



REQUEST FOR QUOTATION

SURVEILLANCE AUDIT (ISO CERTIFYING BODY) (APP Item No. 2023-0047)

22 September 2023

MS. AUBREY O. PAGNANAWON
Marketing Officer
SOCOTEC Certification Philippines, Inc.
(formerly AJA Registrars, Inc.)

Dear **MS. PAGNANAWON**,

The National Privacy Commission intends to procure **SURVEILLANCE AUDIT (ISO CERTIFYING BODY) (APP 2023-0047)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00 N.N., 29 September 2023**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,



Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

**TERMS OF REFERENCE
SURVEILLANCE AUDIT (ISO CERTIFYING BODY)**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 150,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)						
				Unit Price	Total							
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Terms of Reference" for: 									
			<ol style="list-style-type: none"> 1. Scope of Services 2. Certifying Body's Responsibility 3. Certification Body's Qualification Requirements 									
			<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Criteria for Technical Evaluation</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>1 Lead Auditor</td> <td> <ul style="list-style-type: none"> • Degree relevant to the Job • At least five (5) similar projects (that is, ISO QMS Certification for Government institutions); and at least 5 relevant projects (that is, ISO QMS Certification for private companies) </td> </tr> <tr> <td>At least 4 Audit Team Members</td> <td> <ul style="list-style-type: none"> • Degree in relevant to the job • At least three (3) similar projects (that is, ISO QMS Certification for Government institutions); and at least 3 relevant projects (that is, ISO QMS Certification for private companies) </td> </tr> </tbody> </table>	Criteria for Technical Evaluation	Qualifications	1 Lead Auditor	<ul style="list-style-type: none"> • Degree relevant to the Job • At least five (5) similar projects (that is, ISO QMS Certification for Government institutions); and at least 5 relevant projects (that is, ISO QMS Certification for private companies) 	At least 4 Audit Team Members	<ul style="list-style-type: none"> • Degree in relevant to the job • At least three (3) similar projects (that is, ISO QMS Certification for Government institutions); and at least 3 relevant projects (that is, ISO QMS Certification for private companies) 			
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4. Payment and Delivery												
TOTAL												

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's/Business Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
- VI. The Engagement is for four (4) months but shall not go beyond December 31, 2023, which shall commence ten (10) days form the issuance of Notice to Proceed/WO/Contract.
- VII. Payment shall be made upon completion of each milestone and shall be supported by Certificate of Satisfactory Service.

CONFORME:

(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

TERMS OF REFERENCE

**SURVEILLANCE AUDIT (ISO CERTIFYING BODY)
(APP Item No. 2023-0047)**

I. BACKGROUND

The National Privacy Commission (“NPC” or the “Commission”) is an independent body mandated to administer and implement the Data Privacy Act of 2012 (DPA), and to monitor and ensure compliance of the country with international standards set for data protection.

Being a relatively new government agency, which started operations in 2016, the NPC strives to embody the ideals of good governance in its day-to-day operations, ensuring transparency, accountability, and efficient processes for the performance of its public functions and the provision of public services. This involves streamlining of processes and minimizing requirements.

Executive Order No. 605 series of 2007, “Institutionalizing the Structure, Mechanisms, and Standards to Implement the Government Quality Management Program, amending for the Purpose Administrative Order No. 161, s. 2006” mandates that all government institutions to have a Quality Management System.

QMS refers to the organizational structure, responsibilities, procedures, processes, and resources needed to implement quality management. This standard specifies requirements for a quality management system when an organization: needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements. All the requirements of ISO 9001:2015 are generic and are intended to be applicable to any organization, regardless of its type or size, or the products and services it provides.

The NPC will procure and engage a Third-Party Certification Body to assess and certify the Quality Management System and procedures developed and established by the NPC. The main purpose and objective of this procurement is to confirm the ISO 9001: 2015 certificate of the NPC by the accredited ISO certifying body in the Philippines.

II. OBJECTIVES

The overall objective of the engagement is to provide independent confirmation that NPC QMS for ISO 9001:2015 requirements, and if found compliant, issue the corresponding Confirmation of ISO 9001:2015 Certificate within Year 2 of implementation.

The specific objective is to conduct 2nd Surveillance Audit of NPC QMS based on ISO 9001:2015 Standard.

III. SCOPE OF SERVICES

The ISO 9001:2015 2nd Surveillance Audit shall cover the NPC QMS the said Third Party Certification Audit.

IV. CERTIFYING BODY'S RESPONSIBILITY

The Certifying Body shall provide information that indicates experience, educational/ training qualifications, and capacity to undertake the work outlined herein, within the specified timelines. As part of this, the Certifying Body is expected to provide an indication of public QMS-related engagements, as well as QMS certification audit engagements that are currently committed, ongoing, or completed. This will be considered in the assessment of the Certifying Body's QMS-related qualification.

The Certifying Body undertakes to perform the Audit with the highest standards of professional and ethical competence and integrity.

The following are the general expectations from the Certifying Body:

1. Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
2. Preparation of the Certification Audit Plan with a schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the QMR, through the QMS Secretariat, regarding any changes on the dates of audit schedules or any delay in the activities related to ISO certification;
3. Adherence to certification audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given, and the said change/adjustment shall be made based on mutual agreement by both parties;
4. Provision of information on any conflicts of interest and proposed approach to the resolution thereof;

5. The duly authorized representative of the Certifying Body shall submit an audit report after conducting the certification audit, as the case may be, on mutually agreed schedules; and
6. The Certifying Body shall continue to perform the necessary tasks at no additional cost to NPC, except the amount provided in this TOR, until the issuance of the ISO 9001:2015 Certificate to NPC QMS.

V. CERTIFICATION BODY’S QUALIFICATION REQUIREMENTS

The consultant (individual or firm) shall have the following qualification:

1. The Certifying Body must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB) with PNS ISO/IEC 17021-1:2015 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 an international accreditation body;
2. The Certifying Body must have the following:
 - a. Minimum of five (5) years of experience in conducting ISO QMS audits/certification; and
 - b. Minimum of three (3) ISO QMS government certification projects conducted.
3. The Certifying Body shall field a team (1 lead auditor and at least 4 auditors) with the following qualifications:

Criteria for Technical Evaluation	Qualifications
<u>Lead Auditor</u>	<ul style="list-style-type: none"> • Degree relevant to the job. • At least five (5) similar projects (that is, ISO QMS Certification for government institutions); and at least 5 relevant projects (that is, ISO QMS Certification for private companies).
<u>Audit Team Members</u>	<ul style="list-style-type: none"> • Degree relevant to the job. • At least three (3) similar projects (That is, ISO QMS Certification for government institutions); and at least 3 relevant projects (that is, ISO QMS Certification for private companies).

VI. CONTRACT DURATION

The engagement is for Four (4) months but shall not go beyond December 31, 2023, which shall commence Ten (10) days from the issuance of the Notice to Proceed/WO/Contract.

VII. PAYMENT AND DELIVERY

1. The following services and outputs will be expected from the Certifying Body to be submitted/delivered to NPC with the timelines specified below and based on the agreed general Work Plan:

Activity	Output	Timeline*
A. Preparation of Surveillance audit plan	Surveillance Audit Plan	Within 10 days upon CB's receipt of the Notice to Proceed (NTP)
B. Conduct Surveillance Audits	Surveillance Audit conducted	Within Month 1 upon receipt of NTP
C. Preparation of audit reports	Surveillance Audit report	Within Month 1 upon receipt of NTP
D. Evaluation of correction/ corrective and preventive actions	Acceptance Report of Correction/Corrective and Preventive Actions	Within Month 2 upon receipt of NTP**
E. Confirmation of ISO 9001:2015 certificate within Year 2	Confirmation of ISO 9001:2015 certificate within Year 2	Within Year 2 after the Certification

Notes:

*Subject to actual submission of correction/corrective and preventive action report.

**Subject to satisfactory results of assessment audit.

2. Payment shall be made upon completion of each of the following milestones and submission of the required deliverables:

Activity/Deliverable	Payment
A. After Surveillance Audit for the 2 nd Year	100%

Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR or his authorized representative.

Indicative delivery dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed on or before 31 December 2023.

VIII. MODE AND NATURE OF PROCUREMENT

This shall be the procurement of Surveillance Audit (ISO Certifying Body).

The mode of procurement shall be:

1. *Alternative Mode through Direct Contracting*

VII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY 2023 General Appropriations
NPC Annual Procurement Plan FY 2023 (APP Item No. 2023-0047)

Approved Budget for the Contract : One Hundred Fifty Thousand Pesos Only (Php 150,000.00).

Prepared by:



Digitally signed by
Palomar James
Britanico Jr.

JAMES B. PALOMAR JR.
QMS Secretariat



Digitally signed
by Villar Paulo
John Mojica

PAULO JOHN M. VILLAR
Head, QMS Secretariat

Reviewed by:



Digitally signed by Patula
Maria Theresita Elnar

ATTY. MARIA THERESITA E. PATULA
*Director IV, Legal and Enforcement Office/
Quality Management Representative*