



TERMS OF REFERENCE

ENGAGEMENT OF ISO 27001:2013 CONSULTANT

1. BACKGROUND

The National Home Mortgage Finance Corporation (NHMFC) was created on December 21, 1977 by Presidential Decree No. 1267. It was mandated to increase the availability of affordable housing loans to finance the Filipino homebuyer's acquisition of housing units through the development and operation of a secondary market for home mortgages.

One of the corporate strategic objectives is to obtain ISO 27001:2013 readiness to strengthen the Corporation's information security by documenting the processes, policies and protocols in line with the internationally recognized ISO 27001 standards.

Currently, the Corporation has ISO 9001:2015 Certification for its Securitization of Housing Loan Portfolios (Purchase of Housing Receivables, Collection Amortization, Securitization, and Post Issuance of Bond) and Borrower's Services, which is still being maintained and subjected to annual surveillance audit by NHMFC's Certification Body (CB).

2. SCOPE OF WORK

The Consultant shall provide technical assistance for the readiness of the Corporation to ISO 27001 and perform the following tasks:

- a. Develop an Information Security Roadmap for the readiness of the Corporation to ISO 27001 standards and determine the scope of processes that will form part of the Information Security Management System (ISMS) in coordination with the Information System and Technical Support Division (ISTSD), as well as integration points with the existing Quality Management System (QMS) of the Corporation;
- b. Review existing information security policies, procedures and processes, as well as the IT infrastructure (including database architecture, networks, applications, web services, etc.), and align them with ISO 27001 recommended practices and highlight areas for improvement;
- c. Help in the determination of personnel who should form part of ISO 27001 Technical Working Group and should undergo necessary training to equip

them with proper understanding of ISO 27001 and to be champions of this undertaking;

- d. Conduct series of trainings/workshops on ISO 27001 standard to key personnel that covers the awareness of the requirements of the standard, development, implementation, documentation, conduct of internal audit, and integration to existing QMS, among others;
- e. Prepare the NHMFC ISMS documentation and related documents in order to comply with the requirements of ISO 27001:2013 standards and points of integration to existing QMS of NHMFC;
- f. Review the effective implementation of the NHMFC's ISMS and make recommendations for any necessary adjustments; and
- g. Conduct a pre-certification assessment audit of NHMFC's ISMS and help address any gaps for the ISO 27001 readiness of the Corporation;

The services of the Consultant shall be subject to the direct supervision of the Quality Management System Division (QMSD) Head, and the same must be to the satisfaction of the Corporation's standards.

Further, the services to be rendered by the Consultant may be done within office premises, subject to strict observance of physical distancing and minimum health protocols until lifted, or through a work-from-home setup wherein work is to be performed/submitted online.

3. MINIMUM QUALIFICATIONS OF THE CONSULTANT

The Consultant shall have a proven track record in assisting organizations and/or corporations in order to develop, implement and obtain the intended ISO certification for ISO 27001:2013:

- a. Have undertaken consulting/auditing/training services to at least five (5) government/private/non-governmental organizations and/or corporations on ISO 27001:2013 in the last five (5) years.

Certification requirements:

- a. Lead consultant must be a Certified ISO 27001 Lead Auditor; and
- b. Lead consultant must have training or possessed any two (2) of the following certifications:
 - Certified ISO 9001 Lead Auditor;
 - Certified Information Systems Auditor (CISA);
 - Certified Information Technology Infrastructure Library (ITIL) Expert;
 - Certified Six Sigma Black Belt (CSSBB) or higher; and
 - Certified Project Management Professional

4. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is Php 500,000.00, inclusive of all taxes and fees, to be taken from NHMFC's Corporate Operating Budget CY 2021.

5. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

6. EVALUATION AND SELECTION CRITERIA

Bid proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE) procedure with 80% - 20% quality to cost ratio and shall be allocated as follows:

Criteria	Percentage
A. Technical Proposal <ol style="list-style-type: none"> 1. Track Record of the Consultant (40%) 2. ISO 27001 Lead Auditor Certification of the Lead Consultant (40%) 3. Other trainings/certifications of the Lead Consultant (20%) 	80%
B. Financial/Cost Proposal <ol style="list-style-type: none"> 1. Project Proposal/Quotation Cost (100%) 	20%
Total	100%

A bid is determined to be responsive if it is equal to or higher than the passing rate of 80%.

7. PROJECT DURATION

The Consultant shall complete the project within five (5) months from the date of receipt of the Notice to Proceed (NTP). If there is justifiable reason to extend the contract due to natural calamities or other forms of force majeure, NHMFC shall not be liable for additional costs and the Consultant shall not incur any penalty for the late delivery of the needed output.

8. MANNER OF PAYMENT

The Consultant shall be paid in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements:

Delivery	Percentage of Payment
Completion of Assessment (#2 Scope of Work, A-B)	15%
Completion of Education/Training (#2 Scope of Work, C-D)	25%

Delivery	Percentage of Payment
Completion of Documentation (#2 Scope of Work, E)	25%
Completion of Implementation and Review (#2 Scope of Work, F-G), and submission of Executive Summary	35%
Total Contract Price (inclusive of all taxes and fees)	100%

The processing of payment based on the above schedule will commence upon submission by the Consultant of a performance report in each stage, addressed to the Head of the Quality Management System Division (QMSD), who shall in turn issue a Certificate of Acceptance.

Final payment shall be processed upon submission by the Consultant of a performance report on the Implementation and Review stage and an Executive Summary Report on all the activities undertaken for the entire engagement addressed to the Head of Quality Management System Division (QMSD).

9. OWNERSHIP OF THE PROJECT

All reports, studies, and other materials prepared by the Consultant for the NHMFC under the contract shall belong solely to and remain property of the NHMFC.

10. RELATIONSHIP OF PARTIES

No employer-employee or principal-agent relationship is created between the Consultant and NHMFC.

11. TERMINATION

The contract may be terminated by NHMFC at any time even prior to the expiration of the period stated herein, in the event that the NHMFC determines that it no longer needs the services of the Consultant, or for any other reason, following the procedures and guidelines set forth in the procurement law – Republic Act No. 9184, its implementing rules and regulations, and pertinent jurisprudence on the matter.

12. CONFIDENTIALITY

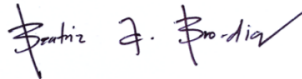
The Consultant shall not, except as authorized or required by his/her duties herein stated, reveal or divulge to any person or entity, any information concerning the organization, business, finances, transactions, or other affairs of the Corporation, which may come to the Consultant's knowledge during the term of this Agreement and the Consultant shall keep in complete secrecy all confidential information entrusted to him/her and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Corporation's interest.

13. DOCUMENTS FOR SUBMISSION

Interested bidders must submit the following documents:

1. Mayor's/ Business Permit;
2. Curriculum Vitae of the Lead Consultant;
3. PhilGEPS Registration Number;
4. Latest Income/Business Tax Return;
5. Omnibus Sworn Statement; and
6. Project Proposal/Quotation with the name of the Lead Facilitator

Prepared by:



BEATRIZ A. BRONDIAL

Officer-in-Charge, Quality Management System Division (QMSD)

Approved by:

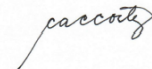
NHMFC BIDS AND AWARDS COMMITTEE (BAC)



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MARIA LUISA M. FAVILA

Member



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CAROLINA C. CORTEZ


Member



DIGITALLY SIGNED BY

ATTY. DANTE M. PATAPAT


Member



Digitally signed
by Alpajaro Ma
Victoria Listana

MA. VICTORIA L. ALPAJARO


Member



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Vice-Chairperson



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LIVIA ALICIA R. RAMOS

Chairperson