

TERMS OF REFERENCE:

3rd Party Certifying Body for Re-Certification of JHMC to ISO 9001:2015

I. RATIONALE

Administrative Order No. 161 “Institutionalizing Quality Management System (QMS) in Government” was issued on 05 October 2006, as one of the National Competitiveness Summit (NCS) Action to effect actual improvements in public governance in recognition of the International Organization for Standardization (ISO) 9000 series which ensures consistency of products and services through quality processes.

Administrative Order No. 605 “Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program, amending for the Purpose Administrative Order No. 161, s. 2006” was issued in 23 February 2007 to identify with more particularly guidelines in the pursuit of the components of the Government Quality Management Program (GQMP) for the effective implementation of the law, including the expansion in its coverage and the necessary structure that shall formulate the policies and oversee the GQMP.

A.O. No. 605 directs all departments and branches of the Executive branch, including all government-owned and/or controlled corporations (GOCCs) and government financial institutions (GFIs) to adopt the ISO 9001:2000 QMS as part of the implementation of a government-wide quality management program. The QMS shall be certified for demonstrated conformity with ISO 9001:2000 and the applicable Government Quality Management Systems Standards (GQMSS), with priority to be given to frontline services.

The JHMC, as the steward of the Camp John Hay, continues to develop the estate into a premier tourist and investment destination and center for human resource development. It continues to be a strong catalyst for economic growth and job generation, manages its forest watershed areas with a goal of sustainable multiple use and administers effective and efficient regulation in the John Hay Special Economic Zone (JHSEZ) and the John Hay Reservation Area (JHRA) and have been building partnership with various stakeholders for a lasting and positive impact in the City of Baguio and the country.

On 21 March 2019, JHMC was issued Registration Certificate for ISO 9001:2015 (Quality Management System) covering JHMC’s processes in “Public Administration covering JHMC’s core processes such as Business Development

and Events Management, Provision of Regulatory Services, Forest and Environment Management, and Land and Asset Management” which will expire on 20 March 2022.

II. GENERAL TERMS AND CONDITIONS

1. The Certifying Body (CB) must be accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.

Similar internationally recognized bodies promoting Total Quality Management (TQM) shall be considered.

2. The CB must have the applicable experience and good track record with more than 20 years of auditing experience and must provide the following:
 - Company profile highlighting a minimum of 100 related government certification projects for QMS;
 - Complete and clear scope of work and implementation methodology; and,
 - Curriculum vitae of the proposed certification audit team with audit experience relevant to this project.
3. The CB shall have a locally SEC-registered office accredited to both the Philippine Accreditation Bureau and an international accreditation body.

III. EXPECTED DELIVERABLES and OUTPUTS from the CB

| Activity | Expected Output |
|---|---|
| 1. Preparation of certification audit plan | Stage 2/Recertification Audit Plan |
| 2. Conduct of certification audits | Stage 2/Recertification conducted |
| 3. Preparation of audit reports | Stage 2/ Recertification Audit Report |
| 4. Evaluation of correction/corrective and preventive actions | Acceptance Report of Correction/Corrective and Preventive Actions |



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| 5. Issuance of ISO 9001:2015 Certificate | ISO 9001:2015 Certificate, with a validity period of three (3) years |
| 6. Conduct of annual surveillance audit | Annual surveillance audit, plans, procedures, schedules and reports -1 st Surveillance Audit -2 nd Surveillance Audit |

IV. EXPECTED DELIVERABLES OF JHMC

1. Designate a counterpart support team that will coordinate with the CB regarding the technical and administrative requirements of the activities, including progress monitoring;
2. Provide logistical requirements during the activities (e.g. venues, equipment, etc), as may be necessary;
3. Provide location guides during the audit activities, as may be necessary; and,
4. Ensure availability and participation of concerned staff during the conduct of the audits, and other activities necessary in the course of the audit process.

V. APPROVED BUDGET

Total Approved Budget for the Contract under the JHMC Corporate Operating Budget for CY 2021 is **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)**, inclusive of all applicable taxes.

VI. MODE OF PROCUREMENT

The mode of procurement under the approved JHMC Annual Procurement Plan CY 2021 is **Small Value Procurement under Section 53.9** of the R.A. 9184 Implementing Rules and Regulations (IRR), with assigned ***PAP Code of CON-04***.

VII. TERMS OF PAYMENT

Payments, inclusive of tax, shall be based on the completion of the following activities as evidenced by the submission and acceptance by JHMC of the requested deliverables for the identified business processes.

| Activity | Expected Deliverables | Percentage Equivalent of Payment based on |
|----------|-----------------------|---|
|----------|-----------------------|---|



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| | | the Total Contract Price |
|---|---|--------------------------|
| Conduct of Recertification Audit | Audit Work Plan | 15% |
| | Audit Report for Recertification Audit | 15% |
| | ISO 9001:2015 Certificate (valid for three years) | 30% |
| 2 nd Year Surveillance Audit | Audit Report | 20% |
| 3 rd Year Surveillance Audit | Audit Report | 20% |
| Total | | 100% |