

REQUEST FOR PROPOSAL

REFERENCE NO.: **MR26-02-020**

We are inviting all interested consultancy firms to submit their best proposal for the **HIRING OF A TECHNICAL CONSULTANT FOR THE NDC QUALITY MANAGEMENT CERTIFICATION UNDER ISO 9001 STANDARD AND BUSINESS CONTINUITY MANAGEMENT SYSTEM:**

TERMS OF REFERENCE

A. RATIONALE

Administrative Order No. 161, s. 2006 mandated the institutionalization of the Quality Management System (QMS) in the Philippine government. Additionally, the establishment of QMS and certification of government agencies under ISO 9001 standard formed part of the requirements for the grant of Performance-Based Bonus in 2012 through Executive Order No. 80, s. 2012. Likewise, the maintenance of ISO 9001 certification was included as one of the required targets in the Performance Scorecards of Government-Owned and Controlled Corporations (GOCCs) under the Performance Evaluation System (PES).

The NDC has successfully completed five cycles of QMS certification under the ISO 9001 standard. This year marks the Company's recertification audit, which entails a more comprehensive preparation. In addition, the updated ISO 9001 standard is expected to be issued this year, and organizations will be required to transition to the new version.

In 2025, the Governance Commission for GOCCs (GCG) included the Business Continuity Management System (BCMS) certification as one of the bonus strategic measures in the GOCC Performance Scorecard. It was also in 2025 when the NDC has finalized its Public Service Continuity Plan (PSCP) aligned with the principles of BCMS.

In view of these developments, it is necessary for the NDC to engage the services of a technical consultant to support the Company in preparing for its 2026 recertification audit and in facilitating the transition to the updated ISO 9001 standard.

The technical consultant is expected to demonstrate expertise in providing technical assistance to NDC and capacity-building of NDC employees to ensure the success of the Company's Recertification Audit and transition to the new ISO 9001 standard.

B. MINIMUM QUALIFICATIONS

1. Must be a certified Lead Auditor for ISO 9001:2015;
2. Must have at least five (5) years of experience as a management systems auditor / trainer / consultant for ISO 9001:2015 Quality Management System (QMS);
3. Must have an experience in providing consultancy services or at least an experience in auditing a government financial institution / government corporation or agency;
4. Must have previous clients which passed ISO 9001 certification;
5. Must at least be a bachelor degree holder in business administration or other related course;
6. Must be knowledgeable in the new/updated ISO 9001 standard; and
7. Must have at least five (5) trainings conducted within the last five (5) years relative to ISO.

C. SCOPE OF WORK

	NO. OF MAN-DAYS
1. Provide capability build-up (Refresher training, ISO awareness, IQA and Root Cause Analysis, ISO 9001:2026 requirements for transition, ISO 22301, and other trainings that may be required by the NDC ISO Core Team)	6 days
2. Provide guidance to ISO Team on effective QMS implementation, documentation and monitoring and improvement	3 days
3. Provide validation on the results of the IQA to align with ISO 9001	2 days
4. Provide guidance and assistance in the conduct of Management Review aligned to ISO 9001:2015 requirements	2 days
5. Provide assessment activities and documentation enhancement in preparation for the Third Party Recertification Audit	3 days
6. Provide guidance and assistance during the actual Third Party Recertification Audit	3 days
7. Provide guidance on handling audit findings of IQA and of Third Party Recertification Audit including corrections, corrective actions, and root cause analyses	3 days
8. Provide assistance and technical guidance on the NDC's transition to ISO 9001:2026 standard and/or during the assessment of NDC's readiness to adopt ISO 22301 (BCMS) in line with the PSCP implementation	2 days

D. TOTAL MAN-DAYS

Consultancy – 18 days

Training – 6 days

E. APPROVED BUDGET OF THE CONTRACT

Consultancy – ₱ 15,000.00 / man-day x 18 days

= ₱ 270,000.00

Training – ₱ 20,000.00 / man-day x 6 days

= ₱ 120,000.00

Total Consultancy + Training Cost

= **₱ 390,000.00** (TAX Inclusive)

A. Eligibility Requirements shall include the following:

1. Valid and current Mayor's Permit (certified true copy), for Individuals, BIR Certificate of Registration (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)
4. Professional License / Curriculum Vitae

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: February 26, 2026

MODE OF PROCUREMENT: Small Value Procurement

Please submit your **proposal with the required documents** in a sealed envelope at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR26-02-020

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – Government Terms
2. Delivery Period – As stated in the TOR

(signed)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee