**BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. SVP-2021-08-001.01**

Date: Aug. 23, 2021

**TERMS OF REFERENCE  
for the Selection of ISO 9001:2015 Certifying Body**

**II. SCOPE OF WORK**

**FROM:**

|  |  |  |
| --- | --- | --- |
| Conduct of Re-certification Audit of PCGG’s QMS, which consist of Management, Core and Support Processes | * Re-certification audit conducted * Audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them | * As may be agreed in the contract but not later than October 2021 * Within five (5) working days after the completion of the on-site audit |
| Surveillance Audits for 2 years (Year 2022 -2023) | * Conduct of Surveillance Audits * Surveillance Audit Report | * At least once a year for two consecutive years * Within five (5) working days after the conduct of the on-site audit |

**TO:**

|  |  |  |
| --- | --- | --- |
| Conduct of Re-certification Audit of PCGG’s QMS, which consist of Management, Core and Support Processes | * Re-certification audit conducted * **Initial** Audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them | * As may be agreed in the contract but not later than October 2021 * Within five (5) working days after the completion of the on-site audit |
| Surveillance Audits for 2 years (Year 2022 -2023) | * Conduct of Surveillance Audits * Initial Surveillance Audit Report | * At least once a year for two consecutive years * Within five (5) working days after the conduct of the on-site audit |

For information and guidance.

**SGD ROMULO A. SIAZON**

**BAC Chairperson**