



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel. (02) 8401-4900; 8401-4910; 8401-4911; 8539-9957 to 58

Quality Assurance Office
Local No. 122 Email Address: qaoffice@urs.edu.ph

TERMS OF REFERENCE

ENGAGEMENT OF A CERTIFYING BODY FOR CERTIFICATION OF ISO 9001:2015 OF THE UNIVERSITY OF RIZAL SYSTEM COVERING PROVISION OF TERTIARY EDUCATION, GRADUATE EDUCATION AND THE CONDUCT OF RESEARCH AND EXTENSION ACTIVITIES IN THE PROVINCE OF RIZAL

I. BACKGROUND

Executive Order 605, series of 2007 directs all government agencies under the Executive branch to adopt ISO- Certified Quality Systems (QMS) as part of the implementation of a government-wide quality management program.

The University's three-year certification of ISO 9001:2015 for its QMS was first awarded on January 03, 2019, which covered three (3) Campuses Tanay, Morong and Rodriguez Campuses, In 2019 an additional three (3) Campuses were added namely Pililla, Antipolo and Binangonan Campuses which undergone audit. In the 2nd year Surveillance Audit, the remaining four (4) campuses, Taytay, Angono, Cainta and Cardona were also audited completing the Ten (10) Campuses of the University, and the second was awarded on March 02, 2022, covering the (10) Campuses of the University; Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. To sustain continuity in the implementation of URS ISO- certified QMS and ensure compliance to the above-mentioned directive, there is a need to avail of the services of a Certifying Body (CB) that will certify URS QMS to conform with ISO 9001 standards. In view of this, the University shall engage a CB to provide ISO 9001:2015 certification for all the University's core and support to operations processes under its QMS.

II. OBJECTIVES

The purpose of this Terms of Reference (TOR) is to engage the services of a CB that will conduct assessment and audit of the URS QMS for its core and support to operations processes for certification under the ISO 9001:2015 standard. The CB shall also conduct surveillance audits within three years period after the URS ISO 9001:2015 QMS gains certification.

III. SCOPE OF WORK

The Certifying Body is expected to provide the following services:

Scope of Work	Key Output
Certification Audit (2025)	<ul style="list-style-type: none">• Conduct capability assessment of URS for remote and/or on-site audit;• Prepare and submit certification audit plan not later than one (1) month prior to certification audit.



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	<ul style="list-style-type: none">• Conduct certification audit (Remote and/or On-site);• Prepare and submit audit report detailing observations, opportunities for Improvements, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the audit; and• Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings.
Issuance of ISO 9001:2015 Certificate valid for three (3) years	<ul style="list-style-type: none">• ISO 9001:2015 Certificate valid for three (3) years, for the following processes: Provision of Tertiary Education, Graduate Education and the Conduct of Research and Extension Activities in the Province of Rizal
Surveillance Audit for 2nd year (2026) and Surveillance Audit for 3rd year (2027) to maintain PPP Center's QMS Certification.	<ul style="list-style-type: none">• Prepare and submit surveillance audit plan not later than one (1) month prior to the audit;• Conduct surveillance audit;• Prepare and submit audit report detailing observations, opportunities for Improvement, and any non-conformity to ISO 9001:2015 standards immediately after completion of the audit; and• Assistance in identifying and implementing appropriate and relevant solutions to address all audit findings.

IV. QUALIFICATIONS OF THE CONSULTANT

The CB must possess the following qualifications:

1. Must have at least five (5) years of experience in conducting 3rd Party Certification Audit with clients from the private and government sector, locally or abroad.
2. Must have audited and certified at least five (5) national/local government entities in the ISO 9001:2015 standard in the past three (3) years.
3. Must be accredited by International Accreditation Forum (IAF) members or Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry.
4. Auditor/s assigned to do the audit must possess the following:
 - a. For the Audit Team Leader
 - International Register of Certificated Auditors (IRCA) certified



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- Have at least three (3) year experience in auditing both private and government institutions (locally or abroad) on ISO QMS certification
- Must have at least five (5) relevant projects in ISO QMS certification for government institutions
- b. For the Audit Team Member/s
 - Must have passed the Lead Auditor Course for QMS (ISO 9001:2015), with certificate of completion issued by a third party certifying body.
 - Must have at least two (2) year experience in auditing QMS.

V. ELIGIBILITY AND TECHNICAL REQUIREMENTS

Interested firms are required to submit copies of the following in sealed envelope:

Legal Documents

- a. Valid Mayor's/Business Permit;
- b. PhilGEPS Certificate of Registration under Platinum category or PhilGEPS Registration Number (as condition for award);
- c. Income/Business Tax Returns;
- d. Omnibus Sworn Statement; and
- e. Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.

Original copy of the following Class "A" Documents shall remain as post-qualification requirements to be submitted in accordance with Section 34.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184:

- Registration Certificate from Securities and Exchange Commission (SEC) for Corporations or Department of Trade and Industry (DTI) for Sole Proprietorships
- Valid Mayor's/Business Permit;
- Valid Tax Clearance; and
- Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.

Technical Documents

- f. Duly conformed and signed TOR;
- g. Complete and clear scope of work and implementation methodology, including team composition and tasks and schedule,
- h. List of all ongoing and completed government and private contracts similar in nature to the contract to be bid, within the last five (5) years preceding the date of submission of bids. For completed contracts, must be accompanied by Certificate of Acceptance issued by at least three (3) clients;



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- i. Certificate of Accreditation issued by International Accreditation Forum (IAF) or Philippine Accreditation Bureau (PAB) under the Department of Trade and Industry;
- j. Curriculum Vitae of the Auditor/s to be assigned to do the audit; and
- k. For the Audit Team Leader, Certificate issued by International Register of Certificated Auditors (IRCA). For the Audit Team Member/s, Certification of Completion of Lead Auditor Course for QMS.

Final Documents

- I. Bid Price

VI. EVALUATION AND AWARD

For evaluation of the Certifying body, its technical and financial proposal shall be given weight of 80% and 20%, respectively, based on the criteria provided in the TOR for a maximum of 100 points. On the other hand, the evaluation of Bids shall be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure.

The criteria and the rating system for the evaluation of technical proposal is stated hereunder:

No.	Criteria	Parameter	Rating	Maximum Points
EXPERIENCE AND CAPABILITY OF THE FIRM				
1	CERTIFYING BODY’S HISTORY. This relates to the number of years it has been engaged in conducting 3 rd Party Certification Audit	≥ 15 years	25	25
		10-14 years	20	
		5-9 years	15	
2	CERTIFYING BODY’S EXPERIENCE. This relates to the number of national/ local government entities audited and provided with ISO 9001:2015 Certification in the past three (3) years	≥ 10 government entities audited and certified	25	25
		7-9 government entities audited and certified	20	
		5-6 government entities audited and certified	15	
QUALITY OF PERSONNEL				
3	AUDIT TEAM LEADER’S HISTORY. This relates to the number of years the team leader has been engaged in	≥ 10 years	10	10
		6-9 years	7	
		3-5 years	5	



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	auditing institutions on ISO QMS Certification			
4	AUDIT TEAM MEMBER'S HISTORY. This relates to the number of years the member has been engaged in auditing institutions on ISO QMS Certification	≥ 6 years	10	10
		4-5 years	7	
		2-3 years	5	
5	AUDIT TEAM LEADER'S EXPERIENCE. This relates to the number of government agencies the member has audited in the ISO 9001:2015 standard	≥ 10 government agencies audited in the ISO 9001:2015 standard	15	15
		7-9 government agencies audited in the ISO 9001:2015 standard	12	
		5-6 government agencies audited in the ISO 9001:2015 standard	10	
6	AUDIT TEAM MEMBER'S EXPERIENCE. This relates to the number of government agencies the number has audited in the ISO 9001:2015 standard	≥ 10 government agencies audited in the ISO 9001:2015 standard	15	15
		6-9 government agencies audited in the ISO 9001:2015 standard	12	
		3-5 government agencies audited in the ISO 9001:2015 standard	10	
		TOTAL		100

VII. DELIVERABLES AND TIME SCHEDULE

Deliverables	Due Dates
Certification Audit Plan	At least 1 month before audit



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Issuance of ISO 9001:2015 Certificate valid for three (3) years	Within 2 months after the audit
Conduct of Surveillance Audits	Every year for two consecutive years after the Issuance of ISO 9001:2015 Certificate
1st Surveillance Audit	Within Year 1 after certification
2nd Surveillance Audit	Within Year 2 after certification

All reports shall be submitted to the Quality Assurance Office in electronic format and MS Word document (latest version) and printed in two (2) copies.

The CB in close coordination with the Head of Quality Assurance Office, shall conduct quality reviews to obtain feedback on all deliverables.

VIII. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT

The services of the CB will be engaged for three (3) years on intermittent basis. The assignment is expected to commence upon receipt of the Notice to Proceed (NTP). The Approved Budget for the Contract (ABC) for this service is Php900, 000.00, inclusive of tax, printing of reports, hotel accommodation, transportation, out of pocket and all other expenses.

IX. TERMS OF PAYMENT

The University shall pay the Consultant based on the following payment schedule:

No.	Milestone	Percentage of Payment (a)	Due date from commencement (b)
1	ISO 9001:2015 Certificate valid for three (3) years	50 %	Upon acceptance
2	1st Surveillance Audit Report	25 %	Upon acceptance
3	2nd Surveillance Audit Report	25 %	Upon acceptance

Each payment shall be supported by a Certificate of Acceptance based on the work rendered comprising of the actual outputs as certified by the CB and duly accepted by the University President or her authorized representative.

X. CONFIDENTIALITY

Except with the prior written consent of the University, the CB and its authorized personnel, shall not, at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the CB and its authorized personnel make public the recommendations formulated in the course of, or as a result



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of, the Services. For purposes of this clause, "confidential information" means any Information or knowledge acquired by the CB and/or its authorized personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

XI. REPORTING AND ADMINISTRATIVE REQUIREMENTS

Prior to any execution of activities related to this TOR, the University's Quality Assurance Office shall convene a meeting with the representatives of the CB. A close anchoring and monitoring of all the activities as Indicated herein shall be undertaken by the Quality Assurance Office.

The Quality Assurance Office shall be responsible for providing technical assistance for the project. They shall closely coordinate with the representatives of the CB in the conduct of the audit and other related certification activities, including monitoring of the progress of the various tasks.

The Quality Assurance Office shall cooperate in the conduct of audit activities, ensuring that the process owners and concerned officials and staff are available on the scheduled dates of audits. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given and the said change/ adjustment shall be made based on mutual agreement by both parties.

The CB is expected to assist the University throughout the duration specified in the TOR. Its personnel or pool of consultants are expected to have their laptops or any other equipment, tools or materials to perform the tasks assigned by the University. The costs of accommodation, food, transportation and incidental expenses shall be for the account of the CB.

The CB will also submit regular progress reports to the University as required.

CONFORME:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date