

## Terms of Reference

### Engaging the Services of a Certifying Body for Reassessment and Recertification of MMSU's Management System to the Requirements of ISO 9001:2015


#### A. The Certifying Body shall:

1. Provide its company profile highlighting related projects, scope of work and implementation methodology. Curriculum Vitae of the proposed certification team shall also be submitted;
2. Be an accredited company by the Department of Trade and Industry - Philippine Accreditation Bureau (DTI-PAB) for the relevant scope of the university;
3. Submit a proposal and include in it the audit activities and a procedure for client appeals. If resolution/s on good terms for disputes between the university and the certifying body cannot be made, the university shall be afforded the right to lodge appeals about the decisions of the audit team thru the certifying body. Independent from this, the legal path is open to both parties;
4. Conduct reassessment and recertification of MMSU's management system documentation to the requirements of ISO 9001:2015 which includes evaluation of the university's location- and site-specific conditions, discussions with the university's personnel, review of the university's scope, processes, locations, and related statutory and regulatory requirements;
5. Conduct annual surveillance audits to obtain objective evidence regarding continued conformity to sampled requirements of the system;
6. Conduct audit based on the following scope defined by MMSU: "Provision of Advanced, Professional, and Higher Education, Research, Extension, and Support Services in Batac, Laoag, and Currimao campuses of MMSU."
7. Adhere to the agreed scope of work/deliverables;
8. All information reviewed and recorded by the certification body audit team will be treated in the strictest confidentiality at all times;
9. Provide a full report of the reassessment and surveillance audits consistent with the content of the approved scope of work/deliverables to the university at the end of the conduct of audit;
10. Issue registration certificate and certificate of audit performed upon passing the audit;
11. Include travel, accommodation, meals and other applicable taxes in the service fee;
12. Be paid after the completion of each of the services rendered: Recertification Audit (Stage 1 and Stage 2), First Surveillance and Second Surveillance.


#### B. MMSU shall:

1. Pay the services of the certifying body
  - Scope of Certification : Provision of Advanced, Professional, and Higher Education, Research, Extension, and Support Services in Batac, Laoag, and Currimao campuses of MMSU
  - Budget : Php 582,400
  - Campus/Site : Batac, Laoag, and Currimao Campuses
  - Validity of the contract : 3 years

Prepared by:

  
**REYNOLD P. VILLACILLO**  
Director, Quality Assurance

Approved by:

  
Manano Marikina State University  
BY AUTHORITY OF THE PRESIDENT  
**SHIRLEY C. AGRUPIS, Ph.D.**  
University President  
PRIMROSE M. ALONZO  
Vice President for Academic Affairs

Funds Available: *101*

  
**IMELDA C. CORPUZ**  
Chief, Accounting Office



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|---|--|------------------|------------------|
| MARIANO MARCOS STATE UNIVERSITY<br>Procurement Division |  | Document Code    | PD-FRM-006       |
| Request for Quotation (RFQ)<br>(Consulting Services)    |  | Revision No.     | 1 Page 1 of 2    |
|   |  | Effectivity Date | October 14, 2020 |

**REQUEST FOR QUOTATION**

Date: November 29, 2022  
Quotation No: 2022-10

The Mariano Marcos State University through its Bids and Awards Committee, hereby invites all interested certifying bodies to quote their lowest rate based from the attached Terms of Reference (TOR). Please submit your proposal together with your Philgeps ID Number/Certificate, Business/Mayor's Permit, Latest ITR & Company Profile and other documents needed as indicated in the TOR not later than 3 days from receipt of this RFQ.

For any clarification, you may email us at [algabriel@mmsu.edu.ph](mailto:algabriel@mmsu.edu.ph).

  
NATHANIEL R. ALIBOYOG  
BAC CHAIR

| Purpose   | ABC         | Rate |
|---|-------------|------|
| Engaging the services of a certifying body for Reassessment and Recertification of MMSU's Management System to the Requirements of ISO 9001:2015 as per attached Terms of Reference (TOR) | P582,400.00 |      |

After having carefully read and accepted your general conditions, I am offering the rate as noted above.

\_\_\_\_\_  
Printed name/Signature

\_\_\_\_\_  
Tel. No./cellphone No.  
E-mail address \_\_\_\_\_  
TIN \_\_\_\_\_  
Date: \_\_\_\_\_

*Disclaimer: Reproduction of this form is allowed subject to compliance to the Documented Information Procedure established by MMSU.*



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|  |                  | Page 2 of 2      |

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure), or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.