



Republic of the Philippines

NATIONAL AUTHORITY FOR CHILD CARE

Address: 4th Floor A.N.Y. Building, #38 Timog Avenue, Brgy. LagingHanda, Quezon City,
Metro-Manila

**PROCUREMENT OF SERVICE OF AN ISO
CONSULTANT TO PROVIDE NECESSARY
INTERVENTIONS TO FACILITATE THE
MAINTENANCE OF THE ESTABLISHED ISO
9001: 2015 QMS FOR THE NACC COVERING ISO
CERTIFIED PROCESS**

The National Authority for Child Care (NACC), through the Finance and Administrative Division (FAD), intends to apply the sum of **Two Hundred Forty Thousand Pesos (Php240,000.00)** as approved Agency Budget Ceiling (ABC)

I. Rationale:

Republic Act No. 11642 or the "Domestic Administrative and Alternative Child Care Act" signed on January 6, 2022 and took effect on January 28, 2022 reorganized the Intercountry Adoption Board (ICAB) into National Authority for Child Care (NACC). The NACC is mandated to exercise all powers and functions relating to alternative childcare, including: declaring a child legally available for domestic administrative and inter-country adoption, foster care, kinship care, family-like care, or residential care. The creation of the NACC, however, shall be subject to a 3-year transition period to ensure the effective and smooth migration of all functions and services from the different government agencies to the NACC.

In order to maintain the agency's ISO 9001:2015 certification during the 3-year transition period, NACC aims to conduct activities that will ensure continued development and proper implementation of the agency's Quality Management System (QMS).

II. Objective:

The activities aim to provide the necessary interventions to facilitate the maintenance of the established ISO 9001:2015 QMS for the NACC covering its ISO certified processes.

Specifically, the activities aim to:

1. Continuously enhance the understanding and appreciation of the staff on the principles and requirements of ISO 9001:2015;
2. Develop the capabilities of the key officers, auditors and newly hired staff in sustaining the ISO 9001:2015 certification; and
3. Prepare the required ISO 9001:2015 documentation relative the reorganization of ICAB into NACC.

III. Participants:

Designated NACC Core Team and staff members

IV. Activity Component and Methodology:

1. General employees' orientation:
The general employees' orientation shall be conducted for the agency to review the importance and principles of the ISO 9001:2015. The orientation shall focus on NACC's QMS overview, methodology, components, roadmaps and framework.
2. Training/Refresher Course on Auditing ISO 9001:2015 QMS based on ISO 19011:2018 Guidelines:
Training/refresher Course on Internal Quality Audit (IQA) shall be conducted to enable NACC Auditors to understand, interpret and audit QMS requirements, as well as address audit finding. The course shall utilize discussion to guide and enhance auditing skills of the participants.

V. Duration:

June to December 2022

VI. Activity:

| Activity | Est. Duration |
|--|----------------------|
| 1. Orientation of the Top Management and General Employees (JUNE) | .5 day |
| 2. Training/Refresher Course ISO 9001:2015 QMS Requirements (JUNE) | 2 days |
| 3. Technical Guidance for the Review/Write shop of Quality Objective and Plan and Risk /Opportunity Assessment (JULY) | 2 days |
| 4. Technical Guidance for the Review/Write shop of Mandatory Documented Information (QMS Manual, Quality Policy, QMS Process Model and Re-shopping, Operational Controls and Procedures. (JULY) | 2 days |
| 5. Training/Refresher Course in Auditing ISO 9001:2015 QMS Based on ISO 19011:2018 Guidelines (AUGUST) | 2 days |
| 6. Technical Guidance on Root Cause Analysis Non-Conformity and Corrective Actions (AUGUST) | 2 days |
| 7. Technical Guidance Management Review; Readiness Assessment and on ISO 9001:2015 Certification Audit (SEPT.-NOV) | .5 days |

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Closing Date: June 12, 2022

Approved by:

GINA C. ESCALANTE

Bids and Awards Committee, Chairman