



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

PROFESSIONAL SERVICES ON ISO AUDIT (QUALITY ASSURANCE)

Purchase Request No. 2025-07-1906

Approved Budget for the Contract: ₱ 160,000.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Professional Services on ISO Audit (Quality Assurance)** to apply the sum of **One Hundred Sixty Thousand Pesos Only (₱ 160,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Professional Services on ISO 9001:2015, Stage 1 audit
		Separate Certification for Satellite Campuses (SLSU Lucena & Tiaong Campus)
		Audit Date: Last week of November 2025

1. The quotation-n 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, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprourement@slsu.edu.ph

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 C. ZABELLA
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519



Scope of Works for External Auditors – ISO 9001:2015 Certification for Satellite Campuses

Objective:

To conduct a comprehensive third-party audit of the Quality Management System (QMS) of each satellite campus to determine their conformity to the requirements of ISO 9001:2015 and recommend them for certification.

1. Pre-Audit Activities

- Review the submitted documentation and QMS manual of each satellite campus.
- Conduct a preliminary gap analysis (if required) to determine readiness for Stage 1 Audit.
- Coordinate with campus QMS representatives for audit scheduling and logistics.
- Develop and submit a tailored audit plan per satellite campus.

2. Stage 1 Audit (Readiness Review)

- Evaluate the QMS documentation and confirm alignment with ISO 9001:2015 requirements.
- Assess campus understanding of standard requirements and scope of certification.
- Review:
 - Organizational context and interested parties
 - Quality objectives and policies
 - Scope of the QMS
 - Procedures, manuals, and records
- Identify areas of concern or nonconformities that may hinder Stage 2 readiness.
- Submit Stage 1 audit findings and recommendations.

3. Post-Audit Activities

- Review corrective actions submitted for any identified nonconformities.
- Validate effectiveness of corrective actions through follow-up audit (if needed).
- Recommend each satellite campus for ISO 9001:2015 Stage 2 Audit.