



Bids and Awards Committee
(Goods, Services and Consultancy Services)

INVITATION TO SUBMIT REQUEST FOR PROPOSAL

Project Number	RFP No. 2024- 492
Name of Project	3 rd Party Auditing Services for the re-certification of Benguet State University -Quality Management System for the 3 Campuses- La Trinidad, Bokod and Buguias
Project Location	Benguet State University and its campuses
Approved Budget for the Contract (ABC)	PhP. 730,000.00
Delivery Date	Contract Duration
Source of Fund	GAA 2024

I. Introduction

- A. The Benguet State University (BSU), through the Bids and Awards Committee (BAC), is inviting registered ISO Auditors with valid licenses to submit a proposal for 3rd Party Auditing Services for re-certification.
- B. The certifying body must be accredited by the Department of Trade and Industry- Philippines Accreditation Bureau (DTI-PAB), Deutsche Akkreditierungsstelle (DAkKS) and have conducted the audit services for the current and following two (2) years before the expiration of the Governance Commissions' ISO Certification. Also, the certifying body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.
- C. Auditors Competency
 - a. Knowledgeable and well versed on the BSU's 9001:2015 QMS with Instruction Services as the Core Process and Research, Extension, Administration and Finance as the Support Processes
 - b. Possess professional behavior as expected and has managerial skills
 - c. Able to initiate, guide and follow-up actions undertaken by BSU and evaluate audit situations

II. Deliverables

- 1. Stage 1 Audit
 - a. Document Audit
 - b. Audit Plan
 - c. Audit Report/compliance Report
- 2. Stage 2 Audit
 - a. Audit Plan
 - b. Conduct of on-site audit for the 3 campuses (La Trinidad, Bokod & Buguias)
 - c. Audit Report
- 3. Acceptance Report of Correction/Corrective and Preventive Measures
- 4. ISO 9001: 2015 Certificate to be issued one (1) month after the conduct of the certification audit.
- 5. Conduct of surveillance Audit 1 and Audit 2

**TERMS OF REFERENCE FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS)
RE-CERTIFICATION**

I. PROJECT TITLE

Engagement of Third-Party Audit Services for the re-certification of the Benguet State University Quality Management System (QMS) for the 3 Campuses – La Trinidad, Bokod and Buguias.

II. ESTIMATED BUDGET FOR THE CONTRACT

Seven hundred thirty thousand pesos only (Php 730,000.00)

III. PROJECT DURATION

Three years (2024–2026)

IV. PROJECT OBJECTIVES

The overall objective of the engagement is to provide an independent audit of the BSU QMS conformance to ISO 9001:2015 requirements. Conduct the required Surveillance Audits and issue Certification for the three campuses – La Trinidad, Bokod and Buguias.

V. PROJECT DESCRIPTION

The project involves the supply of services of a third-party Certifying Body to conduct recertification audits of the BSU QMS for the 3 Campuses (La Trinidad, Bokod and Buguias) based on ISO 9001:2015 Standard; issue ISO 9001:2015 Certificate; and conduct the surveillance audits within the prescribed period.

VI. QUALIFICATIONS OF CERTIFYING BODY

The Certifying Body must be accredited by the Department of Trade and Industry-Philippine Accreditation Bureau (DTI-PAB), Deutsche Akkreditierungsstelle (DAkKS) and have conducted the audit services for the current and following two (2) years before the expiration of the Governance Commissions' ISO Certification. Also, the Certifying Body must have the capability to conduct Remote Audit Services if needed aside from other ordinary modes of conducting the audit.

VII. DELIVERABLES

1. Stage 1 Audit
 - a. Document audit
 - b. Audit Plan
 - c. Audit Report/Compliance Report
2. Stage 2 Audit
 - a. Audit Plan
 - b. Conduct of on-site audit for the 3 Campuses (La Trinidad, Bokod & Buguias)
 - c. Audit Report
3. Acceptance Report of Correction/Corrective and Preventive Measures
4. ISO 9001:2015 Certificate to be issued one (1) month after the conduct of the certification audit
5. Conduct of surveillance Audit 1 and 2

Prepared by:


BEVERLY C. SA-AO
Director, OQAA

III. Eligibility Requirements

- Latest PhilGEPS Registration Number or Certificate
- Must be registered by the DTI as a Management System Certification Body
- DTI Registration
- Valid and Current Business Permit
- Valid Tax Clearance

IV. Deadline for Submission of Bids

Proposals are to be submitted in a sealed envelope or through email procurement@bsu.edu.ph with certified photocopies of the eligibility requirements on or before **May 22, 2024 (Wednesday), at 5:00 PM** at the **Procurement Management Office (PMO)**, 1st floor, Administration Building, Benguet State University, La Trinidad, Benguet.

For further information, please refer to:

DR. BEVERLY C. SA-AO

Director, Office for Quality Assurance and Accreditation

BAC Secretariat

Benguet State University- La Trinidad Campus

Email: procurement@bsu.edu.ph


SAMUEL S. POLIDEN
Chairperson
Bids and Awards Committee