



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:	ROSEHALL MANAGEMENT CONSULTANTS, INC.	PO No.:	24-09-203
Address:	1405 Prestige Tower, F. Ortigas Jr. Road, Ortigas Center, Pasig City 1605	PO Date:	September 12, 2024
TIN:	003-059-209-00000	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:	Provided for under description
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 – ISO related Training (Risk Management using ISO 31000:2018)</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. Among the systematic approaches introduced by this ISO standard is the application of Risk-Based Thinking in the QMS. 1.2.The Risk Management using ISO 31000:2018 course is designed to provide basic knowledge on risk, risk management, its concepts, and processes. It aims to enable the participants to conduct effective risk identification, assessment, and prevention or mitigation. This training proposal takes into consideration the R&D landscape of the organization and the unique risks that may be faced by different project teams and service delivery units. The DOST-ASTI's QMS requires the use of candidate risk registers, hence, the need for capacity-building activities for those who update and maintain these records.</p> <p>2. TECHNICAL REQUIREMENTS 2.1.Intended training outcomes 2.1.1.1.Risk Management using ISO 31000:2018 2.1.1.2.Participants must: 2.1.1.2.1.Understand risk, risk management, including its concepts and procedures. 2.1.1.2.2.Gain knowledge on performing risk assessments to preemptively tackle potential risks and challenges. 2.1.1.2.3.Improve their preventive action planning and the execution of the risk management process. 2.2.Qualifications of trainers 2.2.1.The speaker/s should be an expert in</p>	1	P70,000.00	P70,000.00

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 +632 8426-9755

	<p>the field, with at least 4 years of experience as a trainer/auditor. He/she should be able to maintain a good interaction with the audience and encourage them to actively participate in the learning activities.</p> <p>2.3. Other requirements</p> <p>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.</p> <p>2.3.2. Speaker's transportation arrangement and costs shall be borne by the training provider.</p> <p>2.3.3. To ensure maximum learning experience, lectures and group exercises should be utilized.</p> <p>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.</p> <p>2.3.5. Training certificates should be provided not later than fourteen (14) working days after the completion of the training.</p> <p>2.3.6. Record of attendees at individual training sessions must be provided by the training provider.</p> <p>2.4. Training schedule</p> <p>2.4.1. The training is preferred to run in two consecutive days on the week of 14-18 October 2024. Final schedule shall be advised to the training provider two (2) weeks before the actual conduct of the training thru a written notice.</p> <p>2.4.2. Schedule is subject to change upon agreement of DOST-ASTI and training provider.</p> <p>2.5. Number of participants</p> <p>2.5.1. Training shall be conducted to a minimum of twenty-five (25) participants.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Training provider is required to reflect the breakdown of costs for Risk Management using ISO 31000:2018 in its billing to be submitted to DOST-ASTI.</p> <p>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.</p> <p>3.3. Price is inclusive of taxes and other charges.</p> <p>(Please see attached quotation.)</p>		
		TOTAL:	P70,000.00
(Total Amount in Words)		Seventy 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)

Digitally signed by Franz A. De Leon, DN: cn=Franz A. De Leon

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>021011012024-09-000753</u>
Funds Available:	<u>PHP 70,000.00</u>	ORS / BURS Date:	<u>SEPTEMBER 16, 2024</u>
		Amount:	<u>₱ 70,000.00</u>
 GAY CONCEPCION S. BUGAGAO Accountant III			



12 September 2024

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. MELISSA JEAN ADORO
 Business Development Officer
ROSEHALL MANAGEMENT CONSULTANTS, INC.
 1405 Prestige Tower
 F. Ortigas Jr. Road, Ortigas Center
 Pasig City 1605

Dear Ms. Adoro,

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

Contract Name	: Procurement of One (1) Lot Training Services - ISO related Training (Risk Management using ISO 31000:2018)
Purchase Request No.	: GAA-24-08-19707
Purchase / Work Order No.	: 24-09-203
Total Contract Price	: Php 70,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Seventy Thousand Pesos

Upon issuance of this Notice, your company, **ROSEHALL MANAGEMENT CONSULTANTS, 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 Benjamin R. Lara

DATE OF ISSUANCE:

SEP 20 2024

RECEIVED BY:

 Signature over Printed Name

 Date and Time

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ASTI - FM 03-19
 REV 2 / 05 October 2023