



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

Blk. 1, Casa Subd., Brgy. Zone III, City of Koronadal
Tel nos. (083)228-4049, 520-0674, Fax no. (083)228-8141
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**RECERTIFICATION AND AUDIT SERVICES OF CERTIFYING BODY FOR ISO 9001:2015
QUALITY MANAGEMENT SYSTEM**

1. The City of Koronadal Water District, through the Corporate Budget for the contract approved by the governing Boards for the year 2021 intends to apply the sum of **Three Hundred Fifty Thousand Pesos (Php 350,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Recertification and Audit Services of Certifying Body for ISO 9001:2015 Quality Management System*. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. Procurement will be conducted through alternative mode-Small Value Procurement using the criteria specified in the Terms of Reference (TOR).
3. Procurement is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. The Procuring Entity shall award the contract to the bidder who meets the minimum eligibility requirements and the most advantageous price for the government.
5. The contract duration shall be **THREE (3) YEARS** from the receipt of the Notice to Proceed.
6. The Procuring Entity now invites bids for *Recertification and Audit Services of Certifying Body for ISO 9001:2015 Quality Management System*. More details on the services are provided in the Terms of Reference (TOR) for the project.
7. Deadline for submission and receipt of bids will be on **December 13, 2021 at 12:00 Noon** at City of Koronadal Water District-Bids and Awards Committee, 1st Block Casa Subd., City of Koronadal. Opening of bids will follow on **December 13, 2021 at 1:30 pm** comprising the documentary requirements including the Technical Proposal and Financial Proposal using the attached prescribed forms.
8. The City of Koronadal Water District reserves the right to reject any and all bids, annul the procurement process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

The BAC Secretariat

Nancy Bagaforo/ Ryele Barro/ Louise Mycee R. Subaldo/

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Sgd. **ENGR. JONATHAN Q. GADAYAN**

CKWD-BAC- Chairman

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CKWD Bulletin board



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TERMS OF REFERENCE

RECERTIFICATION AND AUDIT SERVICES OF CERTIFYING BODY FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to outline the selection criteria requirements for procuring the services of an accredited Certifying Body (CB) well-versed with the ISO 9001:2015 Standard for the Reassessment Audit of CKWD's QMS.

II. BACKGROUND AND RATIONALE

ISO 9001 is an international standard that sets requirements for an organization's QMS. The new version that was launched on September 23, 2015 focuses on the "risk-based thinking" and addresses the establishment of processes to further improve outputs and prevent undesirable results both for CKWD and its clients. Likewise, it seeks to build a strong knowledge-based system, establish a proactive culture of continual improvement, and ensure consistency in the quality of services being provided.

Also, in line with the Philippine government's program to promote efficiency and responsiveness, the CKWD has adopted and implemented the ISO 9001:2015 QMS to further enhance its operations and the delivery of its services.

For 2020, CKWD's QMS underwent the Second Surveillance Audit; and need to undergo a Reassessment Audit in 2021 in pursuit of improved quality of services and sustained ISO certification. CKWD resolves to undertake the necessary activities and actions that stand to ensure the continuing certification of its QMS under the ISO 9001:2015 Standard.

III. OBJECTIVE

This project aims to subject the CKWD QMS to reassessment and surveillance audits by an independent CB based on the ISO 9001:2015 Standard towards the continual improvement of the systems, processes and services of the Office.



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IV. SCOPE OF SERVICES

The ISO Certifying Body shall:

- A. Conduct a Reassessment Audit in 2021 for the CKWD QMS covering the management, core, and support processes of the office as implemented by the delivery units;
- B. Conduct Certification Audit for the purpose of validating the compliance of the documented QMS procedures prepared by the CKWD which are applicable to the requirements set by the Local Government Code and other laws that covers the processes/operation of the CKWD. Included are the following:
 1. Preparation and submission of audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or documented procedures and suggestions on addressing the same; and
 2. Issue the ISO 9001:2015 Compliance Certificate valid for three (3) years with total of three (3) certificates upon satisfactory compliance with the requirements of the Standard;
- C. Conduct a Surveillance Audit for two (2) consecutive years, i.e., in 2022 and 2023, for the confirmation of the continual certification.

V. RESPONSIBILITIES OF THE CERTIFYING BODY

- A. The representatives of the CB shall conduct audit, submit audit reports, and provide other deliverables on mutually agreed schedules, including the man-days required therefore in accordance with the prevailing applicable standards.
- B. The representatives from the CB shall inform CKWD's Quality Management Representative through and in coordination with the CKWD QMS Core Team and Secretariat regarding any changes on the schedule of audits or any delays in any of the activities related to ISO 9001:2015 reassessment and surveillance audits of the CKWD QMS.
- C. The representatives from the CB shall treat with utmost confidentiality all information and materials gathered and used relating to this engagement.
- D. Certificate to be issued must have IAF Logo.



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VI. RESPONSIBILITIES OF CKWD

- A. CKWD, through CKWD QMS Core Team and Secretariat, shall closely coordinate with the representatives of the CB in the preparation and conduct of audit and other related audit/certification activities.
- B. The CKWD QMS Core Team and Secretariat shall coordinate the conduct of audit activities ensuring that the process owners and concerned CKWD officials and staff are available on the scheduled dates of audit.
- C. Prior to any execution of activities related to this TOR, the CKWD QMS Core Team and Secretariat shall convene a meeting between the representatives of the CB and the CKWD's key personnel concerned. Close anchoring and monitoring of all activities as indicated herein shall be undertaken by the CKWD QMS Core Team and Secretariat.

VII. QUALIFICATIONS OF THE CERTIFYING BODY

Eligibility and Technical Requirements:

- A. Certifying Body must have at least twenty-five (25) years experience in certification industry;
- B. Certifying Body must have a valid Certification under the International Accreditation Forum (IAF);
- C. Certifying Body must have FULL ACCREDITATION for Water Supply (EAC27) and detailed scope of accreditation must be submitted or its equivalent;
- D. Certifying Body must have experience of successfully certifying ISO 9001:2015 to at least ten (10) Water Districts.
- E. Must have a Valid Certificate of PhilGEPS Registration and any proof generated from PhilGEPS website that signifying the intention to join;
- F. Must have conducted at least 5 (five) similar engagements within the last 5 (five) years, of which at least 2 (two) are from the government or private institution and at least 3 (three) from Local Water Districts certifying ISO 9001:2015 – **Form 1**;
- G. If applicable, a Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners;



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- H. Notarized Omnibus Sworn Statement prescribed by Government Procurement and Policy Board (GPPB) – **Form 2**;
- I. Audit teams, including surveillance, should satisfy the following Key Qualifications – **Form 3**:
1. Consists of auditor(s) with actual hands-on experience on QMS who are qualified to conduct audits in the name of the CB;
 2. Auditor(s) shall have a minimum of three (3) years ISO 9001 QMS auditing experience;
 3. Have team members with actual hands-on experience on government LWD QMS Process; and
 4. Replacement of any team shall require prior written approval from the CKWD.
- J. Filled-up and signed Request for Quotation (RFQ) – **Form 4**.

VIII. CRITERIA FOR EVALUATION/SELECTION

The CKWD will use the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 70% while the cost (Financial Proposal) is 30% and is allocated as follows:

Criteria	Percentage
1. TECHNICAL PROPOSAL	
a. Qualification of Proposed Professional Staff = 30%	
Educational Attainment (15%)	
Relevant Training Attended (15%)	
b. Firm Experience & Capability = 20%	70%
Relevant Project Conducted (5%)	
Experience As Certifying Body (5%)	
Experience As Certifying Body To Water District (10%)	
c. Methodology and Work Plan = 20%	
2. FINANCIAL PROPOSAL	
a. Request for Quotation = 30%	30%
TOTAL	100%



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IX. DURATION OF ENGAGEMENT, TIMELINE AND LEVEL OF EFFORT

- A. The services of the CB will be engaged for three (3) years: to commence in the FY 2021 for the Reassessment Audit followed by the Surveillance Audits in FY 2022 and FY 2023.
- B. The conduct of the Reassessment and Surveillance Audits will take place upon commencement of the engagement in consideration of the Budget Preparation's calendar of events and activities.
- C. The engagement of the auditors for the conduct of the Reassessment and Surveillance Audits will end after completion, presentation and submission of audit reports, and other deliverables.

X. APPROVED BUDGET AND TERMS OF PAYMENT

1. Payment shall be made upon the completion of Reassessment and Surveillance Audits and upon the submission of Audit Plans, Audit Reports and issuance of pertinent ISO 9001:2015 Certification and confirmation thereof. For and in consideration of the services of the CB, the CKWD shall make the following payments:

FY	Price Component	Deliverables	% Share on the total ABC	Cost (VAT-Inclusive)
2021	Reassessment Audit	a. Audit Plan; b. Reassessment Audit Report; and c. Issuance of ISO 9001:2015 Certificate	50%	Should not exceed Php 175,000.00
2022	1 st Surveillance Audit	a. Audit Plan; and b. 1 st Surveillance Audit Report	25%	Should not exceed Php 87,500.00
2023	2 nd Surveillance Audit	a. Audit Plan; and b. 2 nd Surveillance Audit Report	25%	Should not exceed Php 87,500.00
TOTAL			100%	Php 350,000.00

2. Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptance of the authorized representative of the Head of Procuring Entity.
3. The transportation and accommodations of the auditors for the entire period of audit and certification should be inclusive.

XI. LIQUIDATED DAMAGES FOR DELAY

Liquidated Damages for Delay shall be governed by the General Conditions of the Contract.