

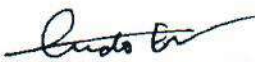







## TERMS OF REFERENCE

TITLE	PROCUREMENT OF SERVICES OF A CERTIFICATION BODY FOR ISO 9001:2015 CERTIFICATION AND SURVEILLANCE AUDITS FOR THE AGENCY'S QUALITY MANAGEMENT SYSTEM (QMS)
RATIONALE	<p>The instructions of DBM and AO25 Technical Working Group on 08 April 2021 is for OWWA to get a recertification of the Quality Management System or ISO 9001:2015.</p> <p>OWWA complied with the prescribed two stages of audit. The First Stage is on the retraining and reorientation on QMS which was conducted in partnership with the Philippine Trade and Training Center (PTTC-DTI) in July to October 2021. The other activity related with the preparation of the Manuals which was scheduled on the 3<sup>rd</sup> quarter of 2022 was extended up to 2023 due to the prioritization to respond to the repatriation of OFWs and the corresponding provision of welfare and financial assistance. As such, there was the movement of personnel as an offshoot of the realignment of operational and administrative functions as a result by the transfer of OWWA from the DOLE to the Department of Migrant Workers (DMW).</p> <p>The Second Stage is the ISO Certification which is targeted to commence in December 2022 however there was a failure in bidding to hire the services of a 3<sup>rd</sup> party ISO Certifying Body. The lone bidder is not accredited by the Philippines Accreditation Bureau (PAB).</p> <p>OWWA continues to undergo these critical stages to meet the performance targets and the continual approval of the annual QMS Budget provided under the General Appropriation Act (GAA).</p>
COST BENEFIT ANALYSIS	QMS Certification (ISO 9001:2015) is an international standard which will raise the level of performance and customer satisfaction of OWWA in the implementation of its core processes and achievement of its institutional goals including the development of its human resources.
TECHNICAL PARAMETERS	<p>Third-Party Certifying Body must be accredited by the Philippine Accreditation Bureau (PAB) on Quality Management.</p> <p>The Certification Body shall certify the management system for a minimum of three (3) years and an additional two (2) years following the end of service.</p>
PERIOD COVERED	<p>October 2023 to April 2025 with a total of six (6) audits comprising of the following:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> audit (Conformity Assessment) to be conducted on the 3<sup>rd</sup> Quarter of 2023</li> <li>• Surveillance audits in 2023 and 2025</li> <li>• Recertification Audit in November 2025</li> </ul>



REQUIRED ATTACHMENTS	All mandated documents in compliance to government regulations in procuring services.																	
SOURCE OF FUND, BILLING AND PAYMENT	<p>The source of funding would be the NGA, the General Appropriations Act of FY 2023 to 2025. Based on completion and submission of audit reports and/or certification/attestation by the Certification Body. The schedule of Payment are as follows:</p> <table border="1" data-bbox="596 427 1455 763"> <thead> <tr> <th>PARTICULARS</th> <th>TOTAL BUDGET</th> </tr> </thead> <tbody> <tr> <td>Conformity Assessment October 2023</td> <td>315,792.48</td> </tr> <tr> <td>1st Surveillance December 2023</td> <td>157,896.24</td> </tr> <tr> <td>2nd Surveillance April 2024</td> <td>157,896.24</td> </tr> <tr> <td>3rd Surveillance November 2024</td> <td>157,896.24</td> </tr> <tr> <td>4th Surveillance April 2025</td> <td>157,896.24</td> </tr> <tr> <td>Recertification Audit November 2025</td> <td>315,792.48</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>1,263,169.92</td> </tr> </tbody> </table> <p><b>ONE MILLION, TWO HUNDRED SIXTY-THREE THOUSAND, ONE HUNDRED SIXTY-NINE PESOS and NINETY-TWO CENTAVOES (Php 1,263,169.92) for a three-year contract period from October 2023 to December 2025.</b></p> <p><i>Computation is hereby attached as reference.</i></p>		PARTICULARS	TOTAL BUDGET	Conformity Assessment October 2023	315,792.48	1st Surveillance December 2023	157,896.24	2nd Surveillance April 2024	157,896.24	3rd Surveillance November 2024	157,896.24	4th Surveillance April 2025	157,896.24	Recertification Audit November 2025	315,792.48	TOTAL	1,263,169.92
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BUDGET FOR THE CONTRACT	<p>The 2023 Approved Budget for QMS is <b>ONE MILLON, ONE HUNDRED THOUSAND PESOS (Php 1,100,000.00) for Training and Audit Expenses.</b></p> <p><b>The amount required to hire the services of an ISO Certifying Body in 2023 to conduct conformity assessment and 1<sup>st</sup> surveillance audit is estimated at P473,688.72.</b></p>																	
Prepared By:	Recommending Approval:	Certified Funds Available:																
 <b>MA. CYNTHIA DM. ERUM</b> Chief Records Management Division and Head, QMS Secretariat	 <b>EMMA V. SINCLAIR</b> Deputy Administrator Administration and Fund Management and Quality Management Representative	 <b>MARIA GIEZI T. LANUZA</b> Officer-in-Charge Accounting Division Amount: P473,688.72 December 2023 to April 2025																
<p style="text-align: center;">Approved by:</p>  <b>ARNALDO A. IGNACIO</b> Administrator <p>Date _____</p>																		

Filename: TOR for QMS Certifying Body/Cynch Erum/Red USB/Revised 18 April 2022-

03N 2023-04-371

ATTACHMENT