying Body for Quality Management System – ISO 9001:2015 (see attached Terms of Reference)	Small Value Procurement (SVP)	1	Lot		
Purpose: For QMS-ISO 9001:2015 Re-Certification.						

Requested by:

[Signature]
JOSE BONIFACIO A. ORENDAIN
Chief, Administrative Division

Canvassed by:

[Signature]
SIR R. BIRION
Buyer/Canvasser

DEALER'S INFORMATION

Supplier's Profile	Terms and Conditions
Business Name: _____ Business Address: _____ Contact Number/s: _____ <div style="display: flex; justify-content: space-between;"> <div> _____ (Signature Over Printed Name of Authorized Representative) </div> <div> _____ (Date Signed) </div> </div>	1. <u>Payment Terms:</u> [] w/in 30 C.D. upon delivery [] Cheque-On-Delivery 2. <u>Delivery Terms:</u> [] FOB Destination (Delivery) [] FOB Destination (Pick-up) 3. <u>BIR Registration:</u> [] VAT [] Non-VAT 4. <u>TIN:</u> _____





Terms of Reference for Certifying Body

EXPERTISE REQUIRED/ CERTIFICATION TEAM

1. In compliance with GQMC Memorandum Circular No. 2017-1, the International Certification Body (ICB) shall be accredited by the International Accreditation Forum for ISO 9001 certification activities. Preferably, the ICB is accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) with the scope of accreditation covering the process being applied for ISO 9001 certification (example: Accreditation to Public Administration vis-à-vis Licensing Process)
2. 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.
3. 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 agency, shall not be contracted as ICB for the agency.

Note: Consulting refers to the provision of training 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.

4. The certifying body shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between the agency and the ICB cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team an independent arbitrator. Independently from this, the legal path is open to both parties.
5. All information reviewed and recorded by the ICB audit team would be treated in the strictest confidence at all times.
6. The certifying body shall adhere to the agreed scope of work/ deliverables which were prior approved by the Parole and Probation Administration's Selection Committee.
7. The certifying body audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work/ deliverables to the agency within five (5) working days of each initial, surveillance and re-certification audit unless otherwise agreed by the agency.

8. The certifying body audit teams, including surveillance, shall satisfy the following:

- a. Consist of qualified auditors to conduct audits in the name of ICB;

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 sector specific experience for all commodity codes which apply to the scope of certification at that site;
- c. Have team members with actual hands-on experience on the QMS Process Scope particularly on probation/parole investigation, probation/parole supervision. No member of the audit team should have provided consultancy for the agency in the two (2) years prior to the audit;
- d. At least two auditors of the initial team should participate in all audits of the three-year audit cycle. For each subsequent audit cycle, different auditors should be used; and,
- e. Replacement of any team shall require prior written approval from the agency.

9. The certifying body audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 9001:2015 Quality Management System

SCOPE OF WORK

The Certifying Body is expected to provide the following services:

- | | | |
|--|--------|---|
| 1. Expanded Certification Audit | › | Prepare and submit certification audit plan at least five (5) working days prior to the audit engagement; |
| 2. Issuance of ISO 9001:2015 Certificate valid for three (3) years | ›
› | Conduct certification audit; and
Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit. |

3. Surveillance Audit for the 2nd
Year in 2025 and Surveillance
Audit for the 3rd Year in 2026

- › Prepare and submit certification audit plan at least 5 working days prior to the audit engagement;
- › Conduct Surveillance audit; and
- › Prepare and submit audit report detailing observations, opportunities for improvement and non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within five (5) working days after the conduct of the on-site audit.

ENGAGEMENT FEE

Cost of engagement of the ICB shall be based on agreed contract between the two parties. 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
- Issuance of ISO 9001:2015 certificate (valid for three years)
- 2nd and 3rd year Surveillance Audit

Approved:


ATTY. BIENVENIDO O. BENITEZ, JR.
Administrator 