



Republic of the Philippines
Department of Science and Technology

ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE

685 2023-04-00203
A3 2023-04-0003



ASTI - FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	TUV SUD PSB PHILIPPINES, INC.	PO No.:	23-04-042
Address:	1808 The Orient Square Bldg., F. Ortigas Jr. Road, Ortigas Center, Pasig City 1605	PO Date:	April 4, 2023
TIN:	007-012-676-000	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>ISO 9001:2015 Surveillance Audit for 2023</p> <p>1.BACKGROUND AND OBJECTIVES</p> <p>1.1The DOST-ASTI is seeking a certifying body to conduct this year's ISO: 9001 2015 Surveillance Audit.</p> <p>1.2The surveillance audit is intended to make sure that DOST-ASTI still adheres to the regulations and standards set out by ISO 9001:2015. It ensures that DOST-ASTI's Quality Management System (QMS) is still compliant with the standard's latest version.</p> <p>2.SCOPE</p> <p>2.1The Surveillance Audit for ISO:9001 2015 is based on 254 employees.</p> <p>2.2Scope of Certification: Providing Information and Communications Technology and Electronics Technology Solutions through Research and Development, Technology Transfer and Science and Technology Service.</p> <p>3.METHODOLOGY</p> <p>3.1The auditing company shall send one (1) competent ISO certified auditor.</p> <p>3.2The auditing company shall have established a history of evaluation and certification of Quality Management Systems.</p> <p>3.3Auditing should be conducted in any of the following forms: (a) On-site Audit; (b) 100% Remote Audit; or (c) Hybrid Audit subject to IATF and Agency Office regulations.</p> <p>3.4Winning bidder/supplier shall borne the transportation, food, and other miscellaneous expenses of their auditors.</p> <p>4.SCHEDULE</p>	1	P99,960.00	P99,960.00

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;
Fax No. : +632 8426-9764

	<p>4.1 The preferred date for ISO surveillance audit is in July 2023.</p> <p>4.2 The DOST-ASTI shall inform winning bidder/provider of the final schedule thru a written notice.</p> <p>5. PAYMENT TERMS</p> <p>5.1 Bid/Proposal must be inclusive of taxes and other charges.</p> <p>5.2 Payment shall be based on the Government Terms.</p> <p>(Please see attached quotation.)</p>		
			TOTAL: ₱99,960.00
(Total Amount in Words)	Ninety-Nine Thousand Nine Hundred Sixty 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>01101012023-04-000203</u>
Funds Available:	<u>PHP 99,960.00</u>	ORS / BURS Date:	<u>April 4, 2023</u>
		Amount:	<u>₱ 99,960.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



04 April 2023

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. MARY GRACE ZARA
 Tender and Bidding Executive
TUV SUD PSB Philippines, Inc.
 1808 Orient Square Bldg., F, Ortigas Jr. Rd.
 Ortigas Ctr., San Antonio, Pasig City

Dear Ms. Zara,

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

Contract Name	: Supply and Delivery of One (1) Lot ISO 9001:2015 Surveillance Audit for 2023
Purchase Request No.	: GAA-23-03-16284
Purchase / Work Order No.	: 23-04-042
Total Contract Price	: Php 99,960.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Ninety Nine Thousand Nine Hundred Sixty Pesos

Upon issuance of this Notice, your company, **TUV SUD PSB Philippines, Inc.** 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

Authorized Representative
 of TUV SUD PSB Philippines, Inc.

DATE OF ISSUANCE:

April 5, 2023

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI-FM 03-19
 REV 1 / 13 January 2020