

## TERMS OF REFERENCE

### I. **Project Title**

Engagement of Services of Certifying Body for the First Surveillance Audit of the Philippine Statistics Authority (PSA) Quality Management System (QMS) to ISO 9001:2015 Standards

### II. **Project Objectives**

The overall objective of the engagement is to verify the ongoing effectiveness of the PSA's QMS. This independent assessment ensures continued compliance with ISO standards, identifies areas for improvement, maintains certification, and demonstrates a commitment to quality, ultimately enhancing the PSA's credibility and stakeholder trust.

### III. **Project Description**

The project involves the services of Third-Party Certifying Body (CB) to conduct First Surveillance Audit of PSA QMS based on ISO 9001:2015 Standard and issue ISO 9001:2015 Certificate upon satisfactory compliance to the Standard and Certification requirements

### IV. **Scope of Work**

The First Surveillance Audit will cover 111 audit sites, comprised of 100 existing sites and 11 sites for expansion. A sampling approach will be employed for the audit, with at least 20 percent or 23 audit sites selected for in-depth evaluation. (Refer to the attached list for a detailed breakdown of audit sites and their respective scope of applications.)

The First Surveillance Audit must be performed from 17 February to 14 March 2024 following an onsite mode of audit for all selected sites.

### V. **Qualification of Certifying Body**

1. The Certification Body must be duly accredited by the Department of Trade and Industry- Philippine Accreditation Bureau (DTI-PAB).
2. The Certification Body must be knowledgeable of PSA services and processes and has previously engaged with PSA on ISO certification.
3. The Certification Body shall provide auditors/assessors with at least five (5) years of experience in ISO audits.
4. The Certification Body shall have the capacity to deploy a team composed of at least two (2) key experts (a lead auditor and a member of the audit team) for every audit site.
5. The Certification Body shall have awarded at least ten (10) ISO 9001:2015 certifications to government agencies active as of quotation date.

**VI. Payment and Delivery**

1. The following services and outputs are expected from the Certifying Body to be submitted/delivered to PSA with timeliness specified below:

<b>Activity</b>	<b>Output</b>	<b>Timeline</b>
Preparation of First Surveillance Audit Plan	First Surveillance Audit Plan	Within 10 days upon CB's receipt of the Notice to Proceed (NTP)
Conduct of First Surveillance Audit	First Surveillance Audit conducted	17 February to 14 March 2025
Preparation of First Surveillance Audit Report	First Surveillance Audit Report	Seven (7) working days after the last day of audit/closing meeting
Issuance of Certificates and Tarpaulin Banner	ISO Certificates and Tarpaulin Banner	Two (2) months after the after the last day of audit/closing meeting

**VII. Fund Source and Approved Budget for the Contract (ABC)**

a. Source of Fund: FY 2025 General Appropriations

b. Approved Budget for the Contract:

**Nine Hundred Ninety-Nine Thousand (Php 999,000)**

Inclusions:

1. Value Added Tax
2. Travel (Airfare, Taxi, etc.) and Accommodation Cost of Auditors
3. Digital and hard copy A3 size certificates for each audit site
4. Tarpaulin Banner 9 ft by 18 ft customized with agency logo to be provided upon release of certificate.