



REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the Certifying Body for the **Conduct of Recertification and Surveillance Audits for the PIDS Quality Management System in accordance with ISO 9001:2015**.
2. The Approved Budget for the Contract (ABC) is **PhP400,000**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
 - a. Curriculum Vitae of the proposed Consultant(s)¹
 - b. Technical Proposal Form¹
 - c. Financial Proposal Form¹
 - d. Filled out Data Privacy Notice and Personal Data Protection Form¹
 - e. Statement of Completed contracts²
 - f. Statement of All Ongoing and Awarded But Not Yet Started Contracts²
 - g. Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)¹
 - h. Income/Business Tax Returns (for ABC above PhP500,000.00)¹
 - i. PhilGEPS Registration Number (certificate or screenshot)¹
 - j. Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration³ (Individual).
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at procurement@pids.gov.ph.
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **25 July 2024 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy
Services c/o The BAC Secretariat
Procurement Management Division
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at procurement@pids.gov.ph.

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.


DR. VALERIE GILBERT T. ULEP
Chairperson
PIDS-BAC for Consultancy Services

Reference No.:2024-234

¹Applicable for individual consultants and firms

²Applicable for firms only

³Individual consultants must issue Official Receipt (OR) during payment.

Memo/PR No. 2024-234 received 07/16/2024

TERMS OF REFERENCE

Certifying Body for the Conduct of Recertification and Surveillance Audits for the PIDS Quality Management System in accordance with ISO 9001:2015

I. BACKGROUND AND RATIONALE

The Philippine Institute for Development (PIDS) is committed to providing socio-economic policy research services to assist the government in formulating plans and policies that are evidence-based and fully responsive to the requirements of national planning and policymaking for national development.

PIDS has instituted its Quality Management System (QMS) in order to become more effective and efficient in upholding its commitments. In particular, PIDS is implementing the QMS in all of the PIDS functions to improve the quality of public service delivery and the Institute's engagement with its clients and other stakeholders.

PIDS was initially certified to ISO 9001:2015 on 25 April 2019 and subsequently recertified on 25 April 2022. Given that PIDS's current certification will expire on 24 April 2025, there is a need to engage the services of a certifying body that is competent and qualified to assess the conformities of PIDS to international QMS standard.

II. OBJECTIVES

To engage the services of a certifying body competent and qualified to assess the conformities of PIDS to ISO 9001:2015 standard across all its processes.

III. SCOPE OF WORK

The Certifying Body shall provide the following services:

1. Recertification Audit for 2025 completed at least thirty (30) calendar days prior to the expiration of the existing ISO certification, which include but not limited to the following activities:
 - 1.1 Document review (as applicable);
 - 1.2 Prepare and submit recertification audit plan not later than two (2) weeks prior to recertification audit;
 - 1.3 Conduct recertification audit; and,
 - 1.4 Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards one (1) week after the completion of the onsite or online as agreed upon by the two (2) parties.
2. Issuance of ISO 9001:2015 certificate for three (3) years within one (1) month from date of PIDS's receipt of the written recommendation for recertification.
3. Surveillance audits for the year 2026 and 2027 are to be completed by March of the applicable year, including but not limited to the following activities:

- 3.1 Prepare and submit surveillance audit plan not later than two (2) weeks prior to the schedule of the surveillance audit;
 - 3.2 Conduct surveillance audit; and,
 - 3.3 Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards one (1) week after the completion of the onsite or online as agreed upon by the two (2) parties.
4. Provision of regular updates and assistance to new versions of, or changes in ISO 9001:2015 standards.

IV. QUALIFICATIONS OF THE CERTIFYING BODY

The Certifying Body shall have the following qualifications:

1. Duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) to provide QMS certification to ISO 9001:2015 for L75: Public Administration. Furthermore, the Certifying Body shall have a locally SEC-registered office accredited to both the DTI-PAB and Industry – Philippine Accreditation Office or International Accreditation Forum (IAF);
2. Have at least five (5) years of experience in conducting ISO QMS audits/certification; and
3. Have at least three (3) ISO QMS government certification projects conducted.

V. SCHEDULE OF PAYMENT RELEASES

Payment shall be made in three (3) installments upon completion of the following activities as evidenced by the submission by the Certifying Body and acceptance of PIDS of the required deliverables:

Activity	Timeline and Deliverables
Recertification Audit	Must be completed at least thirty (30) calendar days prior to the expiration of the existing ISO Certification (April 24, 2025) Submission of audit report and issuance of ISO 9001:2015 certificate (valid for 3 years)
First Surveillance Audit For Year 2026	March 2026 Submission of audit report and letter of continued certification
Second Surveillance Audit For Year 2027	March 2027 Submission of audit report and letter of continued certification


VI. PROJECT DURATION

The recertification audit shall be conducted at least thirty (30) calendar days prior to the expiration of the existing ISO Certification (April 24, 2025). Surveillance Audit for 2nd year and 3rd year shall also be covered.

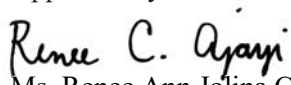
VII. PROJECT COST

The approved budget is Four Hundred Thousand Pesos (PHP 400,000.00) inclusive of all taxes and other charges imposed under applicable laws.

Prepared by


Jennet Grace Dugenio
Supervising Admin. Officer, Admin Division/
PIDS QMS Secretariat

Approved by


Ms. Renee Ann Jolina C. Ajayi
Department Manager III, Research Services/
PIDS QMS Chairperson

Digitally signed by Ajayi Renee
Ann Jolina Catibog
Date: 2024.07.11 16:48:36 +08'00'