



# WORK ORDER

Procurement Unit

Tel No.: 045-606-8142/ 606-8157

**DELIVERY DUE DATE:**

11/21/23

Supplier: **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Address: Malacañang, San Carlos City, Pangasinan

TIN: 184-745-797-000 Non-VAT

Tel. No.: 0936 920 575 / 0919 924 3272

Work Order No.: 2023-164

Date: 8/8/2023

JO No.: 2023-190

Date: 7/14/2022

Mode of Procurement: Small Value

Mode of Payment: Refer to Terms of reference: VIII

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within <sup>Ninety (90) \$</sup> ~~Thirty (30)~~ calendar days upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lot	<p><b>SURVEILLANCE AUDIT SERVICES</b></p> <p>Hiring of Certifying Body for ISO 9001 2015 Surveillance Audit</p> <p><b>Terms of Reference:</b> for ISO 9001:2015 Quality Management System Surveillance Audit of Tarlac State University</p> <p><b>I. Project Title:</b> Surveillance Audit for the Quality Management System (ISO 9001:2015) Certification of Tarlac State University (TSU)</p> <p><b>II. Rationale:</b> In line with the one certification granted to Tarlac State University's Quality Management System (QMS) in the field of instruction, research, extension (training and consultancy), and administrative support services, there is a need to sustain the implementation and sustenance of such as the institution envisioned for continual improvement and utmost customer satisfaction. As part of the institution's plan and preparation for the QMS Certification this year, there is a need to acquire the services of the existing certifying body which is the ACS W3 Solutionz that will conduct the surveillance audit for QMS certification of Tarlac State University.</p> <p><b>III. Objective:</b> The objective of the project is to conduct a surveillance audit that will assess the conformity of TSU to ISO 9001:2015 — Quality Management System</p> <p><b>IV. Scope of Work:</b> Provision of Surveillance Audit Services</p>	590,000.00	<u>590,000.00</u>

COMMISSION ON AUDIT - TSU

**RECEIVED**

BY JW dated 11/21/23

(Please read carefully at the back hereof)

Charge to: 02-102101

ROA No.: 2023-18-0517

CONFORME & RECEIVE COPY: JOY T. GARCIA

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor

AUGUST 23, 2023

Date

Bank Account Name: LANDBANK OF THE PHILIPPINES

Bank Account Number: 1341-2238-10

Bank Name: IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY

Bank Address: SAN CARLOS CITY, PANGASINAN

APPROVED:

DR. GRACE M. ROSETE

Vice President for Administration

Authorized Official





# WORK ORDER

DELIVERY DUE DATE:

11/21/23

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Address : Malacañang, San Carlos City, Pangasinan  
TIN: 184-745-797-000 Non-VAT  
Tel. No. : 0936 920 575 / 0919 924 3272

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST																				
		<p><b>V. Expected Outputs or Deliverables:</b> The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage:</p> <table border="1"> <thead> <tr> <th>Scope of Works</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td rowspan="8">Conduct of Recertification Surveillance Audit</td> <td>a. Audit Plan (at least one Surveillance Audit month before audit)</td> </tr> <tr> <td>b. Audit Itinerary</td> </tr> <tr> <td>c. Conduct of opening meeting</td> </tr> <tr> <td>d. Conduct of closing meeting</td> </tr> <tr> <td>e. Official Audit report (to be given right after the audit)</td> </tr> <tr> <td>f. (If any) Non-Conformity report(s) (to be given right after the audit)</td> </tr> <tr> <td>g. (If any) Acceptance of Correction &amp; Corrective Actions</td> </tr> <tr> <td>h. QMS Certificate</td> </tr> </tbody> </table> <p><b>VI. Project Duration:</b> The maximum project duration is three (3) months from issuance of Notice to Proceed (NTP)</p> <p><b>VII. Qualification of Consultancy Services Company/Firm:</b></p> <ol style="list-style-type: none"> <li>The Consultancy Services Company is a fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF-accredited certification held by ACS W3 Solutionz.</li> <li>That the company/firm is PhilGEPS registered.</li> <li>That the company/firm is DTI or SEC-registered.</li> <li>That the company/firm has Mayor's Permit and Business License.</li> </ol> <p><b>VIII. Proposed terms of Payment</b></p> <table border="1"> <thead> <tr> <th>Payment</th> <th>Deliverables</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Upon submission and acceptance of the following</td> <td>a. Surveillance Audit Plan</td> <td rowspan="4">100%</td> </tr> <tr> <td>b. Official Audit Report (if any) Non-Conformity Report(s)</td> </tr> <tr> <td>c. (If any) acceptance of correction &amp; corrective actions</td> </tr> <tr> <td>d. QMS certificate</td> </tr> </tbody> </table> <p><b>IX. APPROVED BUDGET:</b> The financial proposal shall not exceed the Approved Budget for the Contract is Three Hundred Fifty Thousand Pesos (Php 600,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected.</p>	Scope of Works	Deliverables	Conduct of Recertification Surveillance Audit	a. Audit Plan (at least one Surveillance Audit month before audit)	b. Audit Itinerary	c. Conduct of opening meeting	d. Conduct of closing meeting	e. Official Audit report (to be given right after the audit)	f. (If any) Non-Conformity report(s) (to be given right after the audit)	g. (If any) Acceptance of Correction & Corrective Actions	h. QMS Certificate	Payment	Deliverables	Percent	Upon submission and acceptance of the following	a. Surveillance Audit Plan	100%	b. Official Audit Report (if any) Non-Conformity Report(s)	c. (If any) acceptance of correction & corrective actions	d. QMS certificate		
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(Please read carefully at the back hereof)

Charge to: 12-102101  
ROA No.: 2023-03-0517  
CONFORME & RECEIVE COPY: JOY I. GARCIA

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor  
AUGUST 23, 2023

Date

Bank Account Name: LANDBANK OF THE PHILIPPINES

Bank Account Number: 1341-2238-10

Bank Name: IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY

Bank Address: SAN CARLOS CITY, PANGASINAN

Form No.: TSU-PRO-SF 10

Revision No.: 01

Effectivity Date: March 01, 2017

FUNDS AVAILABLE

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. GRACEN ROSETE

Vice President for Administration

Authorized Official

Page 2 of 2

MISSION ON AUDIT - TSU!  
**RECEIVED**  
BY JIG DATE AUG 23 2023



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COMMISSION ON AUDIT, TSU  
**RECEIVED**  
Date: AUG 23, 2023

(Please read carefully at the back hereof)

Charge to: 02-19210  
ROA No.: 2023-08-0517  
CONFORME & RECEIVE COPY :

**FUNDS AVAILABLE:**  
JASPER A. YAUDER, CPA  
Budget Officer

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor  
Date  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

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Vice President for Administration  
Authorized Official





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FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor

APPROVED:

DR. GRACIE N. ROSETE

Vice President for Administration

Authorized Official

Date \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
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