



**TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF THE
SERVICES OF A THIRD PARTY CERTIFICATION BODY FOR THE ISO 9001:2015 CERTIFICATION
OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE ROMBLON STATE UNIVERSITY (RSU),
PROVINCE OF PROMBLON, MIMAROPA REGION
ABC: Php500,000.00**

1. Background and Rationale

To promote good governance, effective management and continual improvement in public sector performance, the Philippine Development Plan (PDP) advocates the compliance to Executive Order 605, "Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program (GQMP)", and likewise to the Memorandum Circular 2018-1 "Government Quality Management Committee". Pursuant to this advocacy, the Romblon State University (RSU) plans to adopt the International Quality Management Systems Standard ISO 9001:2015.

2. Objective

To achieve ISO 9001:2015 certification of RSU, particularly in the university governance and operations in support of the university's vision and mission of being a premier institution of higher education in the MIMAROPA region.

3. Purpose of the Third Party Certification

The adoption of the requirements of ISO 9001:2015 in establishing, documenting, implementing and maintaining its policies, procedures and processes are deemed to enhance and promote the overall performance of RSU. Achieving and maintaining the certification to ISO 9001:2015 shall be a manifestation to the students, parents and all stakeholders, of the customer satisfaction guarantee on the services of RSU especially those services that are aimed at promoting student's welfare by providing advanced education, higher technological and professional instruction and training in relevant fields of study.

4. Engaging a Third Party Certification Body

In order to be certified to ISO 9001:2015, RSU shall engage a reputable and accredited Third Party Certification Body (CB). The Third Party CB shall conduct an audit on the established, implemented and maintained quality management system (QMS) of RSU, and shall issue an ISO 9001:2015 certificate upon assessment that the implemented QMS of RSU complies with the requirements of ISO 9001:2015. The certification to ISO 9001:2015 shall provide a global recognition of the compliance of the in-placed QMS of RSU.

5. Scope of Services of the Third Party Certification Body

The accredited Third Party CB shall provide reliable, transparent, professional and competent services to RSU for its certification to ISO 9001:2015. The Third Party CB shall provide a competitive and cost-effective certification proposal to RSU upon the receipt of the necessary information, which shall include the headcount comprising the organization, and the processes/activities being carried out in the operations of RSU. The certification proposal shall indicate the number of audit days for the main certification audit and the annual surveillance audits together with the corresponding fees for the three-year (3-year) validity of the certification. The undertaking of the Third Party CB shall include the following:



5.1 Stage 1 Audit

During the Stage 1 audit, the Third Party CB shall assess the adequacy and suitability of a) the documentation, b) the organization's identification of the internal and external issues, c) the needs and expectations of the interested parties, d) the risk management related to the identified risks and opportunities, e) the process approach in establishing and documenting the necessary procedures and other documented information, and f) the effectiveness of the internal audit, corrective action process, & management review. Upon the completion of the Stage 1 audit, the Third Party CB shall advise if RSU may proceed to Stage 2 audit, or otherwise make the necessary revisions/ improvements on the identified weaknesses of the implemented QMS.

5.2 Stage 2 Audit

During the Stage 2 audit, the evidences of conformity to the requirements of ISO 9001:2015 shall be obtained by interviewing the selected personnel of RSU, by checking the relevant records, by observing how the significant/critical/key processes are carried out, and assessing the analysis of the actual performance results of those processes against the set goals/targets on the defined performance measurements.

5.3 Issuance of the ISO 9001:2015 Certificate

In consideration of the sufficient objective evidences on the conformity and effectiveness of the established and implemented QMS of RSU, the Third Party CB shall issue the ISO 9001:2015 certificate which shall be valid for three (3) years.

5.4 Maintaining the Validity of the Certificate

The Third Party CB shall conduct an annual surveillance audit for two (2) years to recommend the continuing validity of the ISO 9001:2015 certificate of RSU. At the end of the three (3) years validity of the ISO 9001:2015 certificate, a re-certification audit shall be arranged by the Third Party CB with RSU on the renewal of the certificate for another three (3) years. This cycle shall continue at the end of the 3rd year of each certification.

6. Qualifications of the Third Party Certification Body

The Third Party Certification Body (CB) must meet the following minimum qualifications:

6.1 Eligibility Criteria

Pursuant to Section 24.3.1 of the 2016 Revised IRR of R.A. 9184, the entities that shall be allowed to participate in the bidding for a Third Party CB shall have the following qualifications:

6.1.1. The Third – Party (CB) Must have at least Fifteen (15) years existence as an international Certifying Body and as must be a registered entity in the Philippines for at least five (5) years as certifying body.

6.1.2. The Third-Party CB must have an experience of Successfully certifying ISO 9001:2015 at least a minimum of ten (10) government agencies and three (3) state universities/colleges or higher education institutions (HEIs) including its campuses as proof at the actual experience similar to RSU Quality Management System.

6.1.3 Corporation that is duly organized under the laws of the Philippines through the SEC registration of which at least sixty percent (60%) of the outstanding capital stock belong to the citizens of the Philippines;



6.1.4. Have a local office in the Philippines, and have a competent staff who stays in the office during the normal working hours, and who is capable of providing appropriate answers to the client's queries on the Third Party CB's certification process;

6.1.5. Traceability to IAF - The Third Party CB must be accredited for its conformity assessment to ISO 9001:2015 by an accreditation body who is a member of IAF (International Accreditation Forum).

6.1.6. International Accreditation - The accreditation of the Third Party CB must have an international recognition, and not just local recognition.

6.1.7. Certification and Accreditation Marks - The ISO 9001:2015 certificate that shall be issued by the Third Party CB must bear the IAF logo, AACB logo, accreditation logo on top of the certification mark.

6.1.8. Impartiality, Integrity and Professionalism

7.1.8.1. The Third Party CB must be compliant to ISO 17021. This shall be demonstrated by maintaining its impartiality in conducting certification to ISO 9001:2015, particularly by not providing management system consultancy services, by not conducting in-house non-accredited training courses, and by not conducting internal audits on clients for ISO 9001:2015 certification.

7.1.8.2. The Third Party CB must demonstrate compliance to IAF by indicating in its certification proposal to RSU the number of audit Man-days that comply with the QMS Man-days Table provided by IAF.

6.1.9. Philippine Government Electronic Procurement System (PhiGEPs) Platinum Membership

6.2 Competency of the Third Party CB's Organization

The members of the CB organization must possess the capability of providing professional and competent certification services.

6.2.1. Top Management

Must be a QMS Lead Auditor who have a good track record of at least a total of twenty (20) years of combined top management experience in the certification industry and in the service/manufacturing industry.

6.2.2. Lead Auditor - The Lead Auditor must have:

7.2.2.1. At least Five (5) years of experience as ISO 9001 Lead Auditor;

7.2.2.2. Passed an ISO 9001 Lead Assessor Course and ISO 9001:2015 Auditor Transition Course; and

7.2.2.3. A Bachelor's degree from a reputable school.

7.2.3.1. At least five (5) years of experience as ISO 9001 Auditor / Lead Auditor;

7.2.3.2. Passed an ISO 9001 Lead Assessor Course and ISO 9001:2015 Auditor Transition Course; and

7.2.3.3. A Bachelor's degree from a reputable school.

7. Third Party Certification Body's Responsibility and Accountability

7.1 Professionalism and Competency

The professionalism and competency of the Lead Auditor and Auditor(s) shall be demonstrated by being objective, unbiased, proper decorum, correct interpretation of the requirements of ISO 9001:2015, by recognizing the positive aspects of RSU that are demonstrated during the audit, by providing value-add audit reports, and by identifying opportunities for improvement that



shall support the achievement of RSU's goal in continual improvement.

7.2 On-Time Issuance of the ISO 9001:2015 Certificate

The CB must be capable of **issuing the ISO 9001:2015 certificate within ten (10) days** after the established, implemented and maintained QMS of RSU has been assessed as compliant to the requirements of ISO 9001:2015.

7.3 Integrity and Legitimacy of the ISO 9001:2015 Certificate

The ISO 9001:2015 certificate that shall be issued by the Third Party CB to RSU shall bear the certification mark of the Third Party CB, the accreditation mark (JAS-ANZ or similar) of the Third Party CB's accreditation body, IAF (International Accreditation Forum) mark, and the AACB (Association of Accredited Certification Bodies) mark. For transparency, and worldwide recognition, the active status of the ISO 9001:2015 certificate of RSU shall be accessible by RSU at the international website of the Third Party CB.



7.4 Third Party CB's Fulfillment of Its On-Time Service

The Third Party CB shall render the certification services that are necessary to prevent the suspension, or cancellation/withdrawal/revocation of the ISO 9001:2015 certificate of RSU. The Third Party CBs, especially those who have a huge number of clients, must not have a record of abandoning a client or giving less importance to a client because of the client's size or location.