



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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Central Office Bids and Awards Committee
SUPPLEMENTAL BID BULLETIN NO. 01

**Consultancy Services for the Engagement of External Certifying Body for the PCA ISO 9001:2015
Certification**

Bidders are hereby notified of the clarifications, modifications, revisions and amendments to certain provisions of the Bid Documents particularly as published in the PhilGeps website. This shall form an integral part of the Bid Documents.

1) SECTION VI. TERMS OF REFERENCE

FROM:

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I. DELIVERABLES AND TERMS OF PAYMENT

The following activities will be expected from the Certifying Body to be submitted/delivered to PCA with the timelines specified below and based on the agreed general work plan:

| ACTIVITY | OUTPUT | TIMELINE* |
|--|---|--|
| a. Submission of Draft Certification Audit Plan | Stage 1 Audit Plan (Draft) Stage2 Audit Plan (Draft) | Within 10 calendar days upon CB's receipt of the Notice to Proceed (NTP) |
| b. Conduct Certification Audits | Stage 1 Audit Plan Conducted Stage2 Audit Plan Conducted | Within 1 week from approval of audit plans Immediately after stage 1 Audit |
| c. Submission of Audit Reports | Stage 1 Audit Plan Report Stage 2 Audit Plan Report | Two (2) days after stage 1 Audit Two (2) days after stage 2 Audit |
| d. Issuance of ISO 9001:2015 certificate** | ISO 9001:2015 | Within Month 3 upon receipt |
| e. Conduct of two (2) surveillance audits and confirmation of ISO 9001:2015 certificate within year 1 and year 2 | Annual surveillance audits, plans, procedures, schedules and reports: 1 st Surveillance Audit 2 nd Surveillance Audit | Within Year 1 after the Certification Within Year 2 after the Certification |

"A food-secure Philippines with prosperous farmers and fisherfolk"



TO:


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II. DELIVERABLES AND TERMS OF PAYMENT

The following activities will be expected from the Certifying Body to be submitted/delivered to PCA with the timelines specified below and based on the agreed general work plan:

| ACTIVITY | OUTPUT | TIMELINE* |
|--|---|--|
| a. Conference between PCA QMS Team and Certifying body and review of QMS-related documents | Reviewed QMS-related documents | Within 10 calendar days upon CB's receipt of the Notice to Proceed (NTP) |
| b. Submission of Draft Certification Audit Plan | Approved Audit Plan and Checklist | |
| c. Conduct Certification Audits | -Audit Proper -Audit Finding Report | -Not later than two (2) weeks after approval of audit plan -Five (5) days after the conduct of Audit Proper |
| d. Issuance of ISO 9001:2015 certificate** | ISO 9001:2015 Certification | Within 30-60 days upon acceptance of Corrective Action |
| e. Conduct of two (2) surveillance audits and confirmation of ISO 9001:2015 certificate within year 1 and year 2 | Annual surveillance audits, plans, procedures, schedules and reports: 1 st Surveillance Audit 2 nd Surveillance Audit | Within Year 1 after the Certification Within Year 2 after the Certification |

Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified and superseded accordingly. For the information and guidance of all concerned.


ERLENE C. MANOHAR
Chairperson, Bids and Awards
Committee