

CSC BIDS AND AWARDS COMMITTEE

CSC-BAC TOR No. _____

Name of Project : Procurement of Consulting Services for training on Control of Documented Information under ISO 9001:2015 standards

**Location : Civil Service Commission – Central Office
Batasan Complex, Constitution Hills, Quezon City**

We are inviting accredited QMS Consultant firms/service providers duly registered with the Philippine Government Electronics Procurement System (PhilGEPS) of the Department of Budget and Management, for the QMS consulting services relative to the clause requirement of the control of Documented Information in ISO 9001:2015 Standards.

TERMS OF REFERENCE (TOR)

[Training on Control of Documented Information]

SCOPE AND OBJECTIVES

The Civil Service Commission needs the services of a consultancy firm to undertake the training and workshop on Control of Documented Information under ISO 9001:2015 Standards.

The activity aims to give participants comprehensive understanding of the requirements of clause 7.5 Documented Information, as well as to ensure the continuing suitability, adequacy, and effectiveness of the established process in the current situation underwent by the organization.

CONSULTING SERVICES ASSIGNMENT

I. The QMS Consultant shall:

1. provide consulting services to the CSC in accordance with the terms and conditions of the approved contract;

2. provide technical guidance, and support to the participants to perform the necessary tasks towards the improvement of existing process of control of documented information;
3. ensure awareness, appreciation, and understanding of the Process Owners on the activity.

II. Technical Requirements for the QMS Consultancy Firm:

1. Should be an all-Filipino corporation, incorporated under Philippine laws, engaged in consulting and training services on Total Quality Management (TQM), and establishment of management systems for certification to ISO 9001:2015 Standard;
2. Should be certified to ISO 9001:2015 Standard;
3. Has been doing consulting work and training relative to Quality Management System (QMS) documentation for at least twenty-five (25) years;
4. Has already assisted at least twenty-five (25) government agencies/bureaus in the establishment of a QMS;
5. Has assisted over 500 clients, both in the private and public sectors, in the establishment/development of a QMS;
6. 100% of its ISO 9000 Project Consultants are Quality Assurance (QA) professionals;
7. Its Project Consultants should have had training on the establishment and audit process of a QMS

Contract Duration and Project Cost

The contract pertaining to the services that will be provided by the consultancy firm shall be four (4) half-day sessions. The training is planned within the month of August 2021. The budget allotted for the contract is **Fifty Thousand Pesos (PhP 50,000.00)**, inclusive of 12% VAT and other Government Taxes.

Approved:


ATTY. RODOLFO B. ENCAJONADO
Assistant Commissioner
Civil Service Commission