



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:	CEDAR-SPRINGS TRAINING CONSULTANCY SERVICES	PO No.:	25-03-051
Address:	4516 Pag-asa St., Brgy. 587 Zone 058, Sta. Mesa, Manila City 1008	PO Date:	March 21, 2025
TIN:	105-463-261-00000	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><b>TRAINING SERVICES FOR PROCESS-BASED &amp; RISK-BASED INTERNAL AUDIT TRAINING</b></p> <p>1. BACKGROUND AND OVERVIEW</p> <p>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.</p> <p>1.2. The DOST-ASTI deems it crucial to have a Processed-Based and Risk-Based Internal Audit Training 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 and existing 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. This capacity-building intervention is envisioned to increase the number of the agency employees who are</p>	1	P87,750.00	P87,750.00

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

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



qualified to lead internal audits.

## 2. TECHNICAL REQUIREMENTS

### 2.1. Intended training outcomes

#### 2.1.1 Participants must:

2.1.1.1. Gain a refresher knowledge on the ISO 9001:2015 requirements

2.1.1.2. Be able to differentiate and appreciate both process- and risk-based internal auditing.

2.1.1.3. Understand and apply the process- and risk-based approaches in auditing the QMS based on ISO 9001:2015 Standard.

2.1.1.4. Identify and assess risks, ensuring alignment with quality management and control processes.

2.1.1.5. Use audit findings to promote continual improvement and mitigate risks.

2.1.1.6. Implement a risk-based audit approach by aligning audit objectives with key risks.

2.1.1.7. Develop audit plans, assess controls, and provide recommendations for improved risk management.

2.1.1.8. Communicate findings and monitor effectiveness to ensure ongoing risk mitigation.

#### 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/s 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. If the need arises, as determined by the client, the training provider should be flexible to conduct the training via online means, provided that a written notice is given by the client prior the actual schedule of the activity.

2.3.4. To ensure maximum learning experience, lectures and group



	<p>exercises should be utilized. A pre-test and post-test may be administered.</p> <p>2.3.5. Materials such as handouts should be provided at least one (1) day before the actual conduct of the training. Softcopies are accepted.</p> <p>2.3.6. Training certificates should be provided not later than fourteen (14) working days after the completion of the training.</p> <p>2.3.7. 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 three (3) whole days in the week of 01-04 April 2025. End user shall advise the final schedule 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 thirty (30) participants.</p> <p>3. PAYMENT TERMS</p> <p>3.1. Training provider is required to reflect the breakdown of costs for Processed-Based and Risk-Based Internal Audit Training 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:	₱87,750.00
(Total Amount in Words)			Eighty Seven Thousand Seven Hundred Fifty 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)

\_\_\_\_\_  
(Date)

  
FRANZ A. DE LEON, Ph.D.  
Director, DOST-ASTI

Fund Cluster:	01	ORS / BURS No.:	021011012025-03-000194
Funds Available:	Php 87,750.00	ORS / BURS Date:	MARCH 21, 2025
		Amount:	₱ 87,750.00
<div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div>			



21 March 2025

**NOTICE TO PROCEED**  
ALTERNATIVE MODE OF PROCUREMENT

**Mr. NOEL P. MOJICA**  
Managing Director / Senior Consultant  
**CEDAR-SPRINGS TRAINING CONSULTANCY SERVICES**  
4516 Pag-asa St., Brgy. 587 Zone 058  
Sta. Mesa, Manila City 1008

Dear Mr. Mojica,

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

Contract Name	:	<b>Supply and Delivery of One (1) Lot Training Services for Process-Based &amp; Risk-Based Internal Audit Training</b>
Purchase Request No.	:	<b>GAA-25-02-20736</b>
Purchase / Work Order No.	:	<b>25-03-051</b>
Total Contract Price	:	<b>₱ 87,750.00</b>
(inclusive of taxes, import duties and all other charges or fees)		
Total Contract Price in Words	:	<b>Eighty Seven Thousand Seven Hundred Fifty Pesos</b>

Upon issuance of this Notice, your company, **CEDAR-SPRINGS TRAINING CONSULTANCY SERVICES** 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  
Jeffrey  
Abaret

DATE OF ISSUANCE:

**MAR 26 2025**

RECEIVED BY:

Signature over Printed Name

Date and Time

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