



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
 Lucban, Quezon

**REQUEST FOR QUOTATION**

**ISO CONSULTANCY FOR 2024 (QUALITY ASSURANCE)**

**Purchase Request No. 2024-03-0767, 2024-03-0768, & 2024-03-0769**

**Approved Budget for the Contract: ₱960,400.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **ISO Consultancy for 2024 (Quality Assurance)** to apply the sum of **Nine Hundred Sixty Thousand and Four Hundred Pesos Only (₱ 960,400.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	<b>PHASE I - Training of Key Personnel and Working Team Members</b>
		Management Briefing on ISO 21001:2018 Standard
		Appreciation Course on EOMS (based on ISO 21001:2018 Standard)
		Management System Documentation Course
		Course on Effective Internal QMS Auditing (based on ISO 9001:2015 Standard)
		Course on Problem Solving: Correction, Root Cause Analysis and Corrective Action
1	lot	<b>PHASE II - Management System Planning and Documentation</b>
		Compliance Obligations
		Review and Updating of Risks and Opportunities Assessment (ROA)
		Monitoring & Renewal of QMS Objectives
		Review, Updating and Fine-tuning of QMS Documents and Quality Control Plans
1	lot	<b>PHASE III - Assessments</b>
		Planning and Preparing for the Internal QMS Audit
		Review of Internal Audit Results and System Fine-tuning
		Management Review
		Conduct of Pre-Surveillance Audit (PSA)
		Review of Progress before Surveillance Audit
		Assistance during 1st Year Surveillance Audit
		Assistance on Corrective Action
		<b>*INCLUSION: SLSU Main Campus and Satellite Campuses (<u>Tagkawayan, Lucena, Tiaong</u>)</b>
		<b>*Miscellaneous - Local Transportation - Point of Origin to SLSU Main &amp; Participating Satellite Campuses</b>

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprocedurement2021@gmail.com](mailto:slsuprocedurement2021@gmail.com)

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

  
**MARIDEL O. ZABELLA**  
Head, Procurement Office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



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**REQUEST FOR QUOTATION**

Office/End-User: <b>QUALITY ASSURANCE</b>	Date:
COMPANY NAME:	PR No.: <b>2024-03-0767, 2024-03-0768, 2024-03-0769</b>
ADDRESS :	TIN No.:
TEL. NO./FAX NO. :	

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than \_\_\_\_\_ of \_\_\_\_\_ in the return envelope attached herewith to the Procurement office.

**TERMS and CONDITIONS**

1. All entries must be typewritten or legibility written.
2. Delivery period within \_\_\_\_\_ upon conforme of the approved Purchase Order (P.O). Administrative penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for Supplies & Materials; (1) one year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Suppliers required to submit updated documents yearly such as G-EP5 Resgistration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
6. Bidders shall submit complete specifications showing products certification, if applicable.
7. Please indicate the brand for each items being offered.
8. The Approved budget ceiling for this procurement is PHP 960,400.00.

**MARIDEL C. ZABELLA**  
 Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	lot	<b>PHASE I - Training of Key Personnel and Working Team Members</b>		
			Management Briefing on ISO 21001:2018 Standard		
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			Management System Documentation Course		
			Course on Effective Internal QMS Auditing (based on ISO 9001:2015 Standard)		
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	1	lot	<b>PHASE II - Management System Planning and Documentation</b>		
			Compliance Obligations		
			Review and Updating of Risks and Opportunities Assessment (ROA)		
			Monitoring & Renewal of QMS Objectives		
			Review, Updating and Fine-tuning of QMS Documents and Quality Control Plans		
	1	lot	<b>PHASE III - Assessments</b>		
			Planning and Preparing for the Internal QMS Audit		
			Review of Internal Audit Results and System Fine-tuning		
			Management Review		
			Conduct of Pre-Surveillance Audit (PSA)		
			Review of Progress before Surveillance Audit		
			Assistance during 1st Year Surveillance Audit		
			Assistance on Corrective Action		
			*INCLUSION: SLSU Main Campus and Satellite Campuses (Tagkawayan, Lucena, Tiaong)		
			*Miscellaneous - Local Transportation - Point of Origin to SLSU Main & Participating Satellite Campuses		

Source of Fund:	Warranty:
Delivery Period:	Price Validity:

After having carefully read & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.

\_\_\_\_\_  
 Printed Name/Signature/Date