



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

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

Supplier:	TÜV SÜD PSB PHILIPPINES INC.	PO No.:	24-04-082
Address:	1808, The Orient Square Bldg., F. Ortigas Jr. Road, Ortigas Center, San Antonio, Pasig City 1605	PO Date:	April 29, 2024
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:

1) ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

Place of Delivery:

2) Electronics Product Development Center, MIRDC Compound Gen. Santos Ave. Bicutan Taguig City, Philippines, 1631

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 2024</p> <p>1.BACKGROUND AND OBJECTIVES</p> <p>1.1DOST-ASTI is seeking a certifying body to conduct this year's ISO: 9001 2015 multi-site surveillance audit.</p> <p>1.2The multi-site 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 the agency's Quality Management System (QMS) remains compliant with the standard's latest version.</p> <p>2.SCOPE</p> <p>2.1The multi-site surveillance audit for ISO:9001 2015 is based on 285 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>2.3The sites to be audited are as follows:</p> <p>2.3.1 DOST-ASTI Bldg., UP Technology Park Complex, C.P. Garcia Avenue, Diliman, Quezon City Philippines, 1101</p> <p>2.3.2 Electronics Product Development Center, MIRDC Compound Gen. Santos Ave. Bicutan Taguig City, Philippines, 1631</p> <p>3.METHODOLOGY</p> <p>3.1The auditing company shall send two (2) competent ISO certified auditors to conduct audits at two designated sites: the primary audit location, DOST-ASTI, and the secondary audit location, Electronics Product Development Center.</p> <p>3.2The auditing company shall have established a history of evaluation and certification of Quality Management Systems.</p>	1	P211,400.00	P211,400.00

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


	<p>3.3 Auditing 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>3.4 The transportation and other miscellaneous expenses of the auditors shall be borne by the winning bidder/supplier.</p> <p>4. SCHEDULE</p> <p>4.1 The preferred date for the ISO surveillance audit is any available day/s within the week of July 22-26 or August 5-9, or as may be agreed by the provider and end user.</p> <p>4.2 DOST-ASTI shall inform the winning bidder/provider of the final schedule through 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:	P211,400.00
(Total Amount in Words)			Two Hundred Eleven Thousand Four Hundred 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

Digitally signed
by Benjamin K. Lara

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.: <u>D11D11012024-04-000298</u>
Funds Available:	<u>PHP 211,400.00</u>	ORS / BURS Date: <u>APRIL 29, 2024</u>
		Amount: <u>₱ 211,400.00</u>
<p> GAY CONCEPCION S. BUGAGAO Accountant III</p>		



29 April 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MARY GRACE ZARA
Tender and Bidding Executive
TÜV SÜD PSB PHILIPPINES INC.
1808, The Orient Square Bldg.
F. Ortigas Jr. Road, Ortigas Center
San Antonio, Pasig City 1605

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 2024
Purchase Request No.	:	GAA-24-04-18998
Purchase / Work Order No.	:	24-04-082
Total Contract Price	:	₱211,400.00
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	Two Hundred Eleven Thousand Four Hundred Pesos

Upon issuance of this Notice, your company, **TÜV SÜD 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

Digitally signed
by Bayani Benjamin R. Lara

DATE OF ISSUANCE:

30 APR 2024

RECEIVED BY:

Signature over Printed Name

Date and Time