



PURCHASE ORDER

ASTI – FM 03-17
 REV 3 / 10 October 2023

Supplier:	W3-SOLUTIONZ TRAINING AND ASSESSMENT CENTER	PO No.:	24-04-065
Address:	Pabling Commercial Building, Bagain St. Sto. Cristo Guimba, Nueva Ecija 3115	PO Date:	April 15, 2024
TIN:	488-900-266-000	Mode of Procurement:	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Per end-user's schedule
Date of Delivery:	_____	Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>PROCUREMENT OF TRAINING SERVICES FOR ISO 9001:2015 AWARENESS AND INTERNAL QUALITY AUDIT</p> <p>1.BACKGROUND AND OVERVIEW 1.1.The DOST-ASTI observes the ISO 9001:2015 Standard for its Quality Management System, with the goal of continually improving its processes to be more responsive to the needs of its stakeholders. 1.2.The DOST-ASTI deems it crucial to have an ISO 9001:2015 Awareness and Internal Quality Audit Course prior to the conduct of its biannual internal audits to support the ASTI Special Order 021-A s. 2022 re: the Reconstitution of the ISO Technical Working Group. The said issuance states that all regular staff and selected contract of service personnel will serve as Internal Quality Auditors of the Agency. The topics for this training aim to equip potential internal quality auditors with all necessary knowledge for QMS auditing, allowing them to generate effective audit findings that will help improve the processes within the Agency. The following topics shall be tackled: a) ISO 9001:2015 Quality Management System (QMS) Awareness and b) Internal Quality Audit Course Using ISO 9001:2015 Standard. This capacity-building intervention is envisioned to increase the number of the agency employees who are qualified to lead internal audits.</p> <p>2.TECHNICAL REQUIREMENTS 2.1.Intended training outcomes 2.1.1.ISO 9001:2015 QMS Orientation 2.1.1.1.Participants must: 2.1.1.1.1.Understand the QMS, its objectives, and its benefits 2.1.1.1.2.Have a deepened awareness of the ISO 9001:2015 requirements on establishing, implementing, and maintaining a QMS. 2.1.2.Internal Quality Audit Course Using ISO</p>	1	₱80,000.00	₱80,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex, CP Garcia Ave., Diliman, Quezon City 1101
 Website : www.asti.dost.gov.ph
 Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
 +632 8426-9755

9001:2015 Standard
 2.1.2.1.Participants must:
 2.1.2.1.1.Understand each critical activity of the internal audit process
 2.1.2.1.2.Be informed how the ISO 9001:2015 requirements can be audited based on ISO 19011:2018 Guidelines
 2.1.2.1.3.Learn how to identify and write audit findings given an audit scenario

2.2.Qualifications of trainers
 2.2.1.The trainer/s should be an expert in the field, with at least four (4) years of experience as a trainer or auditor. The training provider must submit a copy of the CV of potential resource person upon submission of quotation.

2.3.Other requirements
 2.3.1.The training provider should be flexible to conduct the training face-to-face at the DOST-ASTI Building, C.P. Garcia Avenue, Diliman, QC.
 2.3.2.Speaker's transportation arrangement and costs shall be borne by the training provider.
 2.3.3.To ensure maximum learning experience, lectures and group exercises should be utilized. For the course on auditing, an individual exam should be administered.
 2.3.4.Materials such as handouts should be provided at least one (1) day before the actual conduct of the training. Softcopies are accepted.
 2.3.5.Training certificates should be provided not later than fourteen (14) working days after the completion of the training.
 2.3.6.Record of attendees at individual training sessions must be provided by the training provider.

2.4.Training schedule
 2.4.1.The training is preferred to run in three (3) whole days in the 2nd or 3rd week of May 2024 . Final schedule shall be advised to the training provider two (2) weeks before the actual conduct of the training thru a written notice.
 2.4.2.Schedule is subject to change upon agreement of DOST-ASTI and training provider.

2.5.Number of participants
 2.5.1.Trainings shall be conducted to a minimum of twenty-five (25) participants.

3.PAYMENT TERMS
 3.1.Training provider is required to reflect the breakdown of costs for a) ISO 9001:2015 QMS Orientation and b) Internal Quality Audit Course Using ISO 9001:2015 Standard in its billing to be submitted to DOST-ASTI.
 3.2.Payments shall be made only upon a certification by the end-user to the effect that the Services have been rendered or delivered in accordance with the terms of this Contract.
 3.3.Price is inclusive of taxes and other charges.

(Please see attached quotation.)


				TOTAL:	₱80,000.00
(Total Amount in Words)				Eighty Thousand Pesos Only	

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,


(Signature over Printed Name of Supplier)



FRANZ A. DE LEON, Ph.D.

Director, DOST-ASTI

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>01101012024-04-000258</u>
Funds Available:	<u>Php 80,000.00</u>	ORS / BURS Date:	<u>APRIL 16, 2024</u>
		Amount:	<u>₱ 80,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



15 April 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Mr. RAHFAEL VILLAMAR SINGIT
 Administrative Officer
W3-SOLUTIONZ TRAINING AND ASSESSMENT CENTER
 Pabling Commercial Building
 Bagain St. Sto. Cristo Guimba
 Nueva Ecija 3115

Dear Mr. Singit,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	:	One (1) Lot Procurement of Training Services for ISO 9001:2015 Awareness and Internal Quality Audit
Purchase Request No.	:	GAA-24-03-18852
Purchase / Work Order No.	:	24-04-065
Total Contract Price	:	₱80,000.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Eighty Thousand Pesos

Upon issuance of this Notice, your company, **W3-SOLUTIONZ TRAINING AND ASSESSMENT CENTER** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

FRANZ A. DE LEON, Ph.D.
 Director

Digitally signed
 A: by Franz A. De Leon
 Benjamin R. Lara

DATE OF ISSUANCE:

APR 18 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time