

## TERMS OF REFERENCE

### Engagement of the Services of a Certifying Body for the Recertification of the BCDA Quality Management System (QMS) to the ISO 9001:2015 Standard

1. The Bases Conversion and Development Authority (BCDA) intends to procure and engage the services of a Certifying Body that will conduct a recertification audit of the BCDA Quality Management System (QMS) to the ISO 9001:2015 Standard before 03 September 2020, as well as subsequent yearly surveillance audits up to 2022.
2. The scope of services shall include the following:

Activity	Deliverable
Pre-Audit Capability Assessment	Assessment Report
Recertification Audit of the BCDA QMS to ISO 9001:2015 (before 03 September 2020)	Preparation and submission of audit plan
	Conduct of on-site/remote assessment audit
	Preparation and submission of audit report
	Recertification/issuance of ISO 9001:2015 Certificate*
First Surveillance Audit (Year 2) of the BCDA QMS to ISO 9001:2015 (before 07 August 2021)	Preparation and submission of audit plan
	Conduct of on-site/remote assessment audit
	Preparation and submission of audit report
	Confirmation of ISO 9001:2015 Certificate*
Second Surveillance Audit (Year 3) of the BCDA QMS to ISO 9001:2015 (before 07 August 2022)	Preparation and submission of audit plan
	Conduct of on-site/remote assessment audit
	Preparation and submission of audit report
	Confirmation of ISO 9001:2015 Certificate*

\* Subject to satisfactory results of assessment audit

*Note: Flexibility in the audit schedule shall be allowed subject to BCDA approval.*

3. Other relevant information pertaining to the engagement:

Audit scope	“Provision of Conversion and Development Services, Real Estate Management and Engineering for Land and Assets under the Jurisdiction and Control of BCDA”
Audit site	BCDA Corporate Center, 2/F Bonifacio Technology Center, 31 <sup>st</sup> St. Corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City
Total no. of personnel (as of 30 June 2020)	402, consisting of 135 permanent employees; 12 personnel on Contract of Services; and 255 personnel outsourced through a manpower services provider
Outsourced activities	General support services such as security services and manpower services; technical services such as land survey, master planning, assets appraisal, construction management services and construction implementation

4. The Certifying Body shall have the following responsibilities:
  - a. Documentation check, preparation, planning and submission of Recertification Audit Plan
  - b. Conduct Pre-Audit Capability Assessment
  - c. Conduct of On-site/Remote Recertification Audit (before 03 September 2020)
  - d. Reporting of audit findings
  - e. Issuance of certificate to ISO 9001:2015 after successful completion of Recertification Audit, subject to satisfactory results
  - f. First On-site/Remote Surveillance Audit (Year 2) of the BCDA QMS to ISO 9001:2015 (before anniversary date of audit on the second year on 07 August 2021)

- g. Confirmation of the validity of the certificate to ISO 9001:2015 after successful completion of First Surveillance Audit (Year 2), subject to satisfactory results
  - h. Second On-site/Remote Surveillance Audit (Year 3) of BCDA’s QMS to ISO 9001:2015 (before anniversary date of audit on the third year on 07 August 2022)
  - i. Reconfirmation of the validity of the certificate to ISO 9001:2015 after successful completion of Second Surveillance Audit (Year 3), subject to satisfactory results
  - j. Provide the following:
    - Three (3) Certificates;
    - Two (2) all-weather banners; and
    - Four (4) stickers.
5. The Certifying Body should have the following minimum qualifications:
- a. The Certifying Body should be duly accredited by Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry;
  - b. The Certifying Body must have at least five (5) years ISO 9001:2015 auditing experience;
  - c. 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 government institutions, with one (1) contract equivalent to at least 50% of the Approved Budget for the Contract (ABC) or two (2) similar contracts with an aggregate amount equivalent to at least 50% of the ABC.
  - d. Its audit team should satisfy the following:
    - Consist of at least three (3) auditors with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body;
    - With at least one (1) team member with relevant public sector specific experience for all relevant ISIC codes;
    - With at least two (2) members with a minimum of three (3) years ISO 9001:2015 auditing experience; and
    - With at least two (2) team members with actual hands-on experience on the Government QMS Process.
  - e. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship; and
  - f. Must be duly registered with PhilGEPS.
6. The proponent is required to submit to BCDA copies of the following:
- a. Accreditation from the Philippine Accreditation Office, Bureau of Product Standards, Department of Trade and Industry;
  - b. PhilGEPS registration;
  - c. SEC or DTI registration;
  - d. Mayor’s/Business Permit;
  - e. Income/Business Tax Return;
  - f. Omnibus Sworn Statement;
  - g. Company Profile;
  - h. List of clients (with contact person and contact number), services rendered and contract amount;
  - i. Curriculum Vitae of Auditors to be assigned; and
  - j. Proposal.
7. Proposals shall be evaluated based on **Quality-Cost Based Evaluation (QCBE)**. The criteria and rating system for the selection of the winning certifying body are as follows:

<b>Evaluation Criteria</b>	<b>Weight</b>
Technical Proposal	
a. Applicable Experience and Track Record	35%
- No. of years of experience (10%)	

<ul style="list-style-type: none"> <li>- Similar projects completed within the last five (5) years (10%)</li> <li>- Similar projects conducted for govt. institutions within the last five (5) years (10%)</li> <li>- Client feedback (5%)</li> </ul>	
<b>b. Qualification of Audit Team</b> <ul style="list-style-type: none"> <li>- Audit team members with actual hands-on experience on QMS who are qualified to conduct audits in the name of the Certifying Body (8%)</li> <li>- Audit team members with relevant public sector specific experience for all relevant ISIC codes (8%)</li> <li>- Audit team members with a minimum of three (3) years ISO 9001:2015 auditing experience (8%)</li> <li>- Audit team members with actual hands-on experience on the Government QMS Process (8%)</li> <li>- Educational attainment/applicable accreditation of Audit team members (3%)</li> </ul>	35%
<b>Financial Proposal</b>	30%
<b>Total</b>	<b>100%</b>

8. The Approved Budget for the Contract (ABC) for the project is Three Hundred Fifty Thousand Pesos (Php 350,000.00) for the three (3) year audit cycle, inclusive of all applicable taxes and fees. Financial proposals received in excess of the ABC shall be automatically rejected.
9. The contract shall be awarded to the Highest Rated Offer.
10. Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables, to wit:

<b>Activity/Deliverable</b>	<b>Payment</b>
a. After recertification audit and issuance of ISO 9001:2015 Certificate (for 2020)	50%
b. After 1 <sup>st</sup> surveillance audit and confirmation of ISO 9001:2015 Certificate (for 2021)	25%
c. After 2nd surveillance audit and confirmation of ISO 9001:2015 Certificate (for 2022)	25%

Payment after every activity/deliverable shall be made by BCDA within thirty (30) days upon receipt of invoice.

11. The Certifying Body shall be obliged to follow information security procedures, take all reasonable precautions for the protection of confidential information, and not divulge at any time to any third person any confidential information, except upon prior written consent of BCDA or where required under the law or regulation or by a valid order of a court or other governmental authority with competent jurisdiction. This duty of confidentiality shall bind any person which may be hired by the Certifying Body, with consent of BCDA, to help in the fulfillment of the obligations under the scope of services. Any breach of this confidentiality provision shall entitle BCDA to legal and other equitable remedies including but not limited to the immediate cancellation of the engagement and shall entitle BCDA for claim for damages not exceeding one and a half times the charges payable under the contract, and injunctive relief under the circumstances. BCDA may also elect to terminate further access by the Certifying Body to any data and information obtained through the engagement.
12. Under the engagement, BCDA shall furnish the Certifying Body copies of all documents required for the audit upon request and provide transportation for its auditors as requested, to and from the latter's office.

13. BCDA reserves the right to reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, and to annul the selection process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected consultants.
14. BCDA reserves the right to reject the proposal of any proponent who:
  - a. does not offer the required services as provided for in this Request for Proposal;
  - b. is discovered to have suppressed, disclosed or falsified information; or
  - c. failed to satisfactorily perform/complete any contract previously awarded to it.
15. BCDA reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, BCDA may disqualify the proponent from obtaining the award.

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