



**Republic of the Philippines
Cordillera Administrative Region
DEPARTMENT OF EDUCATION
DIVISION OF BAGUIO
#82 Military Cut-off, Baguio City**



1.0 PROJECT TITLE: PROCURMENT FOR ISO 9001: 2015 CERTIFICATION

ENGAGEMENT OF CERTIFYING BODY (CB) FOR CERTIFICATION TO ISO 9001:2015 (QMS) OF THE DEPED-BAGUIO CITY

Scope:

The activities stated cover both the consultancy/ advisory and training aspects of this technical assistance. An introduction for anyone involved in the development, implementation and management a QMS based on ISO 9001:2015, This training course has been designed to help DepEd Schools Division Office of Baguio City demonstrate commitment to quality and customer satisfaction, as well As continuously improving the quality management system (QMS).

2.0 BACKGROUND

SDO-Baguio, aiming at transforming its services into world class quality, gearing up for its International Organization for Standardization (ISO) 9001:2015 Certification before the end of this year. Stages 1 to 5 was successfully done with the concerted effort of all the SDO staff. The documentation of PMs and WIMs and forms prepared by the document controllers per section were diligently accomplished on time. December 5-7,2018 was the last stage to finalize all documents needed to provide quality basic education that is accessible, inclusive, and liberating to learners through proactive leadership, shared governance, evident-based policies and standards, responsive curriculum and programs, highly competent and motivated personnel, and appropriate learning environment.

3.0 APPROVED BUDGET FOR THE CONTRACT (ABC): Php 275.000.00 inclusive of the following for 3 years:

- 1. ISO Certification**
- 2. Accommodation**
- 3. Transportation and**
- 4. other incidental expenses**

4.0 OBJECTIVE

1. Provides clarity and compatibility with other management system standards.
2. Enhance leadership involvement in the management system
3. Risk-based thinking
4. Provides simplified language, common structure and terms
5. Alignment of QMS policy and objectives with the strategy of the organization
6. To ensure that gap analysis would serve SDO-Baguio City for being aligned to ISO 9001:2015

To contract a Certifying Body (CB) competent and qualified to assess conformity to ISO 9001:2015 standards of the Quality Management System (QMS) being implemented by DepEd-BAGUIO for its OSDS, SGOD, and CID.

5.0 SCOPE OF WORK / DELIVERABLES

The Certifying Body is expected to provide the following services:

5.1 Pre-assessment

- 5.1.1 Conduct assessment of the documentation system of DepEd- BAGUIO;
- 5.1.2 Recommend measures to ensure smooth conduct of adequacy audit.

5.2 Initial/First Stage Audit (Document Review)

- 5.2.1 Conduct document review within an agreed timeframe, subject to notification to DepEd-BAGUIO not later than 3 working days before the proposed document review date;
- 5.2.2 Submit results of document review within five (5) working days from the date of completion of review, but not later than fifteen (15) calendar days from first (1st) day of conduct of review;
- 5.2.3 Recommend measures to ensure smooth conduct of the certification audit.

5.3 Certification Audit

- 5.3.1 Prepare and submit certification audit plan not later than ten (10) working days after the submission of the results of the document review to DepEd-BAGUIO.
- 5.3.2 Conduct certification audit; consisting of interview and discussion with DepEd-BAGUIO personnel; sampling of required system documentation and records; and observation of implemented policies.
- 5.3.3 Prepare and submit audit report detailing observations, opportunities for improvement, and non-conformity of the on-site audit, unless otherwise agreed upon by the two (2) parties.

5.4 Issuance of ISO 9001:2015 Certificate valid for three (3) years within one (1) month from date DepEd-BAGUIO received the written recommendation for certification.

5.5 1st Surveillance Audit

- 5.5.1 Prepare and submit surveillance audit plan not later than one (1) year from the date of issuance of the Certificate;
- 5.5.2 Conduct surveillance audit; and
- 5.5.3 Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to **ISO 9001:2015** standards or on document procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by the two (2) parties.

5.6 2nd Surveillance Audit

- 5.6.1 Prepare and submit surveillance audit plan not later than the end of the second year from date of issuance of the Certificate;
- 5.6.2 Conduct surveillance audit; and
- 5.6.3 Prepare and submit full audit report detailing observations, opportunities for improvement, and any non-conformity to **ISO 9001:2015** standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties.

6.0 PROJECT DURATION Three (3) years

7.0 CRITERIA FOR SELECTION

- 7.1 The Certifying Body (CB) should be accredited for ISO 9001:2015 certification activities by an international accreditation body, the International Accreditation Federation (IAF).
- 7.2 The Certifying Body shall provide DepEd- BAGUIO with its company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team and including its current clientele (Schools Division Offices) shall also be submitted to DepEd-BAGUIO.
- 7.3 The Certifying Body that has provided quality management system consulting services or site-specific auditor training to a particular group or unit such as DepEd-Division Offices within a year prior to the audit shall have at **least 5 years track record** as a certifying body for DepEd-BAGUIO.
N.B., consulting services refers to the provision of training on documentation development or assistance in the implementation of Quality Management System of a specific organization. Conduct of trainings that are open to the public, not organization-specific, and held in public forum is not considered as consulting.

7.4 Certifying Body (CB) Audit Team Composition:

- 7.4.1 Shall have at least five (5) qualified auditors with three (3) years actual hands-on experience to conduct audits in the name of the Certifying Body;

- 7.4.3 Shall have no member of the audit team who has provided consultancy services for DepEd-BAGUIO or who has been a former DepEd employee within two (2) years prior to the audit;
- 7.4.4 Shall seek written approval from DepEd-BAGUIO prior to replacement of any Audit Team member

7.5 Terms and Conditions

- 7.5.1 The Certifying Body (CB) shall include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes DepEd-BAGUIO and the Certifying Body (CB) cannot be made, DepEd-BAGUIO shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.
- 7.5.2 The Certifying Body (CB) shall acknowledge the training and seminars of DepEd BAGUIO which was provided by their selected resource speakers whom are knowledgeable on the preparation and implementation of quality management system and ISO 9001:2015 including but not limited to the following:
1. Awareness and Orientation on ISO 9001:2015;
 2. Documentation System;
 3. Risk Assessment and Practice of Good Housekeeping
 4. Internal Quality Auditing System; and
 5. Gap Analysis
- 7.5.3 All information reviewed and recorded by the Certifying Body (CB) Audit Team would be treated in the strictest confidentiality at all times.

8.0 PAYMENT SCHEDULE:

- 8.1. Payment shall be made through progressive billing upon presentation and acceptance of the following to DepEd-BAGUIO:

1 st year	: <i>Initial/First Stage and Certification Audit</i>	Php _____ (50%)
2 nd year	: <i>1st Surveillance Audit</i>	Php _____ (25%)
3 rd year	: <i>2nd Surveillance Audit</i>	Php _____ (25%)
TOTAL COST		Php _____ (100%)

Cost of engagement with the Certifying Body (CB) and payments thereof shall be based on the agreed contract price between the two (2) parties.

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