



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

PURCHASE ORDER

Supplier:	TUV Rheinland Philippines Inc.	PO No.:	22-04-082
Address:	G/F, La Fuerza Bldg 1. Chino Roces Avenue, Makati City	PO Date:	April 08, 2022
TIN:	239-108-366-000	Mode of Procurement:	NP: 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:	
		Warranty Term:	

Stock / Property	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>PROCUREMENT OF TRAINING SERVICES – ISO-RELATED TRAININGS</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. In line with the recently released Special Order 021-A s.2022 re: Reconstitution of the ISO Technical Working Group, which states that all regular staff and selected contract of service and outsourced personnel will serve as Internal Quality Auditors, the DOST-ASTI deems it necessary to conduct ISO-related trainings for its staff before the internal audit on the first semester of 2022, specifically trainings for a) ISO 9001:2015 Quality Management System (QMS) Orientation and b) Internal Quality Audit Course Using ISO 9001:2015 Standard.</p> <p>2. TECHNICAL REQUIREMENTS</p> <p>2.1. Intended training outcomes</p> <p>2.1.1. ISO 9001:2015 QMS Orientation</p> <p>2.1.1.1. Participants must:</p> <p>2.1.1.1.1. Understand the QMS, its objectives, and its benefits</p> <p>2.1.1.1.2. Have a deepened awareness of the ISO 9001:2015 requirements on establishing, implementing, and maintaining a QMS Appreciate their role and that of the top management in ISO 9001:2015</p> <p>2.1.2. Internal Quality Audit Course Using ISO 9001:2015 Standard</p> <p>2.1.2.1. Participants must:</p>	1	₱84,000.00	₱84,000.00

		<p>2.1.2.1.1. Understand each critical activity of the internal audit process</p> <p>2.1.2.1.2. Be informed how the ISO 9001:2015 requirements can be audited based on ISO 19011:2018 Guidelines</p> <p>2.1.2.1.3. Learn how to identify and write audit findings given an audit scenario</p> <p>2.2. Qualifications of trainers</p> <p>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.</p> <p>2.3. Other requirements</p> <p>2.3.1. The training provider should be flexible to conduct on-site and off-site training. Should the work-from-home scheme still applied at the agreed time of the training, the training provider should be able to conduct the training online.</p> <p>2.3.2. To ensure maximum learning experience, lectures and group exercises should be utilized. For the course on auditing, an individual exam should be administered.</p> <p>2.3.3. Materials such as handouts should be provided at least one (1) day before the actual conduct of the training. Softcopies are accepted.</p> <p>2.3.4. Training certificates should be provided not later than fourteen (14) working days after the completion of the training.</p> <p>2.3.5. 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 3rd week of April 2022. 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. Trainings 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 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.</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. (Please see attached quotation.)</p>		
			TOTAL:	₱84,000.00
(Total Amount in Words)		Eighty-Four 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,


Digitally signed
by De Leon
Franz Asunta

FRANZ A. DE LEON, Ph.D.


Director, DOST-ASTI


Digitally signed
by Benjamin R.
Lara

(Signature over Printed Name of Supplier)

April 12, 2022

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012022-04-000238</u>
		ORS / BURS Date:	<u>April 11, 2022</u>
Funds Available:	<u>Php 84,000.00</u>	Amount:	<u>₱ 84,000.00</u>
 Digitally signed by Gay Concepcion S. Bugagao _____ GAY CONCEPCION S. BUGAGAO Accountant III			