

**TERMS OF REFERENCE (TOR) FOR THE ENGAGEMENT
OF A TRAINING PROVIDER FOR ON-LINE COURSES
RELATING TO THE ISO 9001:2015 STANDARD**

I. BACKGROUND/RATIONALE

Pursuant to Executive Order No. 605, s. 2007, all government agencies have been directed to establish quality management systems (QMS) in accordance with the Government Quality Management Program (GQMP).

BCDA's QMS has been certified compliant with ISO 9001:2015 after certification audit in 2017 and subsequent surveillance audits in 2018 and 2019. BCDA's ISO 9001:2015 QMS Certification is valid until September 2020, thus necessitating a recertification audit before its expiry.

As part of the preparations for the upcoming recertification audit there is a need to capacitate and provide the necessary training to BCDA personnel, including the current and new members of the BCDA Internal Quality Audit Committee. In keeping with current government restrictions on mass gatherings, BCDA intends to procure and engage the services of an on-line training provider that will conduct: 1) an ISO 9001:2015 Awareness Course; and 2) an ISO 9001:2015 Internal Auditor Course.

II. APPROVED BUDGET FOR THE CONTRACT (ABC) AND FUND SOURCE

The amount of **Ninety-Four Thousand Five Hundred Pesos (PHP 94,500.00)** has been approved to cover the costs of the conduct of two (2) online ISO training programs. The said amount shall be sourced from the 2020 BCDA Corporate Operating Budget for Training.

III. PROJECT COMPONENTS AND METHODOLOGY

A. ISO 9001:2015 Awareness Course

The course shall enhance the participants' current understanding of QMS concepts, principles and requirements. This shall also serve as a refresher course for participants who have QMS experience.

Participants : Twenty-five (25) participants



06-10-2020

Duration : Eight (8) hours

B. ISO 9001:2015 Internal Audit Course

The course shall enable the participants to know the roles and responsibilities of auditors and to understand the structure and interpretation of the requirements of ISO 9001:2015 in the context of an internal auditor.

Participants : Twenty-five (25) participants

Duration : Sixteen (16) hours

IV. TERMS AND CONDITIONS

The training provider shall:

- a) Conduct two on-line courses with 30 participants in each run;
- b) Organize a team responsible for conducting the training course and workshop sessions within the agreed timeframe;
- c) Design, develop and provide the training materials;
- d) Provide resource person/s to conduct the training course;
- e) Ensure the availability of the online platform to be used;
- f) Provide course certificates to qualified participants; and,
- g) Ensure confidentiality of information shared by the client.