

TERMS OF REFERENCE

ENGAGEMENT OF THE SERVICES OF A CERTIFICATION BODY FOR THE RECERTIFICATION OF THE PHILIPPINE GUARANTEE CORPORATION INTEGRATED MANAGEMENT SYSTEM (IMS) TO THE ISO 9001:2015 AND ISO/IEC 27001:2013 STANDARDS

I. Background:

The Philippine Guarantee Corporation (PGC) was created by virtue of Executive Order No. 58 s. 2018 which directed the Home Guaranty Corporation (HGC) and Philippine Import-Export Credit Agency (PhilEXIM). In compliance with Executive Order No. 605 institutionalizing the structure, mechanism and standards to implement the Government Quality Management Program (GQMP), all government agencies are directed to adopt a Quality Management System (QMS) certifiable to ISO 9001 in the delivery of its priority government services. Relevant to the ISO 9001:2015 and ISO/IEC 27001:2013 Integrated Management System (IMS) Certification of the Philippine Guarantee Corporation (PHILGUARANTEE), the agency is committed to the continuous implementation of IMS covering the housing guarantee processes and support processes as well the information security program of the Information Technology Department to ensure the successful Recertification Audit to be conducted in the second half of the year. As we progress through the Corporation's IMS, the agency will expand the coverage to Priority Sector Guarantee Group and/or additional scope covering other processes.

In view thereof, there is a need to procure and engage the services of a certification body that will conduct Recertification Audit of the needed ISO 9001:2015 and ISO/IEC 27001:2013 standard requirements to ensure that the PHILGUARANTEE will continue to achieve its objective and benefit from an effective Integrated Management System in the most economic and timely manner.

II. Approved Budget for the Contract

The Approved Budget for the Contract is Nine Hundred Thousand Pesos (Php 900,000.00) inclusive of applicable taxes.

III. Specifications of the Engagement

The Certification Body shall provide the following services necessary to ensure Recertification of PHILGUARANTEE's ISO 9001:2015 and ISO/IEC 27001:2013 Integrated Management System:

Description of Activities	Deliverables
Readiness Assessment	<ol style="list-style-type: none"> 1. Determine possible gaps of PHILGUARANTEE Integrated Management Systems 2. Prepare and submit Gap Report
Recertification Audit of PHILGUARANTEE IMS to ISO 9001:2015 and ISO/IEC 27001:2013 (on or before 18 July 2022)	<ol style="list-style-type: none"> 3. Prepare and submit Recertification audit plan 4. Conduct on-site/remote Recertification Audit; and 5. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 and ISO/IEC 27001:2013 standards or documented procedures and suggestions on addressing the same not later than five (5) working days after the conduct of an on-site or remote audit 6. Recertification/issuance of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates*
Surveillance Audit for the 2 nd year (Year 2023)	<ol style="list-style-type: none"> 7. Prepare and submit audit plan 8. Conduct on-site/remote audit; and 9. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 and ISO/IEC 27001:2013 standards or documented procedures and suggestions on addressing the same not later than five (5) working days after the conduct of an on-site or remote audit 10. Confirmation of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates*
Surveillance Audit for the 3 rd year (Year 2024)	<ol style="list-style-type: none"> 11. Prepare and submit audit plan 12. Conduct on-site/remote audit; and 13. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 and ISO/IEC 27001:2013 standards or documented procedures and suggestions on addressing the same not later than five (5) working days after the conduct of an on-site or remote audit 14. Confirmation of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates*

*Subject to satisfactory results of assessment audit

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

IV. Terms of Agreement

1. The Certification Body's services shall be delivered to PHILGUARANTEE after the Certification Body has received the Notice to Proceed from the PHILGUARANTEE.
2. The Certification Body's services will be performed at 17th Floor BDO Towers Valero, Valero Street, Salcedo Village, 1227, Makati City, and alternatively at 335 Jade Building, Sen. Gil Puyat Avenue, Makati City and should there be changes in the physical office of the Corporation, the same shall be timely communicated to the Certification Body. Such change in the physical office of the Corporation shall not, in any way, affect the deliverables of the Certification Body.
3. The Consultant warrants to:
 - Conform strictly to all the terms and conditions of this engagement;
 - Work and coordinate with the designated personnel in the performance of the deliverables required by the PHILGUARANTEE;
 - Secure, maintain and update all the necessary registration, licenses and/or permits required under the law at its or his/her own expenses;
 - Comply with all the necessary requirements provided for under the law, rules regulations as well the issuance and directives of regulatory bodies.
4. The Certification Body shall not use or divulge to anyone, except when such will be beneficial to the PHILGUARANTEE, either during or after the engagement, any of its trade secrets, proprietary information or other proprietary data of any kind whatsoever acquired by reason of this engagement.
5. The Certification Body shall not assign, transfer, pledge, sub-pledge, or make such other disposition of any of his obligations under the Contract or any part or interest therein.
6. The PHILGUARANTEE may, at any time during the duration of this engagement and in case of breach or material default, terminate the contract of services with the Certification Body, provided that PHILGUARANTEE will give a 30-day written notice to the Certification Body to explain said breach or default, or otherwise cure the same within the conditions set forth in the notice. Failure to do so shall cause the termination of the contract. PHILGUARANTEE shall only be liable to pay the costs of actual services rendered prior to the termination.
7. Any reports, studies, and other materials prepared by the Certification Body for the PHILGUARANTEE under the contract shall belong solely to and remain property of the PHILGUARANTEE.

8. The Certification Body shall have the following responsibilities:
 - Documentation review, preparation, planning and submission of Recertification Audit Plan
 - Conduct Readiness Assessment
 - Conduct of On-site/Remote Recertification Audit (on or before 18 July 2022)
 - Reporting of audit findings
 - Issuance of certificate to ISO 9001:2015 and ISO/IEC 27001:2013 after successful completion of Recertification Audit, subject to satisfactory results
 - First On-site/Remote Surveillance Audit (Year 2) of the PHILGUARANTEE IMS to ISO 9001:2015 and ISO/IEC 27001:2013 (before anniversary date of audit on the second year or 18 July 2023)
 - Confirmation of the validity of the certificates to ISO 9001:2015 and ISO/IEC 27001:2013 after successful completion of First Surveillance Audit (Year 2), subject to satisfactory results
 - Second On-site/Remote Surveillance Audit (Year 3) of the PHILGUARANTEE IMS to ISO 9001:2015 and ISO/IEC 27001:2013 (before anniversary date of audit on the third year or 18 July 2024)
 - Reconfirmation of the validity of the certificates to ISO 9001:2015 and ISO/IEC 27001:2013 after successful completion of Second Surveillance Audit (Year 3), subject to satisfactory results

The Certification Body should have the following minimum qualifications:

1. The Certification Body should be duly certified by a member or signatory of the International Accreditation Forum (IAF) and must show a valid proof of conformity to ISO/IEC 17021-1:2015 and competence to conduct ISO 9001:2015 and ISO/IEC 27001:2013;
2. The Certification Body must have at least five (5) years ISO 9001:2015 auditing experience;
3. Its audit team should satisfy the following:
 - a. Consist of at least two (2) auditors with actual hands-on experience on QMS and ISMS who are qualified to conduct audits in the name of the Certification Body;
 - b. With at least two (2) members with a minimum of three (3) years ISO 9001:2015 and ISO/IEC 27001:2013 auditing experience; and
 - c. With at least two (2) team members with actual hands-on experience on the Government QMS Process.
4. Must be duly registered with the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) for sole proprietorship; and
5. Must be duly registered with PhilGEPS.

In consideration of the services, PHILGUARANTEE shall pay the certification body in the following manner:

Activity/Deliverable	Payment
A. After Recertification Audit and Issuance of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates (for 2022)	50%
B. After 1 st Surveillance Audit and Confirmation of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates (for 2023)	25%
C. After 2 nd Surveillance Audit and Confirmation of ISO 9001:2015 and ISO/IEC 27001:2013 Certificates (for 2024)	25%

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

V. CRITERIA FOR SELECTION

The committee shall decide on the best technical specification offer that will be based on Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the selection of the winning certification body are as follows:

Criteria	Percentage
A. Technical Proposal	
<ul style="list-style-type: none"> • Applicable Experience and Track Record <ul style="list-style-type: none"> - No. of years of experience (10%) - Similar projects completed within the last five (5) years (15%) - Similar projects conducted for government institutions/GOCC within the last five (5) years (15%) - Client feedback (5%) 	45%
<ul style="list-style-type: none"> • Qualification of Audit Team <ul style="list-style-type: none"> - Audit team members with actual hands-on experience on QMS and ISMS who are qualified to conduct audits in the name of the Certification Body (10%) - Audit team members with relevant public sector specific experience for all relevant ISIC codes (10%) - Audit team members with a minimum of three (3) years ISO 9001:2015 and ISO/IEC 27001:2013 auditing experience (8%) - Audit team members with actual hands-on experience on the Government QMS and ISMS Process (8%) - Educational attainment/applicable accreditation of Audit team members (4%) 	40%
B. Cost Proposal	15%

The contract shall be awarded to the Certification Body with the Highest Rated and Responsive Proposal.

VI. Delivery Period

The services subject of the procurement shall be for a period of three (3) years starting CY 2022.



ESTRELLITA N. TESORO
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