

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



#### **REQUEST FOR QUOTATION**

### PROFESSIONAL SERVICES ON ISO AUDIT (QUALITY ASSURANCE)

Purchase Request No. <u>2025-07-1906</u>
Approved Budget for the Contract: <u>P 160,000.00</u>

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

Qty.	Unit	ITEM/S DESCRIPTION  Professional Services on ISO 9001:2015, Stage 1 audit		
1	lot			
		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, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail: slsuprocurement@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



Office Quality Assurance

Office/End-User:

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



Date:

### REQUEST FOR QUOTATION

COMP	ANY NAM	PR No.: 2025-07-1906				
ADDRE						
TEL. N	O./FAX N	0.:			TIN No.:	
later than _	Please q	uote your l	owest price on the item(s) listed below, subject to the Terms & Conditions st of in the return envelope attached herewith to the	ated below and submit your q Procurement office.	uotation duly si	gned by your representative no
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).  Administratitive 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.					RIDEL C. ZABELLA or, Procurement Office	
Item #	Qty.	Unit	ITEM/S DESCRIPTION		Unit Pric	e Total Cost
	1	lot	Professional Services on ISO 9001:2015, Stage 1 audit Separate Certification for Satellite Campuses (SLSU Luc Campus) Audit Date: Last week of November 2025	cena & Tiaong		
			Addit Date. Last week of November 2023			
			*please see attached SCOPE OF WORKS			
Delivery After havin			PRE STF  ted your General Conditions, We quote you on the item(s) at prices note above. If the Conditions specified by SLSU Procurement Office.		Warranty: Price Validity ery Period, Warra	
			· ·	Printed Name/S	ignature/Dat	
AFA-PRC	-1.02 F2, F	REV. 4		Timed Name/3	Briatal E/ Dat	





## **SOUTHERN LUZON STATE UNIVERSITY**

Quality Assurance Office

## 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.