



REQUEST FOR QUOTATION

RFQ-CO-20-002rep

The Human Settlements Adjudication Commission, through its Bids and Awards Committee, will undertake a Small Value Procurement for the **Engagement of Certifying Body on Conformity Certification to ISO 9001:2015 of HSAC Core and Support Processes** in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

Name of Project:	<i>Engagement of Certifying Body on Conformity Certification to ISO 9001:2015 of HSAC Core and Support Processes</i>
Specifications:	Please see attached Terms of Reference
Approved Budget for the Contract:	Two Hundred Ninety Thousand Pesos (Php290,000.00), inclusive of taxes

Interested providers are requested to indicate their PhilGEPS Registration Number and to attach together with their quotation, copy of their current Mayor's/Business Permit, Professional License/Curriculum Vitae, Income/Business Tax Return, Omnibus Sworn Statement and other pertinent documents (*kindly refer to the attached Terms of Reference*).

The deadline for the submission of sealed quotations and eligibility documents is on or before **3:00pm of 01 December 2020** at the Procurement Section-General Services Division, Administrative Service, 6/F HLURB Building, Kalayaan Ave. corner Mayaman St., Diliman, Quezon City.

The HSAC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HSAC, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Atty. ARTURO M. DUBLADO** or **Ms. MARISSA R. FELIZARDO** of the Planning and Management Service (PMS) at pms@hsac.gov.ph.

FREDERICK ALLAN M. LIGSAY

Procurement Section, General Services Division
Administrative Service



TERMS OF REFERENCE

PROJECT TITLE: **ENGAGEMENT OF A CERTIFYING BODY ON CONFORMITY CERTIFICATION TO ISO 9001:2015 OF HSAC CORE AND SUPPORT PROCESSES**

BACKGROUND: The Human Settlements Adjudication Commission (HSAC) is a quasi-judicial body, reconstituted from the Housing and Land Use Regulatory Board (HLURB) by virtue of Republic Act No. 11201, tasked to adjudicate disputes relating to Real Estate Developments, Homeowners Associations, and Local and Regional Planning and Zoning and appealed cases pertinent thereto. With the issuance of Executive Order No. 605, Series of 2007 entitled "Institutionalizing the Structure, Mechanisms and Standards to Implement the Government Quality Management Program", HLURB now HSAC amended its Quality Management System (QMS) Manual and Mandatory Procedures certifiable to ISO 9001:2015 and compliant to HSAC's mandates.

OBJECTIVES: The project aims to acquire ISO Certification for HSAC QMS and Mandatory Procedures certifiable to ISO 9001:2015.

SITES COVERED: HSAC Central Office, Regional Adjudication Branch (RAB) - National Capital Region (NCR) and Regional Adjudication Branch (RAB) - IVB; all located at the HLURB Building, Kalayaan Avenue corner Mayaman St., Diliman, Quezon City.

DURATION OF THE PROJECT: Stage I and Stage II certification audit and post surveillance audit once every 12 months for two (2) consecutive years for a total of three (3) years.

QUALIFICATION REQUIREMENTS: The certifying body must be an entity with the following qualifications and requirements:

- a. Must be accredited in accordance with PNS ISO/TEC 17021-1:2015 to provide Quality Management System (QMS) certification to ISO 9001:2015 with scope detailed as IAF 36 Public Administration by the Philippine Accreditation Board (PAB) of the Department of Trade and Industry; and,
- b. Must have certified the QMS in accordance to ISO 9001:2015 standards of at least three (3) government agencies.



COST AND PAYMENT:

The HSAC shall pay the sum of **TWO HUNDRED NINETY THOUSAND PESOS (Php 290,000.00)** inclusive of the 12% VAT not later than two (2) weeks upon issuance of Registration Certificate after HSAC has been found compliant to Stage 2 audit.

SCOPE OF SERVICES:

The Certifying body shall conduct the Stage 1 and Stage 2 audit at three (3) sites covered by the certification, execute and complete the Certification services and conduct post surveillance audit once every 12 months for two (2) consecutive years.

RESPONSIBILITIES OF HSAC:

- a. Provide the documents necessary for the certification procedure.
- b. Comply within five (5) days after Stage 1 audit, if there are inadequacies, in the documentation found in Stage 1.
- c. Rectify any non-conformance found, if any, and submit to the Certifying body its corrective actions.
 - c.1 For a minor non-conformance, the HSAC shall respond to the Corrective Action Request (CAR) of the Certifying Body within five (5) days with the appropriate paper evidence as attachment.
 - c.2 For major non-conformance, the HSAC shall within one (1) week respond to the CAR issued and another one (1) week to implement its corrective action.

RESPONSIBILITIES OF THE CERTIFYING BODY:

- a. Undertake Stage 1 and Stage 2 audit of the HSAC's Quality Management System and documentation.
- b. Submit report within two (2) days after each audit.
- c. Conduct a close out audit to verify effective implementation of corrective actions, if any.
- d. Issue the Certificate of Registration not later than two (2) weeks once HSAC has been found compliant after Stage 2.
- e. Conduct surveillance audit once every twelve (12) months for two (2) consecutive years after certification.
- f. Submit audit findings to HSAC after each surveillance audit for consideration and compliance.
- g. Issue ISO 9001:2015 Certification or ISO 9001:2015 QMS-equivalent attestations on the third (3rd) week of December 2020.