



**Bids and Awards Committee**  
**(Goods, Services and Consultancy Services)**

**INVITATION TO SUBMIT REQUEST FOR PROPOSAL**

<b>Project Number</b>	<b>RFP No. 2024- 76 A</b>
<b>Name of Project</b>	3 <sup>rd</sup> Party Auditing (Certification and Two- Year Surveillance) of Benguet State University's ISO 9001:2015 Quality Management System
<b>Project Location</b>	Benguet State University and its campuses
<b>Approved Budget for the Contract (ABC)</b>	PhP. 640,000.00
<b>Delivery Date</b>	Contract Duration
<b>Source of Fund</b>	GAA 2024

**I. Introduction**

- A. The Benguet State University (BSU), through the Bids and Awards Committee (BAC), is inviting registered ISO Auditors with valid licenses to submit a proposal for 3<sup>rd</sup> Party Auditing for ISO: 9001:2015 Certification
- B. Interested Auditors should have experience in undertaking a project of similar nature within the last two (2) years prior to the opening of eligibility requirements and have key personnel available for the prosecution of the project.

**II.**

<b>Deliverables</b>	<b>Terms of Payment</b>
<b>A. Certification Audit</b>	
1. Review of the documentation of the QMS	15%
2. Certification Audit <ul style="list-style-type: none"> <li>o Stage 1</li> <li>o Stage 2</li> </ul>	35 %
3. Report Preparation	10%
4. Registration and Issuance of Certificate	
<b>B. Annual Surveillance Audit</b>	20%
1. First Surveillance <ul style="list-style-type: none"> <li>o Surveillance Audit</li> <li>o Report Preparation</li> </ul>	
2. Second Surveillance <ul style="list-style-type: none"> <li>o Surveillance Audit</li> <li>o Report Preparation</li> </ul>	20%

### III. Eligibility Requirements

- Latest PhilGEPS Registration Number or Certificate
- Must be registered by the DTI as a Management System Certification Body
- DTI Registration
- Valid and Current Business Permit
- Valid Tax Clearance

### IV. Deadline for Submission of Bids

Proposals are to be submitted in a sealed envelope with certified photocopies of the eligibility requirements on or before **April 11, 2024 (Thursday), at 9:00 AM** at the **Procurement Management Office (PMO)**, 1st floor, Administration Building, Benguet State University, La Trinidad, Benguet.

**For further information, please refer to:**


**DR. BEVERLY C. SA-AO**

Director, Office for Quality Assurance and Accreditation

BAC Secretariat

Benguet State University- La Trinidad Campus

Email: [procurement@bsu.edu.ph](mailto:procurement@bsu.edu.ph)



**SAMUEL S. POLIDEN**  
Chairperson  
Bids and Awards Committee

**TERMS OF REFERENCE FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)  
RE-CERTIFICATION**

**I. PROJECT TITLE**

Engagement of Third-Party Audit Services for the re-certification of the Benguet State University Quality Management System (QMS).

**II. ESTIMATED BUDGET FOR THE CONTRACT**

Six hundred Forty Thousand Pesos (Php 640,000.00)

**III. PROJECT DURATION**

Three years (2024–2026)

**IV. PROJECT OBJECTIVES**

The overall objective of the engagement is to provide an independent audit of the BSU QMS conformance to ISO 9001:2015 requirements. Conduct the required Surveillance Audits and issue Certification for the three campuses.

**V. PROJECT DESCRIPTION**

The project involves the supply of services of a third-party Certifying Body to conduct recertification audits of the BSU QMS based on ISO 9001:2015 Standard; issue ISO 9001:2015 Certificate; and conduct the surveillance audits within the prescribed period.

**VI. QUALIFICATIONS OF CERTIFYING BODY**

The Certifying Body must be accredited by the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB) and have conducted the audit services for the current and following two (2) years before the expiration of the Governance Commissions' ISO Certification. Also, the Certifying Body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.

**VII. DELIVERABLES AND TERMS OF PAYMENT**

a. Stage 1 Audit: Document Audit

- Stage 1 Audit Plan
- Conduct of Stage 1 Audit
- Stage 1 Audit Report

b. Stage 2 Audit: On-Site Audit

- Stage 2 Audit Plan
- Conduct of Stage 2 Audit
- Stage 2 Audit Report

c. Acceptance Report of Correction/Corrective and Preventive Measures

d. ISO 9001:2015 Certificate to be issued one (1) month after the conduct of the certification audit.

e. 1st Surveillance Audit conducted not later than 12 months after the last day of Stage 2 Audit

- 1st Surveillance Audit Plan
- Conduct of 1st Surveillance Audit
- 1st Surveillance Audit Report

f. Confirmation of ISO 9001:2015 Certificate after 1st Surveillance Audit

g. 2nd Surveillance Audit conducted not later than 12 months after the 1st Surveillance Audit

- 2nd Surveillance Audit Plan
- Conduct of 2nd Surveillance Audit
- 2nd Surveillance Audit Report

**Prepared by:**

  
**BEVERLY C. SA-AO**  
Director, OQAA

Republic of the Philippines  
**Benguet State University**  
La Trinidad, Benguet

## CHECKLIST OF REQUIREMENTS

*For details, please refer to the Instruction to Bidders (ITB) and the Special Conditions of the Contract (SCC) (if any)*

**RFP No. 2024-76A :**

**INVITATION TO SUBMIT PROPOSAL FOR THE 3RD PARTY AUDITING (CERTIFICATION AND TWO- YEAR SURVEILLANCE) OF BENGUET STATE UNIVERSITY'S ISO 9001:2015 QUALITY MANAGEMENT SYSTEM**

### ENVELOPE A

#### I ELIGIBILITY REQUIREMENTS

##### A. LEGAL DOCUMENTS

1. Valid PhilGeps Registration - Platinum Membership- all pages; in accordance with Section 8.5.2 of the IRR
2. Registration from SEC, DTI for sole proprietorship, or CDA for Cooperatives, and
3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
4. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the BIR

##### B. TECHNICAL DOCUMENTS

5. Statement of the prospective bidder of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.
6. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae.

##### C. FINANCIAL DOCUMENTS

7. The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
8. If applicable, a duly signed **Joint Venture Agreement (JVA)** in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful

### ENVELOPE B

1. Original of duly signed and accomplished Financial Bid Form, and
2. Original of duly signed and accomplished Price Schedule
2. Detailed Descriptions
3. Other supporting documents (e.g accreditations, exclusive distributorship and others)