

TERMS OF REFERENCE

Training and Consultancy on Quality Management System Certifiable to ISO 9001:2015

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to outline the training and consultancy on Quality Management System to ISO 9001:2015 Certification of Mindoro State College of Agriculture and Technology.

II. BACKGROUND

Pursuant to Administrative Order No. 161, “Institutionalizing Quality Management System (QMS) in Government” and as amended by Executive Order No. 605, “Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program”, all government agencies, government owned and controlled corporations (GOCCs), state universities and colleges (SUCs), local government units (LGUs), judiciary, legislature and constitutional offices are enjoined to adopt an ISO-aligned Quality Management System as part of the implementation of a government-wide Quality Management Program (QMP) and be certified accordingly.

This initiative has taken place with the Administration’s aim to ensure consistency of quality products and services through quality processes by institutionalizing QMS in all departments and agencies of the government, to ensure the provision of quality products and delivery of quality services in public governance through quality processes.

The requirements of ISO 9001:2015 aims to add value to the organization. There is a need for the organization to be properly guided on how to establish and maintain a Quality Management System in which they could truly reap the benefits it has promised. QMS is a wise

investment on the part of the organization that would result to enhance client satisfaction, more effective and efficient processes and will establish a framework for continual improvement.

Thus, MinSCAT seeks to procure consultancy services and certification facilitation on Quality Management System (ISO 9001:2015) Certification of Mindoro State College of Agriculture and Technology; and therefore prepare for the QMS requirements aligned/consistent with the requirements of the International Organization for Standardization (ISO) 9001:2015 Standard, and then eventually be certified by an international certification body (ICB) accredited by an International Accreditation Forum (IAF).

III. OBJECTIVES

Mindoro State College of Agriculture and Technology aims to achieve an ISO 9001:2015 with this in mind, it is expected to accomplish the following objectives:

1. To enable everyone in the organization to understand and appreciate the migration of Quality Management System and on how it could assist them in becoming more competent and engage in the organization as “quality” is everyone’s business;
2. To be able to assist the organization in documenting its Quality Management System and offer solutions on how to make the documentation add value to the processes;
3. To assist the organization in transitioning the Quality Management System to ISO 9001:2015 Requirements;
4. To guide the organization on how to address the requirements of the standard and apply a principle-based quality management system that will make it more effective and efficient; and
5. To enhance the knowledge of the participants with regards to principles of ISO 9001:2015 especially the risk-based thinking and enhanced process approach

IV. SCOPE OF SERVICES

The consultancy firm undertakes and confirms that it will promptly and fully assist the Mindoro State College of Agriculture and Technology in the design and implementation of a Quality Management System. Specifically, the following activities shall be observed:

Phase I. Assess the current situation (within 10 days upon consultants' receipt of the Notice to Proceed)

Phase II. Plan the implementation/transition

Phase III. Implement the plan.

Phase IV. Assess and review

Phase V. Consolidate and improve

Phase VI. External Assessment (During Certification Audit)

Phase VII. Certification Facilitation (During Certification Audit)

Phase VIII. Submission of Documentary Report (Within 5 days after Certification Audit)

V. REPORTING AND EVALUATION

To ensure proper planning, management, implementation and monitoring of the project, the ISO 9001 QMS Technical Consultant shall work closely with the concerned office/staff, including the following key officials/personnel/groups:

1. Head of the Agency or his designated representative/s
2. MinSCAT Top Management
3. Quality Management Representative
4. MinSCAT Working/Functional Teams
5. Core Secretariat
6. Other concerned office/staff

VI. CONSULTANT'S RESPONSIBILITY

The responsibilities of the consultant are the following:

1. Prior to the signing of contract, the Consultant shall post performance security in the amount and form as prescribed by Section 39 of the Revised IRR of RA 9184;
2. Assist in the design and implementation of a quality management system, supply appropriate ISO documentation, and help in obtaining ISO certification;
3. Organize the MinSCAT ISO Core Team that will work on the project within the agreed timeframe;
4. Prepare the program and course designs for all the training and workshop activities;
5. Provide resource persons and/or facilitators;
6. Conduct an initial audit/gap analysis in respect of MinSCAT's existing business procedures/systems by an internationally-qualified assessor;
7. Work hand-in-hand with MinSCAT in writing the Quality Manual, Quality Procedures, Operations Manual, and Forms to ensure their alignment with ISO 9001:2015 standard;
8. Ensure appropriateness on the documentation of MinSCAT processes towards certification;
9. Conduct pre-assessment audit to determine MinSCAT's readiness for certification audit and management of the selection of Certification Body;
10. Assist in certification audit and certification of the Manuals; and
11. Support MinSCAT throughout the project until ISO 9001:2015 certification is achieved.

VII. CONSULTANT'S QUALIFICATION REQUIREMENTS

A. Qualifications and Competencies

1. Consultancy Firm

- i. Must be owned by duly licensed Filipino citizens if sole proprietorship; or in case of partnerships, corporations, cooperatives, or persons/entities forming themselves into a joint venture, the following are required:
 - i. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines
 - ii. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines
 - iii. Cooperatives duly organized under the laws of the Philippines and of which at least sixty percent (60%) interest belongs to citizens of the Philippines
 - iv. Persons/Entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract; provided, however, that Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA
- b. Must be engaged in consulting and training services on establishment of quality management systems for certification to ISO 9001:2015 standard
- c. Must have facilitated ISO certification in private and/or government institutions, agencies, bureaus, educational institutions especially State Colleges and Universities, and the like
- d. Must be IMS certified
- e. Must have complete legal documents which include the following:

- i. DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
 - ii. Valid and current Mayor's permit/municipal license
 - iii. BIR Registration Certificate, which contains the Taxpayer's Identification Number
 - iv. Statement of the prospective bidder that it is not "blacklisted" or barred from bidding by the government or any of its agencies, offices, corporations or LGUs, and that it is not included in the Consolidated Blacklisting Report issued by the GPPB, once released in accordance with the guidelines to be issued by the GPPB as provided in IRR-A Section 69.4
 - v. Latest Tax Clearance Certificate issued by the BIR Main Office and Income or Business Tax Returns filed through the EFPS (E.O. 398, s. 2005)
 - vi. Valid Philippine Government Electronic Procurement System (PhilGEPS) Certification
- f. Must have complete technical documents which include the following:
- i. Declaration of the prospective bidder of all its ongoing and completed government and private contracts within the period specified in the Invitation to Apply for Eligibility and to Bid (IAEB), including contracts awarded but not yet started. The declaration must include, for each contract, the following:
 - Name and location of the contract/project
 - Date of the contract
 - Type of consulting service
 - Amount of contract
 - Contract duration

- Copies of all certificates of satisfactory completion issued by clients
for completed contracts
- g. Must have complete financial document which includes the following:
 - i. The prospective bidder's audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the consultant's total and current assets and liabilities
 - h. Must have valid joint venture agreement (JVA), if the prospective bidder is a joint venture, with the agreement containing a statement on who the joint venture/association has constituted and appointed as the lawful attorney-in-fact to sign the contract, if awarded the project, and on who among the members is the lead representative of the joint venture/association

2. Consultants (at least 2)

- a. Must have good educational background
- b. Must have had training on the establishment and audit process of a QMS, attending relevant conferences/workshops on ISO consultancy for the last five (5) years which should include ISO 9001
- c. Must have had a good number of years of experience in conducting consultancy services and training courses on ISO standard
- d. Must have an actual experience in conducting ISO consulting in the government sector

3. Project Staff/Facilitators

- a. Must have had training on the establishment and audit process of a QMS, attending relevant conferences/workshops on ISO consultancy

- b. Must have experience in providing assistance in consultancy services and training courses on ISO standard

B. Evaluation and Selection Criteria

The criteria and rating system for this project are the following:

1. Quality of personnel to be assigned to the project.....50%
2. Plan of approach and methodology in delivering the services required30%
3. Experience and capability of the consulting firm/consultant.....20%

Note: Minimum final rating to qualify for this project is 70%.

VIII. DOCUMENTARY REQUIREMENTS

Pursuant to Annex H of the Revised IRR of RA 9184, the following requirements shall be submitted together with the technical and financial proposals:

1. Comprehensive curriculum vitae (including all ongoing/committed contracts and completed contracts within the last five (5) years, among others);
2. Income or Business Tax Return;
3. PhilGEPS Registration Number;
4. BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit (as required specific to individual consultants);
5. Omnibus Sworn Statement; and
6. Other documents stated in Section XIII (Consultant's Qualification Requirements) of this TOR.

The plan of approach and methodology shall be included in the technical proposal that shall be submitted by the Consultant/Bidder, in addition to the above documentary requirements. This contains the methods, approaches, and proposed implementation activities and the corresponding schedule consistent with the TOR.

IX. MODE OF PROCUREMENT

Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Section 53.9) as prescribed under Rule XVI -Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184, otherwise known as the “Government Procurement Reform Act”, for the Training and Consultancy on Quality Management System Certifiable to ISO 9001:2015

X. DURATION OF ENGAGEMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

The engagement of the ISO 9001 QMS Technical Consultant will cover a period of 3-4 months from the receipt of Notice to Proceed. The Approved Budget for the Contract (ABC) is **Eight Hundred Thousand Pesos (Php 800,000.00)** inclusive of all applicable government taxes, charges, and fees.