



CAVITE STATE UNIVERSITY

Don Severino de las Alas Campus

Indang, Cavite, Philippines

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REQUEST FOR PROPOSAL

PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR THE RE-CERTIFICATION OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF CvSU

Date: March 2, 2021

RFP No. 001-2021

The Cavite State University (CvSU), through its Bids and Awards Committee, intends to engage the services of a Certifying Body for the Re-certification of the ISO 9001:2015 Quality Management System of CvSU.

The Approved Budget for the Contract (**ABC**) for the project is Php 500,000.00 for the three (3)- year audit cycle, inclusive of all applicable government taxes and service charges.

Please quote your **best offer** for the item described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **March 15, 2021, 3:00pm**.

Open quotations may be submitted manually to the above address or email us at supplyoffice@cvsu.edu.ph

(sgd) **DAVID L. CERO, PhD**
Chair, BAC- Goods and Consulting Services

**PROCUREMENT OF SERVICES OF A CERTIFYING BODY
FOR THE RE-CERTIFICATION OF THE ISO 9001:2015
QUALITY MANAGEMENT SYSTEM OF CvSU**

A. Approved Budget for the Contract (ABC): Php 500,000.00

B. SCOPE OF SERVICES/DELIVERABLES

Certifying body is expected to provide the following services:

1. Re-certification Audit not later than October 2021
 - Submit re-certification audit plan not later than two weeks before the audit
 - Conduct the re-certification audit
 - Submit to CvSU an on-site written report immediately after the completion of the audit and a full audit report not later than two weeks after the completion of the audit
 - Issue ISO 9001:2015 Certificate to CvSU before December 3, 2021

2. 1st Surveillance Audit not later than one year after the last day of Re-certification Audit
 - Submit surveillance audit plan not later than two weeks before the audit
 - Conduct the surveillance audit
 - Submit to CvSU an on-site written report immediately after the completion of the audit and a full audit report not later than two weeks after the completion of the audit

3. 2nd Surveillance Audit not later than one year after the last day of the 1st Surveillance Audit
 - Submit surveillance audit plan not later than two weeks before the audit
 - Conduct the surveillance audit
 - Submit to CvSU an on-site written report immediately after the completion of the audit and a full audit report not later than two weeks after the completion of the audit

C. REQUIREMENTS

PARTICULARS	REQUIREMENT
1. Eligibility and Technical Requirements	1. PhilGEPS registration; 2. Mayor's/Business Permit; 3. BIR Registration 4. DTI / SEC Registration 5. Omnibus Sworn Statement; 6. Company Profile; 7. List of clients (with contact person and contact number), services

	<p>rendered and contract amount; and</p> <p>8. Curriculum vitae of auditors to be assigned and deployed prior and during the audit</p>
2. Other Permits, Licenses, Accreditation and Track Record Requirements	<p>1. The Certifying Body should be accredited for ISO 9001:2015 certification by a national accreditation body recognized by the Philippine government such as the Bureau of Product Standards (BPS) and the Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry (DTI);</p> <p>2. The Certifying Body must have at least five (5) years ISO 9001:2015 auditing experience;</p> <p>3. The Certifying Body must have conducted at least five (5) similar engagements within the last five (5) years, of which at least two (2) are for state universities, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.</p>
3. Performance Specifications	<p>1. The Certifying Body must provide the names, qualifications and audit logs of each key auditor to be assigned every audit.</p> <p>2. The Certifying Body shall maintain strict confidentiality of the final audit results and shall only disclose the same upon clearance of the CvSU QMS Team Lead.</p> <p>3. No documents shall be reproduced without prior approval of the University. Unauthorized possession of documents shall be dealt with accordingly.</p> <p>4. The Certifying Body shall send a notice of audit schedule/itinerary at least two (2) weeks before every scheduled audit.</p> <p>5. The Certifying Body and its assigned auditors shall not engage in consultancy, trainings, or other related services to the CvSU within the three-year contract.</p>
4. Composition and Competency of the Audit Team	<p>1. Audit team should satisfy the following:</p> <p>a) Auditors shall have actual hands-on experience on QMS and are qualified to conduct audits in the name of the Certifying Body;</p> <p>b) With at least two (2) members with a minimum of three (3) years ISO 9001:2015 auditing experience; and</p> <p>c) With at least two (2) team members with actual hands-on experience on the QMS Processes of state universities.</p> <p>2. Replacement of any member of the Audit Team shall require prior written notification from the Certifying Body addressed to the CvSU QMS Team Lead.</p>

D. TERMS OF PAYMENT

Payment shall be made in three (3) installments upon completion of each audit and submission of the required deliverables. The Certifying Body shall be paid within thirty (30) calendar days after completion of each activity/deliverables. Each payment shall be supported by a Certificate of Satisfactory Completion based on services rendered comprising the actual

outputs as certified by the Certifying Body and duly accepted by the Authorized Representative of CvSU.