



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
**Don Severino de las Alas Campus**  
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## REQUEST FOR PROPOSAL

### PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR THE CERTIFICATION OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF CvSU MAIN AND ITS INTEGRATED CAMPUSES

Date: November 12, 2024  
RFP No. 006-2024

The Cavite State University (CvSU), through its Bids and Awards Committee, intends to engage the services of a **Procurement of Services of a Certifying Body for the Certification of the ISO 9001:2015 Quality Management System of CvSU Main and Its Integrated Campuses.**

The Approved Budget for the Contract (**ABC**) for the project is **PhP 600,000.00.**

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 **November 19, 2024, 5:00pm.**

Open quotations may be submitted manually to the above address or email us at [procurementoffice@cvsu.edu.ph](mailto:procurementoffice@cvsu.edu.ph) / [rfqmain@cvsu.edu.ph](mailto:rfqmain@cvsu.edu.ph)

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## PROCUREMENT OF SERVICES OF A CERTIFYING BODY FOR THE CERTIFICATION OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF CvSU MAIN AND ITS INTEGRATED CAMPUSES

### A. OVERVIEW

Cavite State University (CvSU) is a higher education institution converted from a state college to a state university by virtue of Republic Act No. 8468. The University envisages itself as “The premier university in historic Cavite globally recognized for excellence in character development, academics, research, innovation, and sustainable community engagement”. In consonance with this vision, it is the mission of the University “to provide excellent, equitable, and relevant educational opportunities in the arts, sciences, and technology through quality instruction and responsive research and development activities. It shall produce professional, skilled, and morally upright individuals for global competitiveness.”

The University was granted ISO 9001:2015 certification on December 4, 2018. Its current certificate is valid until December 3, 2024. Scope of registration is the “**Provision of Admission and Registration, Management of Learning (covering Graduate and Undergraduate Programs), and Research and Extension Services**” of the Main Campus in Indang, Cavite.

For its target certification in 2025, Cavite State University aims to expand its ISO certification from the Main Campus to its two (2) integrated campuses: Naic and CCAT (Rosario). The workforce summary for the aforementioned campuses are as follows:

Campus	Number of Employee per Employee Classification				Total
	Regular Faculty	Contractual Faculty	Regular Support Staff	Contractual Staff	
Main	406	6	221	137	770
Naic	49	6	24	6	85
CCAT	41	4	24	36	105
				Grand Total	960

### B. OBJECTIVES

The overall objective of the engagement is to provide confirmation that the entire Quality Management System of CvSU continues to meet ISO 9001:2015 requirements, and if found compliant, issue the corresponding certification and conduct required surveillance audits.

### C. SCOPE OF SERVICES/DELIVERABLES

Certifying body is expected to provide the following services:

1. Certification Audit not later than March 2025
  - Submit certification audit plan not later than two weeks before the audit.
  - Conduct the 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 valid for three (3) years.
  
2. 1<sup>st</sup> Surveillance Audit not later than one year after the last day of 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. 2<sup>nd</sup> Surveillance Audit not later than one year after the last day of the 1<sup>st</sup> 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.

#### D. REQUIREMENTS

PARTICULARS	REQUIREMENT
1. Eligibility and Technical Requirements	<ol style="list-style-type: none"> <li>1. PhilGEPS registration;</li> <li>2. Mayor's/Business Permit;</li> <li>3. Omnibus Sworn Statement;</li> <li>4. Company Profile;</li> <li>5. List of clients (with contact person and contact number), services rendered and contract amount; and</li> <li>6. Curriculum vitae of auditors to be assigned and deployed prior and during the audit.</li> </ol>
2. Other Permits, Licenses, Accreditation and Track Record Requirements	<ol style="list-style-type: none"> <li>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);</li> <li>2. The Certifying Body must have at least five (5) years ISO 9001:2015 auditing experience;</li> <li>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</li> </ol>

	(ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
3. Performance Specifications	<ol style="list-style-type: none"> <li>1. The Certifying Body must provide the names, qualifications and audit logs of each key auditor to be assigned every audit.</li> <li>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.</li> <li>3. No documents shall be reproduced without prior approval of the University. Unauthorized possession of documents shall be dealt with accordingly.</li> <li>4. The Certifying Body shall send a notice of audit schedule/itinerary at least two (2) weeks before every scheduled audit.</li> <li>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.</li> </ol>
4. Composition and Competency of the Audit Team	<ol style="list-style-type: none"> <li>1. Audit team should satisfy the following: <ol style="list-style-type: none"> <li>a) Auditors shall have actual hands-on experience on QMS and are qualified to conduct audits in the name of the Certifying Body;</li> <li>b) With at least two (2) members with a minimum of three (3) years ISO 9001:2015 auditing experience; and</li> <li>c) With at least two (2) team members with actual hands-on experience on the QMS Processes of state universities.</li> </ol> </li> <li>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.</li> </ol>

**E. Approved Budget for the Contract (ABC)**

The ABC for the project is Php 600,000.00 for the three (3)-year audit cycle, inclusive of all applicable government taxes and service charges.

**F. GENERAL CONDITIONS**

The applicable guidelines for the procurement and implementation of contracts for consulting services as provided in the 2016 Revised IRR of R.A. 9184 shall be adopted and shall govern the engagement.

**G. 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.