



**PROCUREMENT OF CONSULTANCY SERVICES AND ENGAGEMENT OF A CERTIFYING BODY FOR THE SURVEILLANCE
AUDIT OF ISO 9001:2015 FOR MinSU**

Name of Project

**BAC Resolution Recommending Approval
Resolution No. 215, s. 2024**

WHEREAS, the Mindoro State University (MinSU), through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) No. 2024-199 for the project "Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 9001:2015 for MinSU" with an Approved Budget for the Contract (ABC) amounting to Three Hundred Ten Thousand Pesos (Php310,000.00) composed of two (2) lots specifically:

Particulars	Sub-ABC
Lot 1 – Consultancy Services	Php190,000.00
Lot 2- Engagement Services of Certifying Body	Php120,000.00

WHEREAS, in response to the advertisement of the project, five (5) suppliers/bidders were found in the document request list however, only two (2) suppliers/bidders in the name of **GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES** and **APEXCERT INTERNATIONAL INC.** submitted price quotation before the deadline;

WHEREAS, **GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES** submitted price quotation for Lot No. 1, while **APEXCERT INTERNATIONAL INC.** submitted price quotation for Lot 2;

WHEREAS, the detailed evaluation of price quotation resulted in the following:

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php190,000.00	Grace Management And Training Consultancy Services.	Php186,780.00
2	Php120,000.00	Apexcert International Inc.	Php115,000.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and were found to be complying and responsive;

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 9001:2015 for MinSU" as follows:

- Lot No. 1 to Grace Management And Training Consultancy Services.. for being the supplier/bidder with Single Calculated Responsive Bid (SCRB) and;
- Lot No. 2 to Apexcert International Inc. for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);

RESOLVED, this 15th day of October, 2024 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro,

Engr. **MARK LESTER A. MAGPANTAY**
BAC Vice-Chairperson

FRANIE M. AFABLE, DBMHM
BAC Member

CIEDELLE P. SALAZAR, J.D., Ph.D
BAC Chairperson

ATTY. SHERLYN A. LAYESA
BAC Member

MELGAR G. FADRIQUELAN
BAC Member

[] Approved / [] Disapproved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

Date: _____



PhilGEPS

**Central Portal for
Philippine Government
Procurement Opportunities**

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11344526

Reference Number
Procuring Entity

Procuring Entity	MINDORO STATE UNIVERSITY
Title	Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 90012015 for MinSU

Area of Delivery Oriental Mindoro

Area of Delivery	Oriental Mindoro	Status	Closed
Solicitation Number:	RFQ No.: 2024-199	Associated Components	1
Trade Agreement:	Implementing Rules and Regulations	Bid Supplements	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Document Request List	5
Classification:	Consulting Services	Date Published	11/10/2024
Category:	Consulting Services	Last Updated / Time	11/10/2024 15:16 PM
Approved Budget for the Contract:	PHP 310,000.00	Closing Date / Time	14/10/2024 01:00 AM
Delivery Period:	5 Day/s		
Client Agency:			
Contact Person:	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapotel21@gmail.com		

Description	Frequency	Severity	Impact	Mitigation
Data Breach	Annual	High	Significant	Encryption, Access Control
System Downtime	Quarterly	Medium	Moderate	Redundancy, Backup
Compliance Violation	Bi-Annual	Low	Minor	Regular Audits, Training
Vendor Failure	Annual	Medium	Moderate	Diversification, SLA
Natural Disasters	Annual	High	Significant	Disaster Recovery Plan

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

Note: 1. All entries must be typewritten.

Note: 1. All entries must be typewritten.
2. Delivery Period within ____ calendar days.

Note: 1. All entries must be typewritten.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. ____ calendar days

4. Price validity shall be a period of 30 calendar days.

4. Price validity shall be a period of 30 calendar days.

4. Price validity shall be a period of 30 calendar days.

7. Mode of delivery: ☐ Pick-up (Schedule) ☐ Door to Door Delivery

Item

Item	No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT
------	-----	------	----------------------	------	------

[illegible]

PRICE TOTAL AMOUNT
Lot 1- Consultancy Services

1 service

1 service
Consultancy Services for Surveillance Audit for
ISO 9001:2015 1

ISO 9001:2015 1

ISO 9001:2015 1
Lot 2 - Engagement Services of Certifying Body
1 service

1 service

1 service
Engagement of Services of Certifying Body for the
1st Surveillance Audit of ISO 9001:2015 1

Engagement of Services of Certifying Body
1st Surveillance Audit of ISO 9001:2015 1

1st Surveillance Audit of ISO 9001:2015 1

Created by Annabelle Quinto Madrigal

Date Created 10/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 9001:2015 for MinSU

JOR NO.: _____
REQ No.: 2024-199

JOR NO.: _____

RFQ No.: 2024-199

ABC Amount: Php310,000.00

Company Name : APEXCERT INTERNATIONAL INC.
60 SGT. RIVERA CORNER BANAWA, MA

Company Name : APEXCERT INTERNATIONAL INC.
Address : NO. 60 SGT. RIVERA CORNER BANAWA, MANRESA, QUEZON CITY

Company Name : AL DAVALOS
Address : NO. 60 SGT. RIVERA CORNER BANAWE, MANRESA, QUEZON CITY
Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.
NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note:

1. All entries must be typewritten.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Consultancy Services			
1	service	Consultancy Services for Surveillance Audit for ISO 9001:2015	1	N/A	N/A
		Lot 2 - Engagement Services of Certifying Body			
1	service	Engagement of Services of Certifying Body for the 1st Surveillance Audit of ISO 9001:2015	1	115,000	115,000.00
				TOTAL	115,000.00

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above DA

DANICA MAE VELDAD

Supplier's Signature over Printed Name
771-486-314-000

TIN No. of Establishment
09916196301

Contact Number
10/11/24

Date _____

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



General Conditions

- Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro**, Philippines on the date and time stated in this RFP.
 - Supplier shall submit the following requirements:
 - ✓ Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - ✓ PhilGEPS Registration
 - ✓ Valid Mayor's/Business Permit
 - ✓ Omnibus Sworn Statement
 - ✓ BIR Certificate of Registration
 - ✓ Latest Income/Business Tax Return
 - ✓ TAX Clearance
 - ✓ DTI Registration/SEC Certificate
 - ✓ Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable
- Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- Completeness of Submission
- Compliance with Item & Description Requirements
- Price

Instructions

- Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
- Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
- All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
- All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01

JANET GREGORIO

BLK. 6, LOT 11, PILI ST. CREEKLAND, HAGONoy, TAGUIG CITY
MOBILE: 09391189414/ 09153032429
E-MAIL: janetcotangco.gregorio@gmail.com, janetcotangco_gregorio@yahoo.com

Freelance Auditor

February , 2019 to present
URS Certification
Assess different companies in their compliance against ISO9001

Freelance Consultant/Auditor/ Account Representative

Grace Management and Training Consultancy Services
July 2019 to present
Account Management for Management System Trainings/Audit
Conduct of management system Audit as assigned(ISO9001, ISO14001 and ISO45001)

Freelance Management System Consultant

Nadales Business Consultancy and Training Services
October , 2019 to present
Assist companies in Quality System audit, Quality Documentation and Risk Assessment formulation, Risk Analysis, documentation and Gap Analysis, Information Security Documentation and Audit
Standards: Based on need such as ISO9001, ISO27001, ISO14001 and ISO45001

System Certification Coordinator/ Management System Auditor

Lead Auditor ISO9001 and SQP(Supplier Quality Program) Lead Auditor

July , 2013 to September , 2019
Intertek Testing Services Philippines, Inc.
2307 Chino Roces Avenue, Makati City

Duties and Responsibilities:

1. *Conducts ISO9001 certification audits and SQP audits to different companies. Auditor Trainee for OHSAS/ISO45001 and member auditor during Quality, Environmental Safety and Health Audit.*
2. Checking of compliance against the quality management system
3. Coordinates audit schedules to clients.
4. Handling of certification projects from ordering, client dealing and proposal to project closure.
5. Technical function: Manday calculation, identification of auditors, auditor qualification, pre-technical review of reports prior to sending to final technical reviewer and certifier.
6. Logistics preparation and coordination during the delivery of the audit.
7. Audit plan preparation and report preparation when assigned as auditor.
8. Handling of auditor appointment.
9. Maintenance of Certification and auditor appointment.
10. External communication with the client and coordination with affiliates.
11. Internal auditor for Intertek Laboratory- Food/ Micro, Toys and Hardlines, Softlines

12. *Member of the company's emergency response team. Auditor for Safety and Health and Environmental compliance.*

System Auditor /Supplier Auditor

February, 2013 to July , 2013
World Safety Organization, Philippine Office
Xanland Place, Katipunan, Quezon City

Duties and Responsibilities:

1. Working as System Auditor / Supplier Auditor at Amkor Technology Philippines as assigned by WSO.
2. *Performs audit for Environmental Safety and Health based on the scheduled Masterplan from the incoming warehouse, incoming quality assurance, assembly and test area to packaging and labelling and releasing, Canteen(on Food Safety) for Amkor's plant 1 and 2.*
3. Prepares weekly report, council meeting updates submitted to Amkor Technology on a weekly basis and reports on a monthly basis to WSO.
4. Analyzes audit result and corrective and preventive actions provided by the area concerned.
5. Supplier accreditation auditor for haulers, forwarders, packaging/labelling and chemical suppliers
6. Provide assistance during 3rd party certification and Customer Audit

ISO AUDITING TECHNICAL SUPPORT

March , 2010 to February , 2013
TUV Rheinland Philippines, Inc.
G/F La Fuerza Bldg. 1, 2241 Don Chino Roces Ave.,
Makati City

Duties and Responsibilities:

1. Audit scheduler and coordinator. Prepares audit logistics.
2. Prepares contract reviews and man-day calculation for the proposal preparation.
3. Coordinates with foreign and local auditors in regards with the audit scheduling and pre-audit requirements. (relative to ISO9001 Quality Management System, ISO14001,OHSAS18001,ISO/TS16949,ISMS, SA8001, ISO13485/MDD/CMDCAS Medical Device)
4. Audit plan preparation assistance to Lead auditor.
5. Handles project closure for special standards and submit to the concerned certifier abroad and auditor's appointment. Also assist in the project closure for other standards as needed.
5. Auditor Trainee for ISO9001 Quality Management System

COLLECTIONS SPECIALIST

October , 2007 to February , 2008
OSRP, LLC, Inc.

Duties and Responsibilities:

1. Performs day to day collections activities.
2. Ensures that collection goals are met.
3. Prepares monthly update on collectible and non-collectible items and reports to the Team Leader and Collections Manager.

4. Updates collection's data base to ensure that all communications w/ clients are updated from time to time.
5. Performs on-queue activities as per assigned schedule.
6. Supports company rules and regulations.
7. Performs other related tasks that may be assigned with appropriate training.

INTERNAL AUDITOR / SUPPLIER AUDITOR

January , 2005 to October 2007

PSI Technologies Inc. FTI Complex Taguig M.M.

Duties and Responsibilities:

1. *Responsible on auditing the management system of the company including Incoming warehouse, Incoming Quality Assurance, Frontline Assembly and Quality Assurance, Backend Assembly and In-process QA, Test Assembly and QA up to warehousing and storage of finished product*
2. Supplier auditor of raw materials/packaging materials as scheduled.
3. Prepares audit schedule, conducts audit and assess implementation of the Quality Management System.
4. Releases meeting notifications / post audit meeting notification.
5. Issues Internal Audit Findings/ Non-Conformity Report and collects / verifies audit responses.
6. Follow up and update open items status.
7. Prepares internal/external audit tracking and Conducts DPC monitoring.
8. Ensures application of quality policy in the area of responsibility.
9. Supports the Environmental Management System programs initiated.
10. Coordinate and organizes activities of the Conformance Cycle Audit, ECN/ PCN Training Program of the company.
11. Performs other related tasks that may be assigned with appropriate training.

CALIBRATION TECHNICIAN

May 7, 1999 to January 16, 2005

PSI Technologies Inc. FTI Complex Taguig M.M

EDUCATION

TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES

Bachelor of Engineering
Major in Manufacturing and Production

BICOL COLLEGE OF ARTS AND TRADES

Diploma in Engineering Technician
Major Electrical Engineering Technology

SEMINARS/TRAININGS ATTENDED

ISO/IEC17020:2012 Conformity Assessment Introductory Course Grace Management Training
February 10, 2021 and Consultancy Services

ISO/IEC17065:2012 Conformity Assessment Introductory Course February 10, 2021	Grace Management Training and Consultancy Services
ISO45001 Auditor Migration Course April 14, 2019	Intertek Makati City
ISO/IEC 17021-1:2015 Training February 7, 2017	Intertek Makati City
ISO45001 Auditor Migration Course April 14, 2019	Intertek Makati City
iEnable- Technical and Certification Review July 12, 2016	Intertek Makati City
iEnable- Audit management July 6, 2016	Intertek Makati City
ISO9001:2015 Auditor Migration Course December 14, 2015	Intertek Makati City
BRC IoP Awareness Course September, 2015	Intertek Philippines Zesto Corp., Quezon City
OHSAS 18001 Lead Auditor Course July 13-17, 2015	Neville Clarke Philippines
On-Site iEnable Training December, 2013	Intertek Kuala Lumpur, Malaysia
Basic Occupational Safety and Health Course Organization February 18-22, 2013	World Safety
ISO 9001:2008 LEAD AUDITORS TRAINING COURSE September 19-23, 2011	TUV Rheinland Philippines, Inc.
CORPORATE IMAGE ENHANCEMENT March 11, 2011	Richmond Hotel
ISO9001 AND ISO14001 EXPERIENCE EXCHANGE	TUV Rheinland Philippines

December , 2010 ISO/TS16949 EXPERIENCE EXCHANGE November 10, 2010	Shangrila - Makati
ISO 17025 AWARENESS May 21, 2010	TUV Rheinland, Philippines Makati, City
BEHAVIORAL MANAGEMENT TRAINING May 2-3, 2007	PSi Technologies, Inc. Electronics Avenue, FTI Complex
INTERNAL QUALITY AUDIT December 4-6, 2006	The Orient Square
CONFORMANCE CYCLE AUDIT	PSi Technologies, Inc.
FAILURE MODE and EFFECT ANALYSIS	PSi Technologies, Inc.
EFFECTIVE PRESENTATION SKILLS	PSi Technologies, Inc.
7QC Tools	PSi Technologies, Inc.
INDUSTRIAL CALIBRATION May 26, 2000	Metals Industry and Research Development Center
UNCERTAINTY of MEASUREMENTS	PSi Technologies, Inc.



Engr. SHERWIN C. REVEREZA

About Me

With a keen eye for detail to ensure compliance, identifying areas for enhancement and contributing to the continual improvement of quality processes. Committed to excellence and bring systematic approach to auditing and dedication to fostering a culture of quality within the organization.

My Contact

✦ screvereza@gmail.com

Education

- ✦ Master of Science in Computer Engineering
Academic Requirements Completed
AMA Computer University
Project 8, Quezon City
- ✦ Bachelor of Science in Computer Engineering
Adamson University
Ermita, Malate, Manila
1995

Trainings/Seminars Attended

Laws and Regulations in Government Expenditures
Commission on Audit
September 4-7, 2023

Internal Auditing Control for Philippine Public Sector
Development Academy of the Philippines
July 17-19, 2023

Internal Auditing Control for Philippine Public Sector
Development Academy of the Philippines
July 10-12, 2023

Enhancing Competencies for OBE-Oriented Monitoring and Evaluation in Maritime Education
OPSD-CHED
January 16-18, 2023

Technical Guidance on QMS Harmonization: Harmonization of QMS Documentation CHED Workshop and Technical Guidance on the Harmonization of the ONE-CHED Quality Management System Documentation
Development Academy of the Philippines
July 3-7 and August 23-25, 2023

Technical Guidance on QMS Harmonization Plan for ONE CHED ISO
Development Academy of the Philippines
April 27, June 5 and June 30, 2023

Orientation on ISO 9001:2015 QMS
Development Academy of the Philippines
May 5, 2023

Expert Services Rendered

ISO Internal Quality Audit
Auditor
Mindoro State University -Victoria Campus
Alcate, Victoria, Oriental Mindoro
October 2023

ISO Internal Quality Audit
Lead Auditor
Office of Planning, Research and Knowledge Management (OPRKM)
CHED Central Office (Quezon City)
October 2022

ISO Internal Quality Audit
Auditor
Maritime Education Section
OPSD-CHED Central Office (Quezon City)
October 2022

ISO Internal Quality Audit
Auditor
Maritime Education Section
OPSD-CHED Central Office (Quezon City)
August 2021

ISO Internal Quality Audit
Auditor
Maritime Education Section
OPSD-CHED Central Office (Quezon City)
November 2020

ISO Internal Quality Audit
Lead Auditor
CHED Regional Office VIII (Tacloban City)
January 2020

ISO Internal Quality Audit
Auditor
CHED Regional Office VII (Cebu City)
November 2019

Work Experience

Education Program Specialist
Office of Programs and Standards Development
Commission on Higher Education (CHED)
2013 - Present

Deputy Quality Management Representative/Internal Quality Auditor/
Planning and Monitoring Officer/Training and Logistics Manager
OPSD Representative for CHED Quality Management System Core Team
Commission on Higher Education (CHED)
2023 - Present

Lead Focal
ISO and Records Management System and 5S Team
Office of Programs and Standards Development
Commission on Higher Education (CHED)
2023 - Present



ApexCert

Signifies Success.

COMPANY PROFILE



ABOUT US

Apexcert International Inc., is a
Conformity Assessment Body deals
on quality audit and inspection.

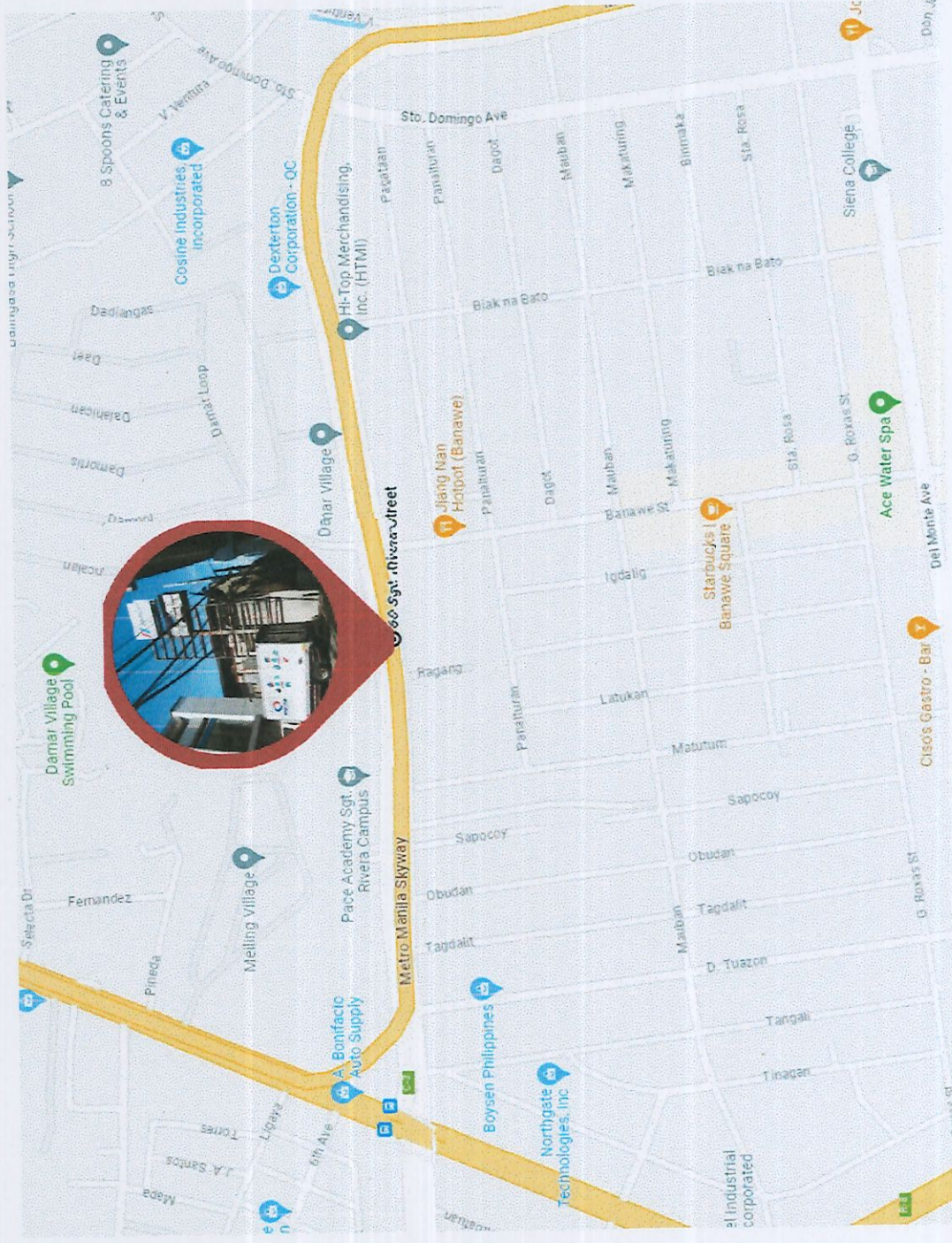
We provide an expert assessment
for Philippines businesses.

With a team of professionals, we provide auditing and
inspection services that focus on as much on business
improvement as they do standard compliance. We work in
many different sectors, ensuring the standard they receive is
appropriate, effective and reflects performance.



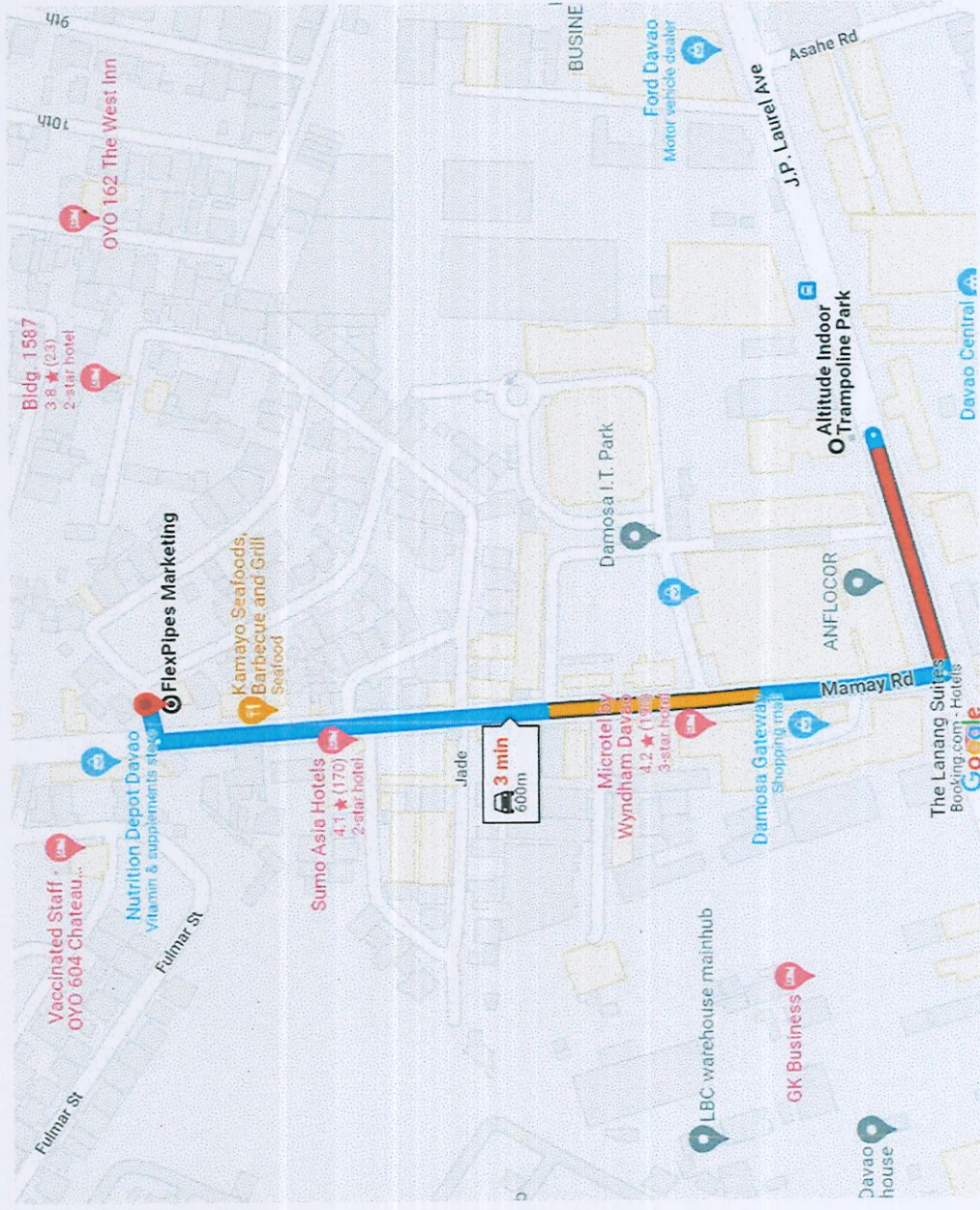
LOCATION

No. 60, Sgt. Rivera, Corner
Banawe, Brgy. Manresa,
Quezon City, Philippines 1115



LOCATION

2A, 2nd Floor GIMS Building,
Mamay Road Corner Licalalde
Subdivision, Brgy. Angliongto,
Davao City, Philippines 8000



Customer
To ensure successful conformity assessment services needed by our customers.

To provide an expert, competent and cost-effective audit and inspection service.

Country
To promote product safety, quality and culture of compliance in the country

Employee
To empower the staff through provision of training and experience

Company
To preserve accountability and continued improvement of the company

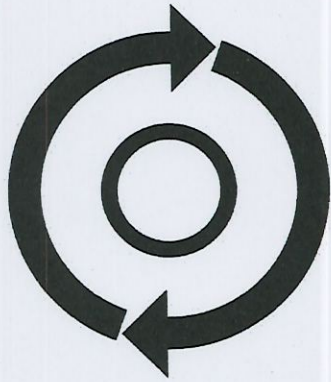
To preserve accountability and continued improvement of the company

VISION STATEMENT

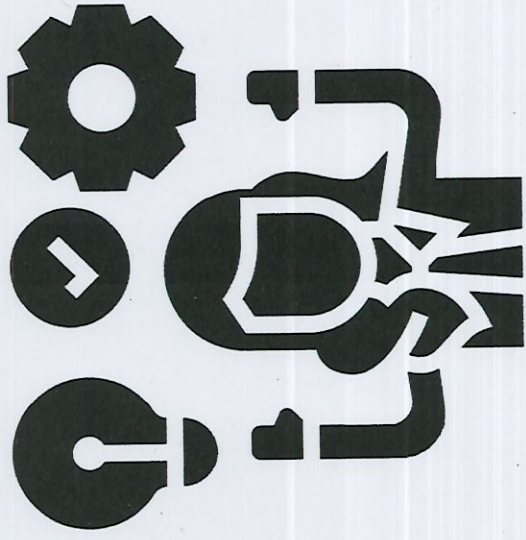


**To be the premier
service provider
and promoting
great careers**





consistency



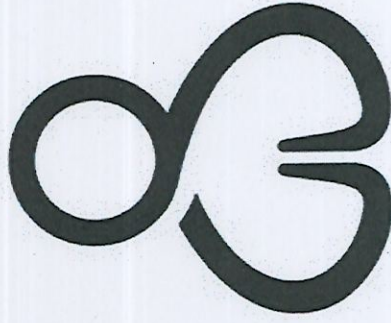
competence



accountability



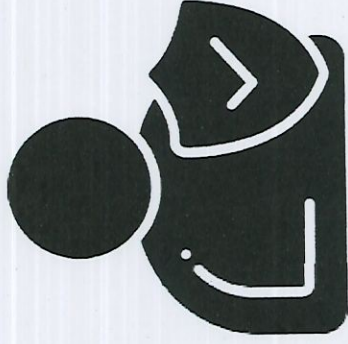
honesty



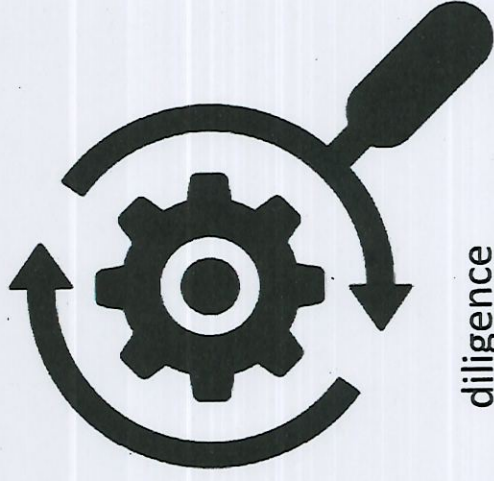
humility



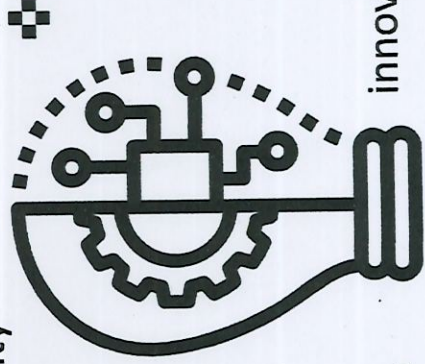
independent



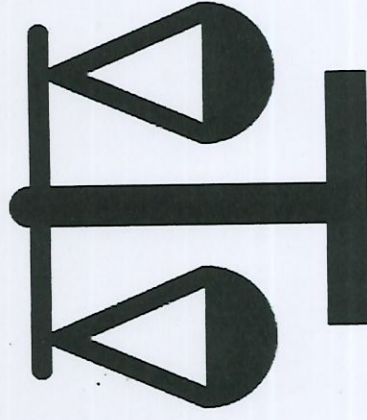
integrity



diligence



innovation



impartial

VALUES

SERVICES



Philippine Standard (PS) MARK AUDIT

- **Quality Management System (ISO 9001)**
- **Philippine National Standard**



SERVICES



Import Commodity Clearance (ICC) Sampling and Inspection

- **Philippine National Standard**
- **Implementing Guidelines**



SERVICES

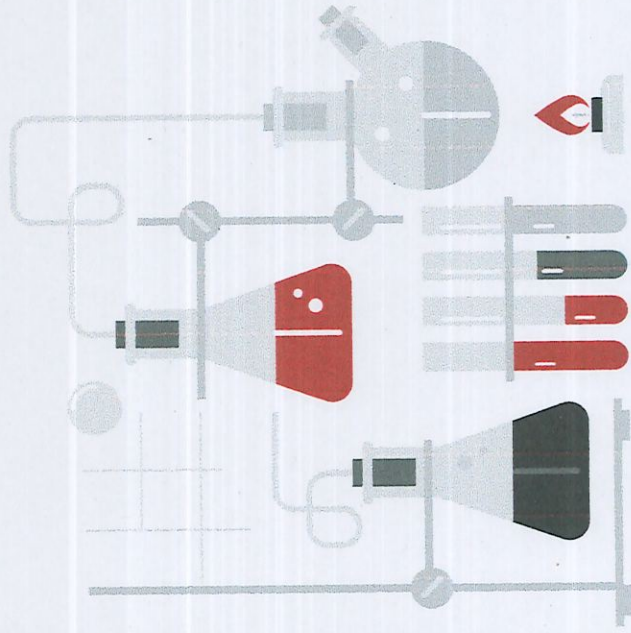


**ISO 9001 Management
System Certification**



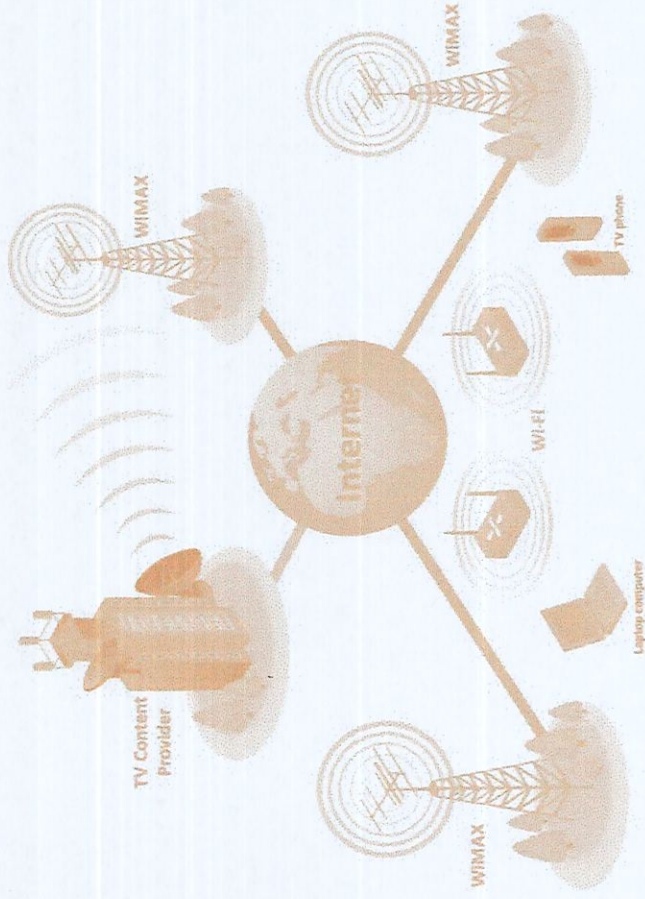
SERVICES

Outsource Testing Services Cement via Quatest3

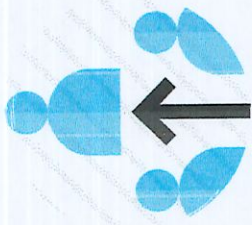


SERVICES

National Telecommunications Commission (NTC) Coordination



CLIENT BENEFITS



Outstanding
Auditors /
Inspector



Competitive
Pricing



Committed
Management



OUR PARTNERS



QUALITY ASSURANCE AND TESTING CENTER 3
Cement Testing Laboratory (Vietnam)
No.7, Road No.1, Bien Hoa 1 Industrial Zone, Dong Nai, Vietnam



SCA Service Vietnam JSC
Pre-shipment Inspection (Vietnam)
Hanoi city, Ho Chi Minh City



INSPECTORS

No.	Name	Initials	Location
	NCR		
1	Abrahan, BJ C.	BCA	NCR
2	de Guia, Wilmark E.	WED	NCR
3	Macinas, Alex A.	AAM	NCR
4	Palmes, Louis Jhay Kimverly S.	LSP	NCR
5	Villanueva, Hazel Lyn F.	HFV	NCR
	Vis-Min		
1	Alayon, Joshua M.	JMA	Davao
2	Letran, Isabelita P.	IPL	Leyte
3	Matugas, Mark James G.	MGM	Cebu
4	Sevilla, Jordan C.	JCS	Davao
	Pre-shipment		
1	Dang Quang Dzung	DQD	Vietnam
2	Nguyen Kieu Hung	NKH	Vietnam
3	Luong Anh Long	LAL	Vietnam

AUDITORS

No.	Name	Initials	Location	Approved Scope of Audit	
				QMS	PRODUCT
1	Abrahan, BJ C.	BCA	Philippines - NCR	N/A	EPG (A and B)
2	Castillo, Edna D.	EDC	Philippines - NCR	QMS Auditor	N/A
3	de Guia, Wilmark E.	WED	Philippines - NCR	N/A	EPG (A to E)
4	Matugas, Mark James G.	MGM	Philippines- Cebu	N/A	CCOPG (O) MBCG (F, J)
5	Palmes, Louis Jhay Kimverly S.	LSP	Philippines - NCR	QMS Auditor	CCOPG (L to T) MBCG (F to K)



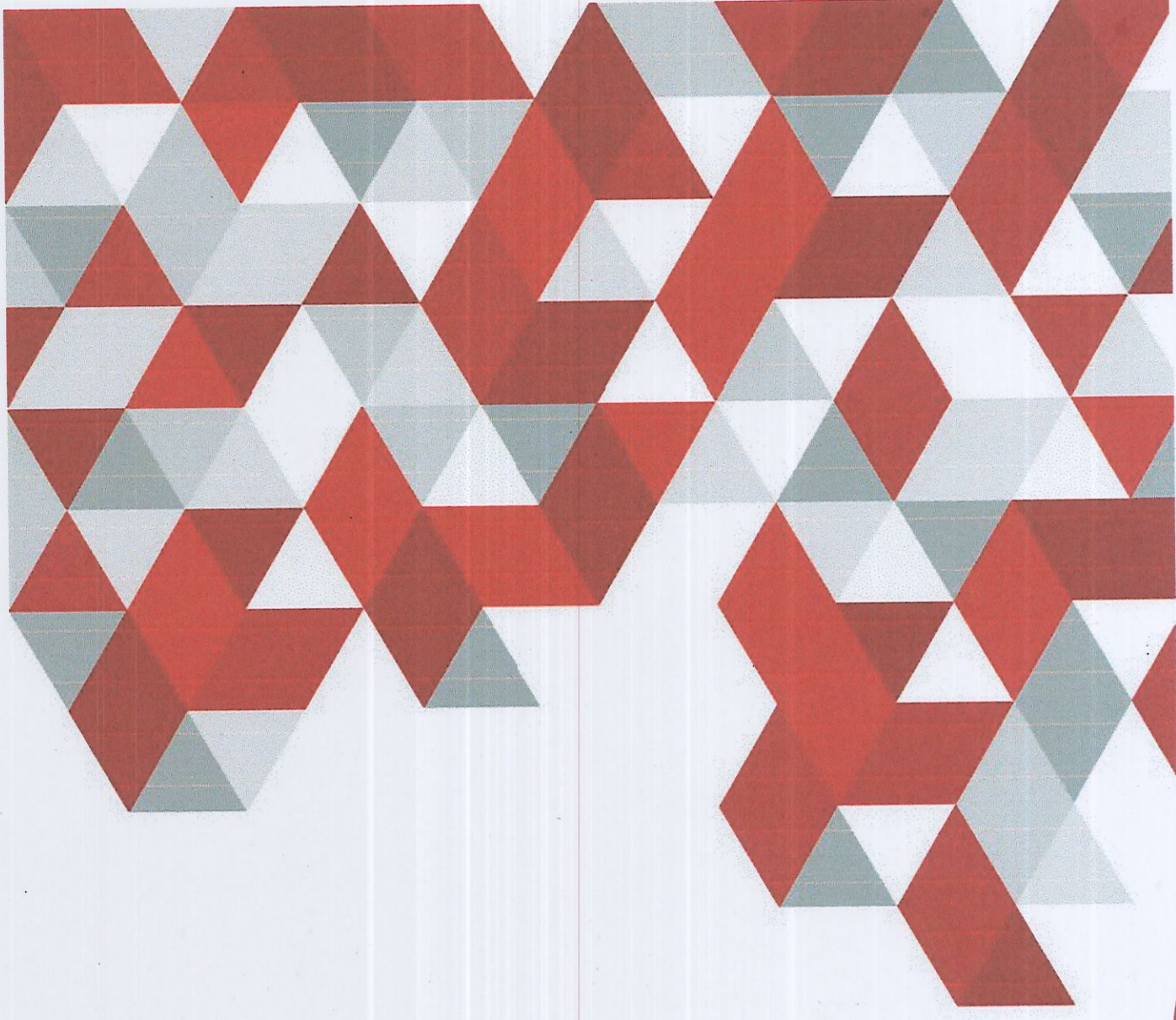
OUR COMMITMENT TO YOU!

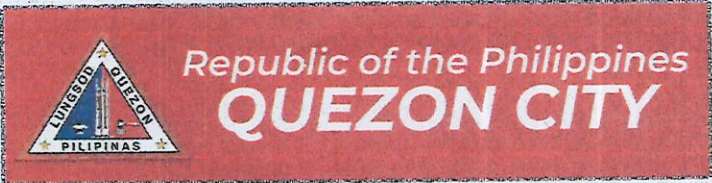
- **We hear you and we commit to respond to your concerns**
- **We pledge to provide technical expertise and highly skilled people.**
- **We deliver a timely and professional service.**
- **We communicate with knowledgeability, mindfulness and sincerity**



THANK YOU

Contact Person: Joanna Paula M. Dingson
Contact No.: 09171432739
Email add: sales@apexcert.com





Mayors Permit No. 20-008577	Type of Application RENEWAL	Official Receipt No. B-2024-016-222-0001193	Date of Payment 03/18/2024
Date Issued JUNE 27, 2024	Valid Until JUNE 27, 2025	Amount Paid 66,911.67	Period Covered 1-4 2024
Business Name APEXCERT INTERNATIONAL INC.			
Trade Name APEXCERT INTERNATIONAL INC.			
President DINGSON, JOANNA PAULA M.			
Address 60 SGT. RIVERA ST. MANRESA DISTRICT 1, QUEZON CITY 1115			
Type of Business Organization CORPORATION	Proof of Business Registration SEC	TIN 000-000-000	SSS 000-000-000
CONTRACTOR * OTHER INDEPENDENT CONTRACTOR			
Area of Establishment 100.00 SQM		Total No. of Employees Male: 2 Female: 2	
Ancillary Clearance	Clearance No.	Validity	
Locational Certificate (ZAU)	C22-N-MFCM7681	2022-02-16 to 2027-02-16	
Sanitary Permit (QCHD)	NOT REQUIRED	NOT REQUIRED	
Fire Safety Inspection Certificate (BFP-QC)			
Barangay Clearance (BARANGAY MANRESA)			
Traffic Clearance (TTMD)	NOT REQUIRED	NOT REQUIRED	
Environmental Clearance (DSQC)	23-18436	2023-09-18 to 2024-09-18	
Veterinary Clearance (CVO)	NOT REQUIRED	NOT REQUIRED	
Market Clearance (MDAD)	NOT REQUIRED	NOT REQUIRED	
Liquor Clearance (BPLD)	NOT REQUIRED	NOT REQUIRED	
Security Clearance (DPOS)	NOT REQUIRED	NOT REQUIRED	
QC Tourism Certificate (QCTD)	NOT REQUIRED	NOT REQUIRED	
Occupational Permit of employees (BPLD):			

TRANSFER OF LOCATION FROM 2ND FLOOR UNIT 87A DON A. ROCES AVE. LAGING HANDA D4*** ADDITIONAL AREA FROM 41.50 SQM*** QUALITY CONTROL SERVICES**SUBJECT TO: COND. 1,2,3,4,5,6 & 7 ** TO COMPLY WITH ANCILLARY REMARKS AND FINDINGS AS SENT VIA EMAIL DURING EVALUATION OF PERMIT APPLICATION BY REGULATORY DEPARTMENTS/OFFICES WITHIN 45 DAYS. THIS PERMIT IS VALID ONE (1) YEAR FROM DATE OF ISSUE PURSUANT TO CITY ORDINANCE NO. SP-3013, S-2021, SUBJECT TO PROVISIONS OF APPLICABLE LAWS, ORDINANCES, RULES AND REGULATIONS PERTINENT TO THE CONDUCT OF BUSINESS. FAILURE TO COMPLY SHALL REVOKE/CANCEL THIS PERMIT.

For and By Authority of the City Mayor:
HON. MA. JOSEFINA G. BELMONTE

MA. MARGARITA MEJIA, DPA
City Government Department Head III



Remarks:
• NON-TRANSFERABLE AND VALID ONLY WITH CORRESPONDING OFFICIAL RECEIPTS SHOWING PAYMENT OF PERMIT FEES AND CITY TAXES. ERASURE/ALTERATIONS WILL INVALIDATE THIS PERMIT.
• FAILURE TO RENEW THIS BUSINESS PERMIT/LICENSE WITHIN THE PRESCRIBED PERIOD SHALL SUBJECT THE TAXPAYER TO A TWENTY-FIVE PERCENT (25%) SURCHARGE OF THE PERMIT FEE.
• THIS PERMIT SHALL BE POSTED CONSPICUOUSLY AT THE PLACE OF BUSINESS AND SHALL BE PRESENTED AND/OR SURRENDERED TO CONCERNED AUTHORITIES UPON DEMAND.
• SURRENDER THIS PERMIT WITHIN 20 DAYS UPON CLOSURE OF BUSINESS TO AVOID PENALTY.

PRINTED BY: CYNTHIA DE JESUS

ANY ERASURE/ALTERATION WILL INVALIDATE THIS PERMIT



FUTURE READY



Follow us on
NO. 092773

FORM A: Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES) CITY/MUNICIPALITY OF _) S.S.

AFFIDAVIT

I, *Louis Jhay Kimverly S. Palmes*, of legal age, *Single, Filipino*, and residing at *29B Pinaglabanan St. Talanay A, Batasan Hills, Quezon City*, after having been duly sworn in accordance with law, do hereby depose and state that:

I am the duly authorized and designated representative of *Apexcert International Inc.* with office address at *No. 60 Sgt. Rivera, Corner Banawe, Barangay Manresa, Quezon City*;

I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the proposal/bid, and to sign and execute the ensuing contract for *Mindoro State University* of the *ISO 9001 Certification Audit*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

1. *Apexcert International Inc.* is not "blacklisted" or barred from procurement/bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
2. Each of the documents submitted in satisfaction of the procurement/bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
3. *Apexcert International Inc.* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

None of the officers and members of *Apexcert International Inc.* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

None of the officers, directors, and controlling stockholders of *Apexcert International Inc* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

4. *Apexcert International Inc.* complies with existing labor laws and standards; and
5. *Apexcert International Inc.* is aware of and has undertaken the following responsibilities as a Proponent/Bidder:
 - a) Carefully examine all of the Proposal/Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be procured/bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
6. *Apexcert International Inc.* not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of October, 2024 at Quezon City, Philippines.


Louis Jhay Kimverly S. Palmes



[Proponent's/Bidder's Representative/Authorized Signatory]

SUBSCRIBED AND SWORN to before me this 15 day of OCT 2024 at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. .

Witness my hand and seal this 15 day of OCT 2024.

NAME OF NOTARY PUBLIC

Serial No. of Commission Notary Public for until Roll of Attorneys No.
PTR No. *[date issued]*, *[place issued]* IBP No. *[date issued]*, *[place issued]* Doc. No. 307 Page No. 62
Book No. Series of 2024



ATTY. MA. CECILIA T. ABAYON
NOTARY PUBLIC
Adm. Matter No. NP-252(2023-2024)
PTR No. 555371 01.03.2024/QC
IBP OR No. 380643 12.29.2023/QC
Roll No. 84156
MCLE Compliance No. VII-0004212-14 April 2028
B3 L11 De Leon St., Isidora Hills Subd.,
Brgy. Holy Spirit, Quezon City

BIR FORM
2303
REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANTAHAN NG RENTAS INTERNAS
REVENUE REGION NO. 07A - QUEZON CITY
REVENUE DISTRICT OFFICE NO. 038 - NORTH QUEZON CITY

OCN: 038RC20230000006435

Date OCN Generated: September 20, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE		NAME OF TAXPAYER		TIN ISSUANCE DATE	
771-486-314-00000		APEXCERT INTERNATIONAL INC.		October 30, 2020	
REGISTERING OFFICE		X	Head Office	Branch	
REGISTERED ADDRESS		60 SGT. RIVERA ST. MANRESA 1115 QUEZON CITY - 00002 NCR, SECOND DISTRICT PHILIPPINES			
TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE	
CORPORATE INCOME TAX	1702	October 30, 2020	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.	
CORPORATE INCOME TAX	1702Q	October 30, 2020	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.	
REGISTRATION FEE	0605	October 30, 2020		On or before the last day of January.	
VALUE ADDED TAX	2550M	October 30, 2020	MONTHLY	Not later than the 20th day following the close of the month.	
VALUE ADDED TAX	2550Q	October 30, 2020	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.	
WITHHOLDING TAX - COMPENSATION	1604CF	October 30, 2020	ANNUALLY	On or before January 31 of the year following the calendar year in which compensation payment and other income payments subject to ginal withholding taxes were paid or accrued.	
WITHHOLDING TAX - COMPENSATION	1604C	October 30, 2020	ANNUALLY	On or before January 31 of the year following the calendar year in which the compensation payment and other income payments were paid or accrued.	
WITHHOLDING TAX - COMPENSATION	1601C	September 20, 2023	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.	
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	October 30, 2020	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.	
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	October 30, 2020	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding	

NOTE: TRANSFER IN

BIR FORM
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PAÑANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 07A - QUEZON CITY
REVENUE DISTRICT OFFICE NO. 038 - NORTH QUEZON CITY

OCN: 038RC2023000006435

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CERTIFICATE OF REGISTRATION

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NAME OF TAXPAYER

APEXCERT INTERNATIONAL INC.

TIN ISSUANCE DATE

October 30, 2020

REGISTERING OFFICE

X of Head Office

Branch

REGISTERED ADDRESS

60 SGT. RIVERA ST. MANRESA 1115 QUEZON CITY - 00002 NCR, SECOND DISTRICT PHILIPPINES

WITHHOLDING TAX -
EXPANDED/OTHERS

1604E October 30, 2020

ANNUALLY

was made.
On or before March 1 of the year
following the calendar year in
which the income payments
subject to expanded withholding
taxes or exempt from withholding
tax were paid or accrued.

TAXPAYER TYPE/S

DOMESTIC CORPORATION

BUSINESS INFORMATION DETAILS

CATEGORY

REGISTRATION DATE

TRADE NAME 1

APEXCERT INTERNATIONAL INC.

October 30, 2020

(PSIC)

96409-MISCELLANEOUS SERVICE

Primary

Line of Business

ACTIVITIES, N.E.C.

Line of Business

OTHER SERVICE ACTIVITIES

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

NOTE: TRANSFER IN

BIR FORM

2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS
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771-486-314-00000

REGISTERING OFFICE

REGISTERED ADDRESS

60 SGT. RIVERA ST., MANRESA 1115 QUEZON CITY - 00002 NCR, SECOND DISTRICT PHILIPPINES

NAME OF TAXPAYER

APEXCERT INTERNATIONAL INC.

X Head Office

TIN ISSUANCE DATE

October 30, 2020

Branch

I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.

CEMAR ODINE J. MARAVILLAS

CSS-RDO 038 NORTH QC

RENATO J. MINA

REVENUE DISTRICT OFFICER
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

NOTE: TRANSFER IN



Email: universitypresident@minsu.edu.ph
Website: www.minsu.edu.ph
Mobile: +63 977 846 72 28



REQUEST FOR QUOTATION
Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 9001:2015 for MinSU

JOR NO.: _____

RFQ No.: 2024-199

ABC Amount: Php310,000.00

Company Name : GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES
Address : CALCICA III, MENDEZ-NUNEZ, CAITE, 4121 PHILIPPINES

Address : GALICK III, MENDEZ-NUÑEZ, CARITE, 4121 PHILIPPINES

Address : GALICK III, MENDEZ-NUÑEZ, CRISTE, 4121 MALIBU PINES
Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.
CIEDELLE PIOL-SALAZAR, J.D., Ph.D.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.

BAC Chairperson

Note:

1. All entries must be typewritten.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: ☐ Pick-up (Schedule) ☐ Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
		Lot 1- Consultancy Services			
1	service	Consultancy Services for Surveillance Audit for ISO 9001:2015	1		186,780.00
		Lot 2 - Engagement Services of Certifying Body			
1	service	Engagement of Services of Certifying Body for the 1st Surveillance Audit of ISO 9001:2015	1	N/A	N/A
TOTAL					186,780.00

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above

Supplier's Signature over Printed Name

TIN No. of Establishment

Contact Number

Date _____

MSU-BAC-FR-05.01

•Main Campus, Alcate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



General Conditions

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines on the date and time stated in this RFP.
2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. BIR Certificate of Registration
 - f. Latest Income/Business Tax Return
 - g. TAX Clearance
 - h. DTI Registration/SEC Certificate
 - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSU or any of MinSU campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

MSU-BAC-FR-05.01



TERMS OF REFERENCE

Training and Consultancy Services for the Maintenance of the ISO 9001:2015 Quality Management System (QMS) of the Mindoro State University (MinSU)

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage services for training and consultancy in maintaining Mindoro State University's ISO 9001:2015 Quality Management System (QMS).

II. INTRODUCTION

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

III. OBJECTIVE

The primary objective of this project is to ensure MinSU's Quality Management System (QMS) maintains continuous compliance with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and uphold the University's commitment to delivering quality education and services.

IV. REQUIREMENTS

Mindoro State University (MinSU) is in need of a Consultancy Firm/Company to provide professional and technical services to ensure the sustained maintenance of its QMS compliance with ISO 9001:2015. The firm will also enhance the knowledge and competence of the MinSU officials and employees through training, coaching and other activities to ensure successful QMS documentation and Annual Surveillance Audit. The requirements are as follows:

1. Must have successfully engaged with and led at least ten (10) government agencies and private companies in establishing their QMS and achieving Certification to at least ISO 9001:2015.
2. Must provide technical assistance and consultancy services for the continuous implementation of QMS in the existing ISO certified colleges of the University.
3. Must conduct QMS related trainings to MinSU officials and personnel.
4. Must have complete legal documents which include the following:
 - DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
 - Valid and current Mayor's permit/municipal license



- BIR Registration Certificate, which contains the Taxpayer's Identification Number
- Latest Tax Clearance Certificate
- Valid Philippine Government Electronic Procurement System (PhilGEPS)

V. SCOPE, COVERAGE and DELIVERABLES

- The Consultancy Firm/Company shall provide the training, consultancy services and other deliverables necessary for the continuous development and improvement of MinSU's ISO 9001:2015 Quality Management System.
- The bidder must submit the following documentary requirements:
 - Company Profile
 - Curriculum Vitae of Lead Consultant and member who will handle the project
 - List of relevant projects, both in public and private sector in the last three (3) years

VI. PROJECT DURATION

The engagement of the consultant/s will be ten (10) days from the receipt of Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **One Hundred Ninety Thousand Pesos (PhP 190,000.00)**, inclusive of all applicable government taxes, charges and fees.

Additional duties and responsibilities as may be determined by the MinSU President or her representative/Quality Management Representative (QMR), may be assigned to the ISO 9001:2015 QMS technical Consultant based on mutual agreement by both parties without additional cost to the Client.

Payment shall be made upon completion and submission of the required deliverables. Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR.

Conforme:
GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES
Bidder's Company Name
RARUEL R. ABUTIN
Name & Signature of Authorized Representative
PRESIDENT
Designation
Date

GRACE Management and Training Consultancy Services ®



Experience | Expertise | Excellence

ABOUT US

True to our advocacy towards a robust and resilient community, we establish @GRACE to share our more than 33 years of experience and expertise to cater for both public and private organizations under 100% Filipino owned company.

Our strengths

- Leadership and Management
- Total Quality Management
- Operational Excellence
- Organizational Development
- Competency Building and Management
- Management Systems
- Risk Management
- Resiliency Management
- Improvement and Innovation
- Strategic Planning
- Auditor/Lead Auditor Courses



LIVING UP TO WHAT WE CAN OFFER

Experience:

More than 33 years

Expertise:

Accreditation & Certification Standards |

Smart Processes | Competency Management

Excellence:

Process Management & Resilience



Experience | Expertise | Excellence

TRAININGS & CONSULTANCY

ISO / MANAGEMENT SYSTEM STANDARDS

ISO 27701:2019 PRIVACY INFORMATION MANAGEMENT (PERSONAL INFORMATION MANAGEMENT) - REQUIREMENTS	ISO 27001:2022 INFORMATION SECURITY, CYBERSECURITY AND PRIVACY PROTECTION MANAGEMENT SYSTEMS – REQUIREMENTS
ISO 9001 9001:2015 QUALITY MANAGEMENT SYSTEM - REQUIREMENTS	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SAYSTEM - REQUIREMENTS
ISO 45001:2015 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - REQUIREMENTS	ISO 21001:2018 EDUCATIONAL ORGANIZATIONS MANAGEMENT SYSTEM - REQUIREMENTS
ISO 22000:2018 FOOD SAFETY MANAGEMENT SYSTEM - REQUIREMENTS	ISO 28001:2007 SECURITY MANAGEMENT SYSTEMS FOR THE SUPPLY CHAIN - REQUIREMENTS
ISO 55000:2014 ASSET MANAGEMENT SYSTEM - REQUIREMENTS	ISO 13485:2016 MEDICAL DEVICES QUALITY MANAGEMENT SYSTEMS
ISO 50001:2018 ENERGY MANAGEMENT SYSTEM – REQUIREMENTS	IATF 16949:2016 AUTOMOTIVE QUALITY MANAGEMENT SYSTEMS – REQUIREMENTS
ISO 22301: 2019 BUSINESS CONTINUITY MANAGEMENT SYSTEM – REQUIREMENTS	SA 8000:2014 SOCIAL ACCOUNTABILITY INTERNATIONAL STANDARD - REQUIREMENTS
ISO 19011:2018 GUIDELINES FOR AUDITING MANAGEMENT SYSTEMS	ISO 31001:2018 PRINCIPLES AND GUIDELINES ON RISK MANAGEMENT



OUR VISION and MISSION

Vision

To serve our clientele in its journey towards resiliency and excellence, giving glory to God.

Mission

To share our years of experience and expertise with excellence thru training and consultancy management services for a resilient and robust organization.



DRIVEN BY OUR CORPORATE VALUES

G - Godly driven

R - Resilience

A - Agility

C - Commitment

E - Excellence



Experience | Expertise | Excellence

YOUR ADVANTAGE – OUR HOLISTIC APPROACH ©



© All rights reserved in favor of GRACE Management & Training Consultancy Services



Experience | Expertise | Excellence

COMPANY Executives | BACKGROUND CREDENTIALS



**Raquel
Abutin
President**

- Freelance Lead Tutor (QMS & OHSMS) and Support Tutor (EMS), and Lead Auditor
- **Formerly**
 - Asia Pacific Regional Head of Personnel Certification,
 - Senior Manager, Business Stream Academy |
 - Management Systems Auditing Head, Business Stream Systems
 - Multi-national Global Certification Body
 - Corporate Quality Management Representative |
 - Product Quality Assurance Manager, diverse industries
- ISO / Management Systems Leader and Practitioner for more than 33 years



**Edna Castillo
Vice President**

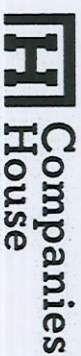
- Freelance Lead Tutor (QMS) & Support Tutor (EMS & OHSMS), and Lead Auditor
- **Formerly**
 - Local Head of Personnel Certification – Accredited Services | Local Product Manager – Certified Programs
 - Multi-national Global Certification Body
 - Quality Management Representative, Daiichi Group
 - Assistant Production Manager | Planner, diverse industries
 - Quality Assurance Head, Garments Manufacturer
 - Six Sigma Green Belt Certified
- ISO / Management Systems Leader and Practitioner for more than 26 years



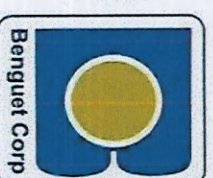
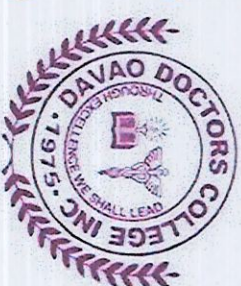
OUR VALUED CLIENTS



Philippine Allied Enterprises Corporation



ROSTERDAM RESOURCES INC.



Child's HOPE
Pasig City Children's Hospital



CONCRETE MASTERS INC.



Contour Optik Philippine Inc.



SHANGHAI ACE
PLYWOOD, INC.

Experience | Expertise | Excellence

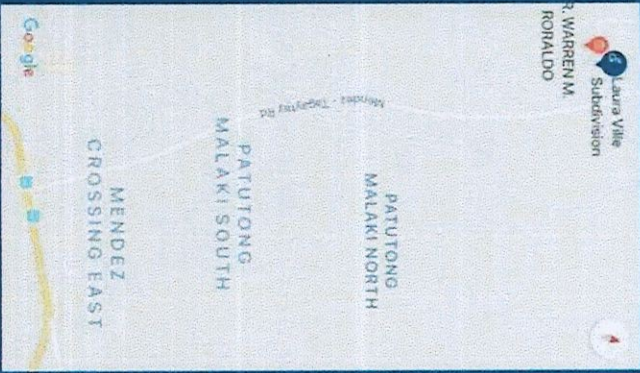
OUR LOCATION | CONTACT INFORMATION

OUR LOCATION

Block 1 Lot 13 Orchids St.
Lauraville Subd. Galicia Ill,
Mendez-Nuñez, Cavite
4121 Philippines

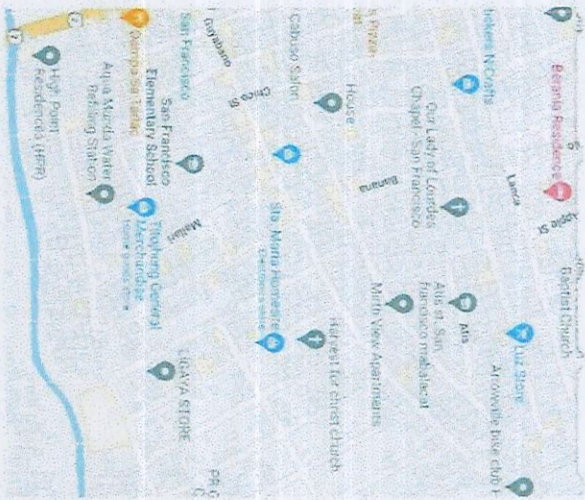


: grace.consultancymgtservices@gmail.com



SATELLITE OFFICE

1202 Sta. Rosa Avenue,
Sta Maria Homesite Subdivision,
San Francisco, Mabalacat City,
Pampanga, 2024 Philippines



CONTACT NUMBERS

Main Office: 09190080718

Satellite Office: 09494189659



GRACE Management and Training Consultancy Services ®

Thank you for your kind attention



> your Partner

towards a resilient & excellent organization



Experience | Expertise | Excellence

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

GRACE MANAGEMENT & TRAINING CONSULTANCY SERVICES

ORCHID ST. LAURAVILLE, GALICIA-3 ,
Mendez-Núñez , Cavite , Region IV-A , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 18-Jan-2022 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **GRACE MANAGEMENT & TRAINING CONSULTANCY SERVICES** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 08-Oct-2025

Issued this 08th day of October 2024.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 202201-283528-1888891870

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 202201-283528-1888891870

Page 2 of 3

¹Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry

List of Eligibility Documents

of
GRACE MANAGEMENT & TRAINING CONSULTANCY SERVICES
ORCHID ST. LAURAVILLE, GALICIA-3 ,
Mendez-Nuñez , Cavite , Region IV-A , Philippines

DTI Certificate	DTI Certificate Number : 1764843 Issued By / Signatory : RAMON M. LOPEZ Secretary Registration Date : 04-Jun-2020 Expiration Date : 04-Jun-2025
Mayors Permit	Expiration Date : 31-Dec-2024 Permit Number : 03382024 Place of Issue : Mendez, Cavite Issued By / Signatory : LUCENA DE CASTRO Licensing Officer II Issuance Date : 10-Jan-2024
Tax Clearance	Expiration Date : 02-Aug-2025 TCC Number : TCBP NO RR9A-54A-08-02-R1573-2024-M Issued By / Signatory : ROSALINDA D. CABIDOG Chief, Collection Division Issuance date : 02-Aug-2024
Audited Financial Statement	Date of Filing : 15-Apr-2024 Current Asset : 33,241.00 Total Asset : 37,676.00 Current Liabilities : 0.00 Total Liabilities : 0.00 Name of Auditor : RAMON T. QUITO CPA License number 0107777 BIR RDO Code : 54A
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :



2024

Business Permit #0338

MUNICIPALITY OF MENDEZ-NUÑEZ
OFFICE OF THE MAYOR
BUSINESS PERMIT LICENSING SECTION

PHOTO
1" X 1"

BUSINESS PERMIT

PERMIT NO. 0338-2024

JANUARY 10, 2024

DATE

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES

BUSINESS NAME

Pursuant to the provisions of the Revenue Code of the Municipality of Mendez-Nuñez,
BUSINESS PERMIT is hereby granted

RAQUEL RIVERA ABUTIN

(Name of Applicant)

situated at LAURAVILLE SUBD., GALICIA 3, MENDEZ-NUÑEZ, CAVITE this municipality,

registered proprietor/owner/manager of which is Mr./Mrs./ RAQUEL R. ABUTIN

with legal residence/office/s LAURAVILLE SUBD., GALICIA 3, MENDEZ-NUÑEZ, CAVITE

to operate/construct/install BUSINESS CONSULTANCY

subject to existing laws, ordinance, rules and regulations.

O.K. as to business requirements:

DOC.
STAMPS

Lucena R. de Castro
LUCENA R. DE CASTRO
BPLO Designate

Francisco T. Mendoza Jr.
FRANCISCO T. MENDOZA JR.
Municipal Mayor

O.R. No. 7976837

SERIES 2024

Not valid without seal

(NOTE: This permit must be displayed in a conspicuous place within the establishment and must likewise be renewed every end of the quarter/semester/year.

This permit is not valid if Official Receipt number is not indicated hereon).

VALID UP TO DECEMBER 31, 2024

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF **MELENDEZ CAVITE**

AFFIDAVIT

I, **RAQUEL ABUTIN** of legal age, **Filipino**, and residing at **Galicia III, Mendez-Nunez, 4121 Cavite** after having been duly sworn in accordance with law, do hereby depose and state that:

I am the authorized representative of **GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES** with office address at **Galicia III, Mendez-Nunez, 4121 Cavite**

As the authorized representative **GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES** I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 90012015 for MinSU**

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES is authorizing the Head of the Procuring Entity or its duly authorized representative to verify all the documents submitted.

I am not related to the Head of Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to third civil degree;

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES complies with existing labor laws and standards; and

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES is aware of and has undertaken the following responsibilities as a Bidder:

- Carefully examine all of the Bidding Documents;
- Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin issued for the for **Procurement of Consultancy Services and Engagement of a Certifying Body for the Surveillance Audit of ISO 90012015 for MinSU**

GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

IN WITNESS WHEREOF, I have hereunto set my hand this OCT 14 2024, 2024 at **MELENDEZ CAVITE**, Philippines.

RAQUEL ABUTIN

Bidder's Representative / Authorized Signatory

SUBSCRIBED AND SWORN to before me this OCT 14 2024, 2024 at **MELENDEZ CAVITE**, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial practice (A.M.) No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____, 2024 at _____.

Witness my hand and seal this OCT 14 2024, 2024.

NAME OF NOTARIAL PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____

IBP No. _____

Doc. No. 377

Page No. 75

Book No. ✓

Series of 2024

ATTY. RONILLO H. FAUSTINO
NOTARY PUBLIC UNTIL DECEMBER 31, 2024
FOR THE PROVINCE OF CAVITE PHILIPPINES
PTR NO. TGTY 5657345 TAGAYTAY CITY
IBP NO. 404935 1/6/2024; PASIG CITY
ROLL OF ATTY. NO. 83572
MGLB COMPLIANCE NO. VIII-0002444
MELENDEZ CAVITE 4121 PHILIPPINES

MAR 03 2021

OCN: 1RC0001391176
 AIR BUS REG/ UPDATE DATE
 (DT, SEC, CDA) REG'N CERT

REGISTRATION DATE

TAX TYPE

INCOME TAX

REGISTRATION FEE

PERCENTAGE TAX - QUARTERLY

TRADE NAME

LINE OF BUSINESS / INDUSTRY

GRACE MANAGEMENT AND TRAINING
CONSULTANCY SERVICES

BUSINESS AND MANAGEMENT
CONSULTANCY ACTIVITIES

RENTNERS:

FILE TAX RETURNS INDICATED HEREUNDER WITH CHECK MARKS:

INCOME TAX

WITHHOLDING TAX 84- EXPANDED

ANNUAL REGISTRATION FEE

0605-On or before January 31 of every year

OTHER APPLICABLE FORM/TAX TYPE/S

NOTE: IMMEDIATELY INFORM THIS DISTRICT

NOTE: IMMEDIATELY INFORM THIS DISTRICT
OFFICE IN CASE OF TRANSFER/UPDATE/
CANCELLATION OF BUSINESS REGISTRATION
AND OTHER CONCERNS/UPDATES BY FILING
BIR FORM 1505

1701-A due on Apr 15
VALUE ADDED TAX
2550M - 20th day of the 2nd month
2550Q - 25th day after the close of
each quarter

PERCENTAGE TAX

REPORT OF THE COMMISSIONER OF INTERNAL REVENUE, BUREAU OF INTERNAL REVENUE, FOR THE MONTH OF

160190E-10 APR 30 / JULY 31 / OCT 31 / JAN 31

1604E - Annual Information Return - Mar

REVENUE **WITHHOLDING TAX-COMPENSATION**
DEPARTMENT OF THE TREASURY BUREAU OF INTERNAL REVENUE BUREAU OF INTERNAL REVENUE

1601C - 10th day of the following month
1604C - Annual Information Return - Jan 31

WITHEOLDING TAX - FINAL

0619F-Every 10th of the following month

each QTR

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS
INDICATED ABOVE UNDER THE PROVISIONS OF THE NATIONAL INTERNAL
REVENUE CODE, AS AMENDED.

MAR 03 2021

ATTY. GERLO

ROBERT F. INOCANDO

MAR 03 2021

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
REVENUE REGION NO. 9A - CaBaMiRo
CITY OF STO. TOMAS, BATANGAS
QF-TCC-01-01-2023.00

Annex "M"

TCBP NO. RR9A-54A-08-02-R1573-2024-M

TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

ABUTIN, RAQUEL RIVERA

(GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES)

Name of Taxpayer

GALICIA III, MENDEZ (MENDEZ-NUÑEZ), CAVITE

Address

223-085-427-00000

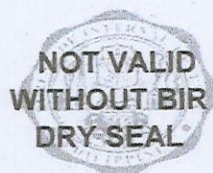
Taxpayer Identification Number

This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 2nd day of August, 2024.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL **AUGUST 02, 2025** ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46-2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON AUGUST 02, 2024 UNDER PAYMENT TRANSACTION NO. LB35411065. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



ROSALINDA D. CABIDOG

Chief, Collection Division

By: **AMIHAN L. VALDEZ**

Asst. Chief, Collection Division

08/02/2024



WARNING: Counterfeiting is punishable by law. For authenticity, please visit BIR website <https://www.bir.gov.ph/Tax-Clearance-List-Issued-TCC>. Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.



This certifies that

**GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES
(NATIONAL)**

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

RAQUEL RIVERA ABUTIN

is valid from 04 June 2020 to 04 June 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration


RAMON M. LOPEZ
Secretary

Business Name No. 1764842

and issue the same on 04 June 2020 in the Philippines.

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



JQMI294610996043

Documentary Stamp Tax Paid Php 30.00



Republic of the Philippines
MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



JOB ORDER REQUEST

Job Order No.: JOR24-092
Date: 10/07/2024

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)	
service	Engagement of Services of Certifying Body for the 1st Surveillance Audit of ISO 9001:2015	1	120,000.00	120,000.00	
			TOTAL	120,000.00	
Purpose:	for the services of certifying body for the 1st Surveillance Audit of ISO 9001:2015				

Requested by:

PORTIA ANGELICA B. ABOG
Director for Quality Assurance

Recommending Approval:

CIEDELLE P. SALAZAR, Ph.D.
VPAA

Approved:

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

STF - 1071
164-200
09-256A
OUPAA - 2w-2024



PROPOSAL FOR THE SURVEILLANCE AUDIT OF MINSU's QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015

I. INTRODUCTION

By having an established and approved Quality Management System (QMS) as part of the implementation of government-wide Quality Management Program (QMP), the Mindoro State University as an organization can guarantee and deliver excellent services among its clients. Hence, pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System (QMS) in Government" and as amended by Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to implement the Government Quality Management Program", MinSU pursues to adopt and ISO-aligned Quality Management System and get ISO 9001:2015 certification accordingly.

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

II. OBJECTIVES

General Objectives:

- Ensure the continuous compliance of MinSU's Quality Management System (QMS) with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and support the University's commitment to delivering education and services.

Specific Objectives

- Evaluate the extent to which the University's QMS continues to comply with ISO 9001:2015 requirements, ensuring that processes related to quality management, risk assessment and customer satisfaction are being effectively implemented.
- Verify that any non-conformities or areas for improvement identified during previous audits have been addressed and that effective corrective actions have been implemented to ensure ongoing compliance.
- Identify new opportunities for improvement within the QMS, enhancing the University's ability to optimize its processes increase operational efficiency and improve overall performance.
- Assess the overall effectiveness of the University's QMS in maintaining consistent service delivery and meeting stakeholder expectations, with focus on key performance indicators such as customer (students) satisfaction, process efficiency and continuous improvement initiatives.



- Ensure that the University's QMS remains sustainable and adaptable to changes in regulatory requirements, internal policies and stakeholder needs, thus securing the institution's long-term commitment to quality education and service.
- Demonstrate the University's ongoing commitment to quality assurance and continuous improvement to stakeholders, including students, faculty, staff and external partners, through successful completion of the surveillance audit.

III. RELEVANT ACTIVITIES

To fully realize the first Surveillance Audit of the MinSU Quality Management System, the following major activities have to be carried out:

A. Quality Management System Training

The training will include the following:

1. Awareness Course
2. Internal Audit Course
3. Training on Internal Audit and Management Review
4. Management System Documentation Course
5. Risk Management Principles and Guidelines

B. Surveillance Audit

This includes:

1. Assessment of adequacy and effectiveness of QMS
2. Assessment of completeness of documented information as per the requirements of the standard
3. Observation and evaluation of effectiveness of processes and procedures in practice
4. Assessment of the effectiveness of the Internal Quality Audit
5. Assessment of the effectiveness of Corrective Actions for non-conformities raised during the internal quality audits conducted
6. Assessment of the effectiveness of the organization's internal audit process, including planning, execution and follow-up of internal audits.

C. Accommodation of the Involved Parties

Provisions of the following resources:

1. Accommodation
2. Meals
3. Transportation Expenses

D. Office Supplies and Materials

IV. BUDGET PROPOSAL

BUDGETARY REQUIREMENTS	Amount (Php)
Quality Management System Training (Consultancy Services)	190,000.00
<ul style="list-style-type: none">▪ Awareness Course▪ Internal Audit Course (using ISO 19011:2018 Guidelines)▪ Training on Internal Audit and Management Review▪ Management System Documentation Course▪ Risk Management Principles and Guidelines	
Surveillance Audit Fee	120,000.00
Accommodation, Meals and Transportation Expenses	95,000.00
<ul style="list-style-type: none">▪ Accommodation<ul style="list-style-type: none">• Hotel	
2 consultants x 2000.00/per room x 7 nights	14,000.00
1 External Auditor (female) x 1500.00/room x 2 nights	3,000.00
1 External Auditor (male) x 1500.00/room x 2 nights	3,000.00



Meals	
Training (5 days)	
3 days x 60 pax x 80.00 x 2 (AM/PM snacks)	28,800.00
3 days x 60 pax x 160.00	28,800.00
2 days x 20 pax x 160.00	6,400.00
Surveillance Audit (2 days)	
2 days x 25 pax x 160.00	8,000.00
Transportation	3,000.00
Office Supplies and Materials	30,000.00
Contingency Fund	15,000.00
GRAND TOTAL	450,000.00


STF - 1071
164-200- 04-1256

V. EXPECTED OUTPUTS


The expected outputs after the surveillance audit include the following:

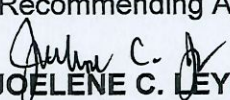
- Established processes meet the requirements and support the University's commitment to delivering education and services.
- Effective corrective actions have been implemented to ensure ongoing compliance.
- Effective implementation of the processes related to quality management, risk assessment and customer satisfaction.


Prepared by


PORTIA ANGELICA B. ABOG
Director for Quality Assurance/
Deputy Quality Management Representative (DQMR)

Certified Allotment Available


ROVELYN P. ROXAS
Supervising Administrative Officer-Finance/
Acting Budget Officer III

Recommending Approval

JOELENE C. LEYNES
VP for Administration and Finance/
Chief Administrative Officer-Finance

Approved

ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

OCT 04 2024



TERMS OF REFERENCE

Engagement of Services of Certifying Body for the Surveillance Audit of the ISO 9001:2015 Quality Management System (QMS) of the Mindoro State University (MinSU)

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage services of certifying body for the Surveillance Audit of Mindoro State University's ISO 9001:2015 Quality Management System (QMS).

II. INTRODUCTION

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

III. OBJECTIVE

The primary objective of this project is to ensure MinSU's Quality Management System (QMS) maintains continuous compliance with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and uphold the University's commitment to delivering quality education and services.

IV. SCOPE OF WORK

The First Surveillance Audit shall cover MinSU's Quality Management System (QMS), which involve the following activities:

1. Audit Planning and Preparation
2. Audit Delivery
3. Audit Reporting
4. Audit Certification Review

V. CERTIFYING BODY'S RESPONSIBILITY

The Certifying Body undertakes to perform the Audit with the highest standards of professional and ethical competence and integrity. The following are the general expectations from the Certifying Body:

- Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
- Preparation of the Certification Audit Plan, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the QMR or her representative through the ISO Core Team regarding any changes on the dates of audit schedules or any delay in the activities



related to ISO certification;

- Adherence to surveillance audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given, and the said change/adjustment shall be made based on mutual agreement by both parties;
- Provision of information on any conflicts of interest and proposed approach to the resolution thereof; and
- The duly authorized representative of the Certifying Body shall submit an audit report after conducting the certification audit, as the case may be, on mutually agreed schedules.

VI. QUALIFICATION REQUIREMENT OF CERTIFYING BODY

The Certifying Body shall show proof or sample work to support the following qualification requirements:

A. Qualification and Competencies

- Legal entity for at least 2 years as long as recognized by DTI BPS/PAB.
- Must have pool of industry experts / auditors with the following qualifications:
- Lead Auditor must have at least 10 years of management systems auditing experience, 5 years of which are on auditing ISO 9001:2015
- Industry expert / member of the Audit Team must have at least 10 years' hands-on experience on academe in management systems implementation.
- The Audit Team must have audited at least 10 State Universities and Colleges for the same ISO 9001:2015 standard.
- The Certifying body must have auditor/industry expert
- With at least master's degree;
- Has at least 10 years of combined hands-on experience on Quality Management System as:
 - Management Representative;
 - Internal Quality Auditor;
 - Document Controller;
 - Faculty Member;
 - Policy maker
 - audited at least 20 State Universities and/or Colleges including BS Agriculture and Allied Fields, BS Education and BS Information Technology/Computer Science related programs

B. Documentary Requirements/Submissions

Interested firm/s are required to submit one (1) original and three (3) copies of the following in three (3) separate sealed envelopes:

- DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
- Valid and current Mayor's permit/municipal license
- BIR Registration Certificate, which contains the Taxpayer's Identification Number
- Latest Tax Clearance Certificate
- Valid Philippine Government Electronic Procurement System (PhilGEPS)

C. Evaluation and Selection Criteria

Evaluation Procedure. Pursuant to RA No. 9184 and its Revised IRR, the proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE), at 80% (Technical Proposal) and 20% (Financial Proposal) allocation ratio;



Selection Criteria. The Certifying Body must attain a hurdle rate of 70% based on the following set of selection criteria for Technical Proposal with their corresponding weight assignment:

Criteria for Technical Evaluation	Weight
A. Applicable Experience and Track Record of the Certifying Body <ul style="list-style-type: none">➤ Years of experience in conducting ISO QMS audits/certification;➤ ISO QMS government certification projects.	40%
B. Qualification of Audit Team: <ul style="list-style-type: none">➤ Education➤ Experience in auditing for ISO QMS certification	40%
C. Plan of Approach and Methodology: <ul style="list-style-type: none">➤ Substance of the Proposal➤ Completeness of the Proposal➤ Clarity of Methodologies and Approaches	20%
Total	100%

VII. SCOPE, COVERAGE and DELIVERABLES

- The Firm/Company shall provide the surveillance audit necessary for the continuous development and improvement of MinSU's ISO 9001:2015 Quality Management System.
- The firm/company must submit the following documentary requirements:
 - Company Profile
 - Curriculum Vitae of Lead Auditor and Auditor who will handle the project
 - List of relevant projects, both in public and private sector in the last three (3) years

VIII. PROJECT DURATION

The services of the Certifying Body will be two (2) days from the receipt of Notice to Proceed.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **One Hundred Twenty Thousand Pesos (PhP 120,000.00)**, inclusive of all applicable government taxes, charges and fees.

X. DELIVERABLES AND TERMS OF PAYMENT

The services and outputs will be expected from the Certifying Body to be submitted/delivered to MinSU within October 2024.

Payment shall be made upon completion and submission of the required deliverables. Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



TERMS OF REFERENCE

Engagement of Services of Certifying Body for the Surveillance Audit of the ISO 9001:2015 Quality Management System (QMS) of the Mindoro State University (MinSU)

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage services of certifying body for the Surveillance Audit of Mindoro State University's ISO 9001:2015 Quality Management System (QMS).

II. INTRODUCTION

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

III. OBJECTIVE

The primary objective of this project is to ensure MinSU's Quality Management System (QMS) maintains continuous compliance with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and uphold the University's commitment to delivering quality education and services.

IV. SCOPE OF WORK

The First Surveillance Audit shall cover MinSU's Quality Management System (QMS), which involve the following activities:

1. Audit Planning and Preparation
2. Audit Delivery
3. Audit Reporting
4. Audit Certification Review

V. CERTIFYING BODY'S RESPONSIBILITY

The Certifying Body undertakes to perform the Audit with the highest standards of professional and ethical competence and integrity. The following are the general expectations from the Certifying Body:

- Commitment to treat with utmost confidentiality, all information and materials gathered and used relating to this engagement or the Client's business or operations;
- Preparation of the Certification Audit Plan, as the case may be, with schedule of activities for the entire duration of the engagement. The representatives from the Certifying Body shall coordinate with the QMR or her representative through the ISO Core Team regarding any changes on the dates of audit schedules or any delay in the activities



- related to ISO certification;
- Adherence to surveillance audit schedule/appointment and any changes or adjustments of schedules as may be agreed upon. For any request for change or cancellation of schedule, however, at least a one (1) week notice shall be given, and the said change/adjustment shall be made based on mutual agreement by both parties;
- Provision of information on any conflicts of interest and proposed approach to the resolution thereof; and
- The duly authorized representative of the Certifying Body shall submit an audit report after conducting the certification audit, as the case may be, on mutually agreed schedules.

VI. QUALIFICATION REQUIREMENT OF CERTIFYING BODY

The Certifying Body shall show proof or sample work to support the following qualification requirements:

A. Qualification and Competencies

- Legal entity for at least 2 years as long as recognized by DTI BPS/PAB.
- Must have pool of industry experts / auditors with the following qualifications:
- Lead Auditor must have at least 10 years of management systems auditing experience, 5 years of which are on auditing ISO 9001:2015
- Industry expert / member of the Audit Team must have at least 10 years' hands-on experience on academe in management systems implementation.
- The Audit Team must have audited at least 10 State Universities and Colleges for the same ISO 9001:2015 standard.
- The Certifying body must have auditor/industry expert
- With at least master's degree;
- Has at least 10 years of combined hands-on experience on Quality Management System as:
 - Management Representative;
 - Internal Quality Auditor;
 - Document Controller;
 - Faculty Member;
 - Policy maker
 - audited at least 20 State Universities and/or Colleges including BS Agriculture and Allied Fields, BS Education and BS Information Technology/Computer Science related programs

B. Documentary Requirements/Submissions

Interested firm/s are required to submit one (1) original and three (3) copies of the following in three (3) separate sealed envelopes:

- DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
- Valid and current Mayor's permit/municipal license
- BIR Registration Certificate, which contains the Taxpayer's Identification Number
- Latest Tax Clearance Certificate
- Valid Philippine Government Electronic Procurement System (PhilGEPS)

C. Evaluation and Selection Criteria

Evaluation Procedure. Pursuant to RA No. 9184 and its Revised IRR, the proposals shall be evaluated using Quality-Cost Based Evaluation (QCBE), at 80% (Technical Proposal) and 20% (Financial Proposal) allocation ratio;



Selection Criteria. The Certifying Body must attain a hurdle rate of 70% based on the following set of selection criteria for Technical Proposal with their corresponding weight assignment:

Criteria for Technical Evaluation	Weight
A. Applicable Experience and Track Record of the Certifying Body <ul style="list-style-type: none">➤ Years of experience in conducting ISO QMS audits/certification;➤ ISO QMS government certification projects.	40%
B. Qualification of Audit Team: <ul style="list-style-type: none">➤ Education➤ Experience in auditing for ISO QMS certification	40%
C. Plan of Approach and Methodology: <ul style="list-style-type: none">➤ Substance of the Proposal➤ Completeness of the Proposal➤ Clarity of Methodologies and Approaches	20%
Total	100%

VII. SCOPE, COVERAGE and DELIVERABLES

- The Firm/Company shall provide the surveillance audit necessary for the continuous development and improvement of MinSU's ISO 9001:2015 Quality Management System.
- The firm/company must submit the following documentary requirements:
 - Company Profile
 - Curriculum Vitae of Lead Auditor and Auditor who will handle the project
 - List of relevant projects, both in public and private sector in the last three (3) years

VIII. PROJECT DURATION

The services of the Certifying Body will be two (2) days from the receipt of Notice to Proceed.

IX. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **One Hundred Twenty Thousand Pesos (PhP 120,000.00)**, inclusive of all applicable government taxes, charges and fees.

X. DELIVERABLES AND TERMS OF PAYMENT

The services and outputs will be expected from the Certifying Body to be submitted/delivered to MinSU within October 2024.

Payment shall be made upon completion and submission of the required deliverables. Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



Republic of the Philippines
MINDORO STATE UNIVERSITY
Main Campus
Alcate, Victoria, Oriental Mindoro



JOB ORDER REQUEST

Job Order No.: JOR24- 093
Date: 10/07/2024


Unit	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)	
service	Consultancy Services for Surveillance Audit for ISO 9001:2015	1	190,000.00	190,000.00	
			TOTAL	190,000.00	
Purpose:	for 1st Surveillance Audit for ISO 9001:2015				

Requested by:

Recommending Approval:

Approved:


PORTIA ANGELICA B. ABOG
Director for Quality Assurance


CIEDELLE P. SALAZAR, Ph.D.
VPAA


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

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TERMS OF REFERENCE

Training and Consultancy Services for the Maintenance of the ISO 9001:2015 Quality Management System (QMS) of the Mindoro State University (MinSU)

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage services for training and consultancy in maintaining Mindoro State University's ISO 9001:2015 Quality Management System (QMS).

II. INTRODUCTION

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

III. OBJECTIVE

The primary objective of this project is to ensure MinSU's Quality Management System (QMS) maintains continuous compliance with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and uphold the University's commitment to delivering quality education and services.

IV. REQUIREMENTS

Mindoro State University (MinSU) is in need of a Consultancy Firm/Company to provide professional and technical services to ensure the sustained maintenance of its QMS compliance with ISO 9001:2015. The firm will also enhance the knowledge and competence of the MinSU officials and employees through training, coaching and other activities to ensure successful QMS documentation and Annual Surveillance Audit. The requirements are as follows:

1. Must have successfully engaged with and led at least ten (10) government agencies and private companies in establishing their QMS and achieving Certification to at least ISO 9001:2015.
2. Must provide technical assistance and consultancy services for the continuous implementation of QMS in the existing ISO certified colleges of the University.
3. Must conduct QMS related trainings to MinSU officials and personnel.
4. Must have complete legal documents which include the following:
 - DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
 - Valid and current Mayor's permit/municipal license
 - BIR Registration Certificate, which contains the Taxpayer's Identification Number



- Latest Tax Clearance Certificate
- Valid Philippine Government Electronic Procurement System (PhilGEPS)

V. SCOPE, COVERAGE and DELIVERABLES

- The Consultancy Firm/Company shall provide the training, consultancy services and other deliverables necessary for the continuous development and improvement of MinSU's ISO 9001:2015 Quality Management System.
- The bidder must submit the following documentary requirements:
 - Company Profile
 - Curriculum Vitae of Lead Consultant and member who will handle the project
 - List of relevant projects, both in public and private sector in the last three (3) years

VI. PROJECT DURATION

The engagement of the consultant/s will be ten (10) days from the receipt of Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **One Hundred Ninety Thousand Pesos (PhP 190,000.00)**, inclusive of all applicable government taxes, charges and fees.

Additional duties and responsibilities as may be determined by the MinSU President or her representative/Quality Management Representative (QMR), may be assigned to the ISO 9001:2015 QMS technical Consultant based on mutual agreement by both parties without additional cost to the Client.

Payment shall be made upon completion and submission of the required deliverables. Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



TERMS OF REFERENCE

Training and Consultancy Services for the Maintenance of the ISO 9001:2015 Quality Management System (QMS) of the Mindoro State University (MinSU)

I. PURPOSE

The purpose of this Terms of Reference (TOR) is to engage services for training and consultancy in maintaining Mindoro State University's ISO 9001:2015 Quality Management System (QMS).

II. INTRODUCTION

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

III. OBJECTIVE

The primary objective of this project is to ensure MinSU's Quality Management System (QMS) maintains continuous compliance with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and uphold the University's commitment to delivering quality education and services.

IV. REQUIREMENTS

Mindoro State University (MinSU) is in need of a Consultancy Firm/Company to provide professional and technical services to ensure the sustained maintenance of its QMS compliance with ISO 9001:2015. The firm will also enhance the knowledge and competence of the MinSU officials and employees through training, coaching and other activities to ensure successful QMS documentation and Annual Surveillance Audit. The requirements are as follows:

1. Must have successfully engaged with and led at least ten (10) government agencies and private companies in establishing their QMS and achieving Certification to at least ISO 9001:2015.
2. Must provide technical assistance and consultancy services for the continuous implementation of QMS in the existing ISO certified colleges of the University.
3. Must conduct QMS related trainings to MinSU officials and personnel.
4. Must have complete legal documents which include the following:
 - DTI business name registration or SEC registration certificate, whichever may be appropriate under existing Philippine laws
 - Valid and current Mayor's permit/municipal license
 - BIR Registration Certificate, which contains the Taxpayer's Identification Number



- Latest Tax Clearance Certificate
- Valid Philippine Government Electronic Procurement System (PhilGEPS)

V. SCOPE, COVERAGE and DELIVERABLES

- The Consultancy Firm/Company shall provide the training, consultancy services and other deliverables necessary for the continuous development and improvement of MinSU's ISO 9001:2015 Quality Management System.
- The bidder must submit the following documentary requirements:
 - Company Profile
 - Curriculum Vitae of Lead Consultant and member who will handle the project
 - List of relevant projects, both in public and private sector in the last three (3) years

VI. PROJECT DURATION

The engagement of the consultant/s will be ten (10) days from the receipt of Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for this project is **One Hundred Ninety Thousand Pesos (PhP 190,000.00)**, inclusive of all applicable government taxes, charges and fees.

Additional duties and responsibilities as may be determined by the MinSU President or her representative/Quality Management Representative (QMR), may be assigned to the ISO 9001:2015 QMS technical Consultant based on mutual agreement by both parties without additional cost to the Client.

Payment shall be made upon completion and submission of the required deliverables. Payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the Certifying Body and duly accepted by the QMR.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



PROPOSAL FOR THE SURVEILLANCE AUDIT OF MINSU's QUALITY MANAGEMENT SYSTEM (QMS) CERTIFIABLE TO ISO 9001:2015

I. INTRODUCTION

By having an established and approved Quality Management System (QMS) as part of the implementation of government-wide Quality Management Program (QMP), the Mindoro State University as an organization can guarantee and deliver excellent services among its clients. Hence, pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System (QMS) in Government" and as amended by Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to implement the Government Quality Management Program", MinSU pursues to adopt and ISO-aligned Quality Management System and get ISO 9001:2015 certification accordingly.

In today's competitive and quality-driven academic environment, compliance with internationally recognized standards like ISO 9001:2015 is essential for ensuring consistent and efficient processes within the institution. The ISO 9001:2015 standard provides a robust framework for the implementation of QMS that aligns the organization's operations with quality assurance, customer satisfaction and continuous improvement principles.

As part of the University's commitment to providing high-quality education and administrative services, it is crucial to maintain and continuously monitor its compliance with the requirements of the ISO 9001:2015 standard. Regular surveillance audits serve as an essential mechanism to ensure the continued effectiveness and integrity of the QMS. These audits help to verify compliance, identify opportunities for improvement, ensure sustainability of quality initiatives, uphold the University's reputation and stakeholder confidence and fulfill external requirements.

In light of these, the surveillance audit of MinSU's QMS is an indispensable process that ensures the continuous alignment of its quality management practices with the expectations of ISO 9001:2015 standard. This proactive approach will reinforce the University's strategic position as a leading institution committed to quality and excellence in all aspects of its operations.

II. OBJECTIVES

General Objectives:

- Ensure the continuous compliance of MinSU's Quality Management System (QMS) with the ISO 9001:2015 standard through a surveillance audit, verifying that all established processes meet the requirements and support the University's commitment to delivering education and services.

Specific Objectives

- Evaluate the extent to which the University's QMS continues to comply with ISO 9001:2015 requirements, ensuring that processes related to quality management, risk assessment and customer satisfaction are being effectively implemented.
- Verify that any non-conformities or areas for improvement identified during previous audits have been addressed and that effective corrective actions have been implemented to ensure ongoing compliance.
- Identify new opportunities for improvement within the QMS, enhancing the University's ability to optimize its processes increase operational efficiency and improve overall performance.
- Assess the overall effectiveness of the University's QMS in maintaining consistent service delivery and meeting stakeholder expectations, with focus on key performance indicators such as customer (students) satisfaction, process efficiency and continuous improvement initiatives.



- Ensure that the University's QMS remains sustainable and adaptable to changes in regulatory requirements, internal policies and stakeholder needs, thus securing the institution's long-term commitment to quality education and service.
- Demonstrate the University's ongoing commitment to quality assurance and continuous improvement to stakeholders, including students, faculty, staff and external partners, through successful completion of the surveillance audit.

III. RELEVANT ACTIVITIES

To fully realize the first Surveillance Audit of the MinSU Quality Management System, the following major activities have to be carried out:

A. Quality Management System Training

The training will include the following:

1. Awareness Course
2. Internal Audit Course
3. Training on Internal Audit and Management Review
4. Management System Documentation Course
5. Risk Management Principles and Guidelines

B. Surveillance Audit

This includes:

1. Assessment of adequacy and effectiveness of QMS
2. Assessment of completeness of documented information as per the requirements of the standard
3. Observation and evaluation of effectiveness of processes and procedures in practice
4. Assessment of the effectiveness of the Internal Quality Audit
5. Assessment of the effectiveness of Corrective Actions for non-conformities raised during the internal quality audits conducted
6. Assessment of the effectiveness of the organization's internal audit process, including planning, execution and follow-up of internal audits.

C. Accommodation of the Involved Parties

Provisions of the following resources:

1. Accommodation
 2. Meals
 3. Transportation Expenses
- D. Office Supplies and Materials

IV. BUDGET PROPOSAL

BUDGETARY REQUIREMENTS	Amount (Php)
Quality Management System Training (Consultancy Services)	190,000.00
<ul style="list-style-type: none"> ▪ Awareness Course ▪ Internal Audit Course (using ISO 19011:2018 Guidelines) ▪ Training on Internal Audit and Management Review ▪ Management System Documentation Course ▪ Risk Management Principles and Guidelines 	
Surveillance Audit Fee	120,000.00
Accommodation, Meals and Transportation Expenses	95,000.00
<ul style="list-style-type: none"> ▪ Accommodation <ul style="list-style-type: none"> • Hotel <ul style="list-style-type: none"> 2 consultants x 2000.00/per room x 7 nights 1 External Auditor (female) x 1500.00/room x 2 nights 1 External Auditor (male) x 1500.00/room x 2 nights 	14,000.00 3,000.00 3,000.00



▪ Meals	
Training (5 days)	
3 days x 60 pax x 80.00 x 2 (AM/PM snacks)	28,800.00
3 days x 60 pax x 160.00	28,800.00
2 days x 20 pax x 160.00	6,400.00
Surveillance Audit (2 days)	
2 days x 25 pax x 160.00	8,000.00
▪ Transportation	3,000.00
Office Supplies and Materials	30,000.00
Contingency Fund	15,000.00
GRAND TOTAL	450,000.00


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V. EXPECTED OUTPUTS


The expected outputs after the surveillance audit include the following:

- Established processes meet the requirements and support the University's commitment to delivering education and services.
- Effective corrective actions have been implemented to ensure ongoing compliance.
- Effective implementation of the processes related to quality management, risk assessment and customer satisfaction.

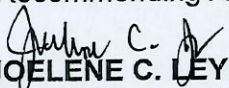
Prepared by


PORTIA ANGELICA B. ABOG
Director for Quality Assurance/
Deputy Quality Management Representative (DQMR)

Certified Allotment Available


ROVELYN P. ROXAS
Supervising Administrative Officer-Finance/
Acting Budget Officer III

Recommending Approval


JOELENE C. LEYNES
VP for Administration and Finance/
Chief Administrative Officer-Finance

Approved


ENYA MARIE D. APOSTOL, Ph.D.
SUC President III

OCT 04 2024