

PHILIPPINE DEPOSIT INSURANCE CORPORATION

TERMS OF REFERENCE For ISO 9001:2008/9001:2015 Certifying Body

OBJECTIVES OF ENGAGEMENT

In line with PDIC ISO 9001:2008 Certification Project for Loans Management, the objectives of the engagement shall be for the conduct of the following:

1. QMS Documents Review (Stage 1) and Certification Audits (Stage 2) of the Corporation's Quality Management System (QMS) as pre-requisites to the issuance of ISO 9001:2008 certification; and,
2. Periodic surveillance audits thereafter in connection with the required certification upgrade/transition to ISO 9001:2015.

The engagement of the third party CB shall be for a period of three (3) years.

SCOPE OF SERVICES

The Certifying Body (CB) shall provide the following services:

1. Conduct of **Stage 1 Audit** covering the review of the required QMS documents.
2. Conduct of **Stage 2 Certification Audit** to establish the objective evidence of effective QMS implementation on Loans Management.
3. Issuance of an **ISO 9001:2008 Certification** with a 1-year validity period.
4. Conduct of **Certification upgrade to ISO 9001:2015** and periodic **Surveillance Audit** on the 2nd year and the 3rd year of the contract/engagement.

The CB shall provide a full report on operations audited within three (3) working days after the end of each audit unless agreed otherwise by the Corporation.

QUALIFICATION AND SELECTION OF THE CERTIFYING BODY

1. The Certifying Body (CB) should be registered in the Philippine Government Electronic Procurement System (PhilGEPS) and duly accredited for ISO 9001 certification activities by a national accreditation body recognized by the Philippine government such as the Philippine Accreditation Office (PAO) under the Department of Trade and Industry (DTI).
2. ~~The CB should have an experience of certifying QMS of at least three (3) Government Financial Institutions (GFIs) preferably on related or similar scope with PDIC's operations such as but not limited to Government Agencies engaged in banking and/or finance.~~

3. The CB audit and surveillance teams shall consist of qualified lead auditor/s and team members who have relevant experience on the scope of certification of at least 10 years and 5 years, respectively.
4. The CB must be able to conduct the Certification Audit in accordance with PDIC's timeline as indicated in Annex A, specific audit date to be mutually agreed upon by the contracting parties.

DISQUALIFICATION

Certification bodies that have provided quality management system consulting services or site-specific auditor training within two (2) years to a particular group/department/unit within the Corporation, shall not be qualified as a certification body.

Likewise, no member of the audit team shall have provided consultancy for the Corporation within two (2) years prior to the audit.

PAYMENT

The total cost of engagement shall be comprised of: (a) the project cost to be charged by the CB as indicated in the proposal and (b) the amount of applicable taxes. Payment shall be made in the following manner and upon issuance by PDIC of the certificate of satisfactory completion of the deliverables/outputs submitted.

- upon completion of 1st year Stage 1 and 2 Certification Audits
- upon completion of 2nd year certification upgrade and surveillance audit
- upon completion of 3rd year surveillance audit

The amount payable to CB in each manner shall be in accordance with the corresponding charges of the engaged CB for the identified activity-milestone as indicated in the submitted proposal.

CONFIDENTIALITY AGREEMENT

The winning CB and each CB Audit Team Member shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon issuance of Notice of Award and shall provide PDIC with a Notarized Copy prior to start of engagement.

Timeline for the ISO Certification of Loans Management

Particulars	Target
Posting of Request for Quotation	1st week of September
Approval by the President of recommendation on selected Certifying Body	Last week of September
Issuance of Purchase Order/Notice of Award	1st week of October
Execution of Confidentiality Agreements/Contract/ Coordination of Audit Plan	2nd week of October
Conduct of Certification Audit by the Certifying Body	4th week of October