

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**SERVICES OF AN ISO 9001:2015 CERTIFICATION BODY UNDER A MULTI-YEAR CONTRACT  
(2024-2026)**

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE						
1.	The CB is expected to provide the following services: <ol style="list-style-type: none"> <li>1. Conduct of certification audit (Stage 1 and 2)</li> <li>2. Issuance of ISO 9001:2015 Certificate (valid for 3 years); and</li> <li>3. Conduct at least one (1) surveillance audit every year for two consecutive years after the issuance of the Certificate</li> </ol>							
2.	The Re-certification and Surveillance Audits shall cover the scope of the TPB QMS. It shall involve the following deliverables and activities: <table border="1" data-bbox="404 1094 1245 1449"> <thead> <tr> <th data-bbox="404 1094 734 1136">DELIVERABLES</th> <th data-bbox="734 1094 1245 1136">ACTIVITIES</th> </tr> <tr> <th colspan="2" data-bbox="404 1136 1245 1178">CY 2024</th> </tr> </thead> <tbody> <tr> <td data-bbox="404 1178 734 1449">                             1. Audit Plan                              2. Certification Audit (indicative August 2024)                              3. Audit Report (7 calendar days after the conduct of audit)                         </td> <td data-bbox="734 1178 1245 1449"> <ul style="list-style-type: none"> <li>• Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement</li> </ul> </td> </tr> </tbody> </table>	DELIVERABLES	ACTIVITIES	CY 2024		1. Audit Plan 2. Certification Audit (indicative August 2024) 3. Audit Report (7 calendar days after the conduct of audit)	<ul style="list-style-type: none"> <li>• Prepare and submit Certification Audit Plan at least seven (7) calendar days prior to the Audit engagement</li> </ul>	
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		<p>4. Issuance of ISO 9001:2015 Certificate valid for three (3) years (secured/transmitted to TPB within 40 calendar days of receipt of the Audit Report or not to exceed 20 October 2024, to be followed is whichever is applicable earlier)</p>	<ul style="list-style-type: none"> <li>• Conduct Stage 1 and Stage 2 Certification Audit;</li> <li>• Prepare and submit the Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures and suggestions on how to address them within seven (7) calendar days after the conduct of the off-site or onsite audit</li> <li>• Issue ISO 9001:2015 Certification or the latest applicable version</li> </ul>	
<p align="center"><b>3.</b></p>		<p><b>CY 2025 and CY 2026</b></p>		
		<p>1. Surveillance Audit for the 2nd Year (2025) and Surveillance Audit for the 3rd Year (2026)</p> <p>2. Surveillance Audit Report [within seven (7) calendar days after the conduct of audit]</p>	<ul style="list-style-type: none"> <li>• Prepare and submit a Certification Audit Plan at least seven (7) calendar days prior to the audit engagement</li> <li>• Conduct Surveillance Audit; and</li> <li>• Prepare and submit a Surveillance Audit Report detailing observations such as best practices, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or the latest applicable version should it apply or on documented procedures and suggestions on how to address them within seven (7) calendar days after the conduct of the off-site or onsite audit</li> <li>• Provide Confirmation of ISO 9001:2015 certificate</li> <li>• Provide a Confirmation Letter for each of the conducted Surveillance Audits and transmitted to TPB within 40 calendar days of receipt of the</li> </ul>	
			<ul style="list-style-type: none"> <li>- when the Surveillance Audit was performed</li> <li>- that proof has been furnished that the requirements according to ISO 9001:2015 are fulfilled; and</li> <li>- that TPB is recommended for the maintenance of its ISO</li> </ul>	

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<b>4.</b>	The CB shall include in their audit activities, a procedure for client appeals. If resolutions on good terms for disputes between TPB and the CB cannot be made, TPB shall be afforded the right to lodge appeals about the decisions of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.				
<b>5.</b>	All information reviewed and recorded by the CB audit team shall be treated in the strictest confidence and a non-disclosure agreement shall be in effect upon conforme signature of the Supplier on the Notice of Award.				
<b>6.</b>	The CB audit team shall furnish its Audit Report findings within 7 calendar days of each conduct of audit.				
<b>7.</b>	The expedited issuance of ISO 9001:2015 Certificate is incorporated into the Approved Budget for the Contract wherein said certificate must be received within and not beyond 45 calendar days of the conduct of audit.				
<b>8.</b>	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <table border="1"> <tr> <td> <p><b>CY 2024</b></p> <ul style="list-style-type: none"> <li>-Conduct of the Re-Certification Audit</li> <li>-Indicative dates of 06 to 08 August 2024</li> <li>-Issuance of an ISO 9001:2015 Certificate valid for three (3) years within 45 calendar days of the conduct of the Audit</li> </ul> </td> </tr> <tr> <td> <p><b>CY 2025</b></p> <ul style="list-style-type: none"> <li>-Conduct of the First Surveillance Audit</li> <li>-Schedule date TBD</li> <li>-Issuance of a Confirmation Letter for the First Surveillance Audit within 45 calendar days of the conduct of the Audit</li> </ul> </td> </tr> <tr> <td> <p><b>CY 2026</b></p> <ul style="list-style-type: none"> <li>-Conduct of the Second Surveillance Audit</li> <li>-Schedule date TBD</li> <li>-Issuance of a Confirmation Letter for the Second Surveillance Audit within 45 calendar days of the conduct of the Audit</li> </ul> </td> </tr> </table>	<p><b>CY 2024</b></p> <ul style="list-style-type: none"> <li>-Conduct of the Re-Certification Audit</li> <li>-Indicative dates of 06 to 08 August 2024</li> <li>-Issuance of an ISO 9001:2015 Certificate valid for three (3) years within 45 calendar days of the conduct of the Audit</li> </ul>	<p><b>CY 2025</b></p> <ul style="list-style-type: none"> <li>-Conduct of the First Surveillance Audit</li> <li>-Schedule date TBD</li> <li>-Issuance of a Confirmation Letter for the First Surveillance Audit within 45 calendar days of the conduct of the Audit</li> </ul>	<p><b>CY 2026</b></p> <ul style="list-style-type: none"> <li>-Conduct of the Second Surveillance Audit</li> <li>-Schedule date TBD</li> <li>-Issuance of a Confirmation Letter for the Second Surveillance Audit within 45 calendar days of the conduct of the Audit</li> </ul>	
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<b>9.</b>	<p><b>QUALIFICATIONS OF THE CERTIFICATION BODY</b></p> <p>The CB shall be duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) to provide QMS Certification to ISO 9001:2015 for L75: Public Administration. — and submit a copy of its Certificate of Accreditation and Scope of Accreditation.</p>				
<b>10.</b>	The CB must have at least 10 years of experience in conducting ISO QMS audits with clients from the private and government sector. CB to submit its company profile, List of ongoing and completed projects highlighting related government and private certification projects for the past three (3) years (2021-2023).				
<b>11.</b>	To avoid conflict of interest, certification bodies that have provided quality management system consulting services or site- specific auditor				

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	<p>training within the prior two (2) years to TPB, shall not be engaged as a CERTIFICATION BODY.</p> <p><b>Note:</b> Consulting refers to the provision of training documentation development, or assistance with implementation of quality management systems to a specific organization. Trainings that are open to the public, not organization specific, and held at a public forum is not considered as consulting.</p>									
<p align="center"><b>12.</b></p>	<p>The CB audit teams, including surveillance, shall satisfy the following:</p> <ul style="list-style-type: none"> <li>a. Consist of one (1) lead auditor and at least two (2) other member auditors qualified to conduct audit in the name of the CB; Note: The audit team may use external experts on the specified QMS process scope as necessary.</li> <li>b. No member of the CB audit team should have provided consultancy for TPB in the two (2) years prior to the audit; and</li> <li>c. For each audit cycle, different auditors may be used. However, at least one auditor of the initial team should participate in all audits of the three-year audit cycle.</li> </ul>									
<p align="center"><b>13.</b></p>	<p><b>TERMS OF PAYMENT</b> Payments shall be based on the following terms as evidenced by the submission and acceptance of the required deliverables.</p> <table border="1" data-bbox="318 1205 1256 1770"> <thead> <tr> <th align="center">DELIVERABLES</th> <th align="center">PAYMENT</th> </tr> </thead> <tbody> <tr> <td>After certification audit and issuance of ISO 9001:2015 Certificate valid for three (3) years within 45 calendar days of the conduct of the Audit</td> <td align="center">50%</td> </tr> <tr> <td>After Surveillance Audit and submission of Surveillance Audit Report for the second year to include the Issuance of Confirmation Letter for the First Surveillance Audit within 45 calendar days of the conduct of the Audit</td> <td align="center">25%</td> </tr> <tr> <td>After Surveillance Audit and submission of Surveillance Audit Report for the second year to include the Issuance of Confirmation Letter for the Second Surveillance Audit within 45 calendar days of the conduct of the Audit</td> <td align="center">25%</td> </tr> </tbody> </table> <p>Note: The proposed activities and time frames may be adjusted subject to the recommendations of the service provider and the</p>	DELIVERABLES	PAYMENT	After certification audit and issuance of ISO 9001:2015 Certificate valid for three (3) years within 45 calendar days of the conduct of the Audit	50%	After Surveillance Audit and submission of Surveillance Audit Report for the second year to include the Issuance of Confirmation Letter for the First Surveillance Audit within 45 calendar days of the conduct of the Audit	25%	After Surveillance Audit and submission of Surveillance Audit Report for the second year to include the Issuance of Confirmation Letter for the Second Surveillance Audit within 45 calendar days of the conduct of the Audit	25%	
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<b>14.</b>	<p>Supplier must be willing to accept a send bill arrangement.</p> <p>Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing.</p> <p>Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier</p>	
<b>15.</b>	<p><b>CONTRACT DURATION</b></p> <p>The contract shall be valid for three (3) years covering CY 2024 for the Re-Certification Audit, CY 2025 for the First Surveillance Audit, and CY 2026 for the Second Surveillance Audit subject to this Technical Specifications.</p>	

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**NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE / DATE**