

## **Request for Proposal for ISO 9001:2015 Recertification Services**

Power Producers and Distributors Inc is seeking proposals from qualified ISO certification bodies to provide re-certification services. The selected vendor will support Power Producers & Distributors Inc in maintaining compliance with ISO 9001:2015 and ensure continued certification for the next certification cycle.

### **Background Information**

Provide a brief background on your company, the industry in which you operate, and any relevant information on your current ISO certification. For example:

- **Company Overview:** Brief description of company size, location, services, and products
- **Current Certification Status:** e.g., ISO 9001 certification obtained in 2021, valid until 2024
- **Scope of Certification:** e.g., covers all manufacturing facilities and relevant management processes

### **Objective**

The objective of this RFP is to select an experienced and reputable certification body to conduct ISO re-certification for Power Producers and Distributors Inc in a timely, thorough, and efficient manner.

### **Scope of Work**

The selected certification body will be expected to:

1. Conduct an initial assessment to understand PPDI's readiness for re-certification.
2. Provide a detailed project plan outlining the steps, timeline, and resource requirements for re-certification.
3. Conduct any required on-site assessments, evaluations, and inspections.
4. Identify any non-compliance issues and provide guidance on corrective actions.
5. Issue the ISO re-certification upon successful completion of the assessment.
6. Provide support and periodic assessments during the certification period if needed.

### **Vendor Requirements**

Vendors submitting proposals should meet the following qualifications:

1. Accredited by a recognized accreditation body (e.g., ANAB, UKAS).
2. At least (3) of experience in ISO certification services.
3. Strong reputation for quality, integrity, and impartiality.
4. Ability to provide a dedicated team for project continuity and management.

## **Proposal Requirements**

Proposals should include:

1. **Vendor Information:** Company background, team qualifications, relevant experience, and references.
2. **Technical Proposal:** Detailed methodology for the re-certification process, including assessment and reporting procedures.
3. **Project Timeline:** Timeline for each phase of the re-certification process.
4. **Fee Structure:** Detailed cost breakdown, including any additional fees for support services, travel, etc.
5. **Client References:** Contact information for at least two clients with similar re-certification experience.

## **Evaluation Criteria**

Proposals will be evaluated based on:

- **Experience and Qualifications** (30%)
- **Methodology and Approach** (25%)
- **Cost Effectiveness** (20%)
- **Timeline** (15%)
- **References** (10%)

## **Submission Instructions**

Please submit proposals in PDF format to [procurement@ppdinc.co](mailto:procurement@ppdinc.co) by November 5th 2024. For questions or further information, contact [Sarah.balgobin@ppdinc.co](mailto:Sarah.balgobin@ppdinc.co), Divisional Director of HR/ Administration / Corporate Secretary.

## **Terms and Conditions**

Power Producers and Distributors Inc. reserves the right to reject any or all proposals, waive any irregularities in proposals, and negotiate with any and all qualified vendors.