



# WORK ORDER

DELIVERY DUE DATE:

11 / 7 / 22

Procurement Unit

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

Supplier: **IBDC OCCUPATIONAL HEALTH SAFETY**

Work Order No.: **2022-122**

**AND ENVIRONMENT CONSULTANCY**

Date: **9/6/2022**

Address: **Malacanang, San Carlos City, Pangasinan**

JO No.: **2022-140**

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

Date: **7/14/2022**

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

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 **60 (sixty)** 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> Hiring of Certifying Body for ISO 9001 2015 Surveillance Audit</p> <p><b>Terms of Reference:</b> I. Project Title: Serveillance Audit for the Quality Management System (IMS: ISO 9001:2015) Certification of Tarlac State University (TSU) II. Rationale: In line with the one certification granted to Tarlac State University's Quality Management System (QMS) in the field of instruction, research, extention (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. III. Objective: The objective of the project is to conduct a surveillance audit that will assess the conformity of the TSU to ISO 9001:2015 - Quality Managemant System. IV. Scope of Work: Provision of Surveillance Audit Services V. Expected Outputs or Deliverables: The minimum outputs or deliverables shall include the following during the Contract Execution Stage:</p>	245,000.00	<b>245,000.00</b>

COMMISSION ON AUDIT - TSU

RECEIVED

Date: **SEP 08 2022**

(Please read carefully at the back hereof)

Charge to: **12-00101**

ROA No.: **2022-19-0532**

CONFIRM & RECEIVE COPY

9/8/22

**JOCY T. GARCIA**  
**IBDC OCCUPATIONAL HEALTH SAFETY**  
**AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor

FUNDS AVAILABLE:

**JASPER A. YAUDER, CPA**

Budget Officer

Date: \_\_\_\_\_  
Bank Account Name: **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

APPROVED:

Bank Account Number: **1341-2238-10**

**DR. GRACE N. ROSETE**

Bank Name: **LANDBANK OF THE PHILIPPINES**

Vice President for Administration

Bank Address: **SAN CARLOS CITY, PANGASINAN**

Authorized Official

Form No.: **TSU-PRO-SF 10**

Revision No.: **01**

Effectivity Date: **March 01, 2017**

Page 1 of 2



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QTY.	UNIT	DESCRIPTION		UNIT COST	TOTAL COST	
		Scope of Works	Deliverables			
		Conduct of Recertification Surveillance Audit	a. Audit Plan (at least on 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-conformatory report(s) (to be given right after the audit)			
			g. (If any) acceptance of correction & corrective actions			
			h. QMS Certificate			
		VI. Project Duration: The maximum project duration is three (3) months from issuance of Notice to Proceed (NTP)				
		VII. Qualification of Consultancy Services Company/Firm:				
		1. The Consultancy Service Company is fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF accredited certification held be ACS W3 Solutionz.				
		2. That the company/firm is PHILGEPS registered.				
		3. That the company/firm is DTI or SEC registered.				
		4. That the company/firm has Mayor's Permit and Business Licence.				
		VIII. Proposed terms of Payment				
		Payment	Deliverables	Percent		
		Upon submission and acceptance of the following	a. Serveillance Audit Plan	100%		
			b. Official Audit Report (if any) Non-Conformity Report(s)			
			c. (If any) acceptance of correction & corrective actions			
			d. QMS certificate			

COMMISSION ON AUDIT, TSU  
**RECEIVED**  
Date: SEP 08 2022

(Please read carefully at the back hereof)

Charge to: 02-10210/  
ROA No.: 027-09-0302  
CONFORMING COPY:

**JOY T. GARCIA**  
IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY  
Firm/Dealer/Supplier/Contractor

Date: \_\_\_\_\_  
Bank Account Name: **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**  
Bank Account Number: 1341-2238-10  
Bank Name: **LANDBANK OF THE PHILIPPINES**  
Bank Address: **SAN CARLOS CITY, PANGASINAN**

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

APPROVED:  
**DR. GRACEN ROSETE**  
Vice President for Administration  
Authorized Official



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ROA No. : 2022-09-0532  
CONFORME & RECEIVE COPY :

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Firm/Dealer/Supplier/Contractor

Date \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
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JASPER A. YAUDER, CPA  
 Budget Officer

**JBDC 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: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Form No. : TSU-PRO-SF 10

Revision No.: 01

Effectivity Date: March 01, 2017

Page 2 of 2