



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

PROFESSIONAL SERVICES FOR PREPARATION ON ISO 9001:2015 CERTIFICATION AND TRANSITION TO ISO 21001:2025 OF SLSU MAIN AND SATELLITE CAMPUSES (QUALITY ASSURANCE)

Purchase Request No. 2026-06-1678

Approved Budget for the Contract: ₱ 897,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Professional Services for Preparation on ISO 9001:2015 Certification and Transition to ISO 21001:2025 of SLSU Main and Satellite Campuses (Quality Assurance)** to apply the sum of **Eight Hundred Ninety-Seven Thousand Pesos Only (₱ 897,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Professional Services on:
		Trainings (8.5 man-days)
		Mentoring (34 man-days)
		Activities Duration:
		July to December 2026

1. The quotation shall be submitted on or before JUN 30 2026 to:

(1) Procurement Office/BAC Office
Southern Luzon State University
2nd Flr. Hermano Puli Building, Quezon Ave.,
Brgy. Kulapi, Lucban, Quezon

OR

(2) Thru email: 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

CONTINUING EDUCATION AND PROVIDING QUALITY SERVICES:
AN ISO CERTIFICATION MILESTONE FOR SLSU MAIN, SATELLITE, AND EXTENSION
CAMPUSES
PROGRAM FOR TRAINING and MENTORING
(FY 2026)

DETAILED COSTING for PROFESSIONAL SERVICES

Technical Assistance for the Preparation of the SLSU Main Campus (Site 1: Brgy. Kulapi and Site 2: Brgy. Ayuti) for the Transition from ISO 9001:2015 to ISO 21001:2025 Standards,
the First Surveillance Audit for the ISO 9001:2015 Standard in the SLSU Lucena City and Tiaong Campuses,
and the Preparation of SLSU Satellite and Extension Campuses (Alabat, Catanauan, Gumaca, Infanta, Polillo, and Tayabas) for the ISO 21001:2025 Standard

A. PROFESSIONAL FEES (Training)

Activities/Outputs	Cost Details (inclusion of 12% VAT & other fees)	Target Number of Participants	Particulars (Man-days)	Cluster
Continuing Education/ Training of ADCO Members, Internal Quality Auditors, Process Owners, Working Team Members (with certified ISO Trainers)				
A. Management Briefing on EOMS (based on ISO 21001:2025 Standard)		50	(0.5 man-days) Onsite/online	Cluster 1, 3 & 4 (ADCO)
B. Appreciation Course on EOMS (based on ISO 21001:2025 Standard)		50	(1 man-day) Onsite	Cluster 1, 2 (Current and Future Auditors, Unit Heads)
C. Appreciation Course on EOMS (based on ISO 21001:2025 Standard)		50	(1 man-day) Onsite	Cluster 3 & 4 (Future Auditors, Unit Heads)
D. Workshop on Management System Documentation (based on ISO 21001:2025 Standard)		50	(2 man-day) Onsite	Cluster 3-4 Process Owners
E. Upgrading Course on Effective Internal EOMS Auditing (based on ISO 19011:2026 and ISO 21001:2025 Standards)		50	(2 man-days) Onsite	Cluster 1 & 2 (Current Auditors)
F. Course on Effective Internal QMS Auditing (based on ISO 19011:2026 and ISO 21001:2025 Standards)		50	(2 man-days) Onsite	Cluster 1, 3 & 4 (Future Auditors)
Total			8.5	

**Technical Assistance for the Preparation of SLSU Main Campus
for the Transition from ISO 9001:2015 to ISO 21001:2025 Standards
(Cluster 1: Lucban/ Main Campus - Site 1: Brgy. Kulapi and Site 2: Brgy. Ayuti)**

B. PROFESSIONAL FEES (Mentoring)

Activities/Outputs	Cost Details	Target Number of Participants	Particulars (Man-days)	Cluster
Management System Planning and Documentation				
A. Review and Updating of Risks and Opportunities Assessment (ROA)		50	(2 man-days) Online	1-Main Campus (Site 1&2)
B. Review and Updating of Identification, Access, and Evaluation of EOMS-Related Laws and Regulations		50	(1 man-day) Online	1-Main Campus (Site 1&2)
C. Assistance on creation/ revision of the Unit's processes/ procedures and forms in accordance with ISO 21001:2025 (All Colleges & Units)		50	(2 man-days) Onsite	1-Main Campus (Site 1&2)
D. Preparation of the EOMS Policy Manual and updating of the System Procedure Manual, Educational Organization/Quality Policy, Objectives, and Plans		20	(2 man-days) Online/ offsite	1-Main Campus (Site 1&2)
Total for Cluster 1:			7	

**Technical Assistance for the Preparation of Satellite Campuses
for the First Surveillance Audit on ISO 9001:2015 Standard
(Cluster 2: SLSU Lucena City and Tiaong Campuses)**

C. PROFESSIONAL FEES (Mentoring)

Activities/Outputs	Cost Details	Target Number of Participants	Particulars (Man-days)	Cluster
Management System Planning and Documentation				
A. Review and Updating of Risks and Opportunities Assessment (ROA) and other QMS documents		45	(2 man-days) Online	2
B. Review and Updating of Identification, Access, and Evaluation of QMS-Related Laws and Regulations		45	(1 man-days) Online	2
C. Assistance on creation/ revision of the Unit's processes/ procedures and forms in accordance with ISO 9001:2015		45	(2 man-days) Onsite	2
Total for Cluster 2:			5	

**Technical Assistance for the Preparation of SLSU Satellite and Extension Campuses
for the Stage 1 Audit on ISO 21001:2025 Standard
(Cluster 3 & 4: SLSU - Alabat, Catanauan, Gumaca, Infanta, Polillo and Tayabas
Campuses)**

D. PROFESSIONAL FEES (Mentoring)

Activities/Outputs	Cost Details	Target Number of Participants	Particulars (Man-days)	Cluster
Management System Planning and Documentation				
A. Assistance on Creation, Review and Updating of Risks and Opportunities Assessment (ROA)		50	(6 man-days) Onsite/ online	3 & 4
B. Review and Updating of Identification, Access, and Evaluation of EOMS-Related Laws and Regulations		50	(4 man-days) Onsite/ online	3 & 4
C. Assistance on creation/ revision of the Unit's processes/ procedures and forms in accordance with ISO 21001:2025		50	(6 man-days) Onsite/ online	3 & 4
D. Assistance in the preparation of internal audit documents (Audit Report, Audit Checklist, Monitoring Report, and SIR) related to internal audit findings		50	(6 man-days) Onsite/ online	3 & 4
Total for Clusters 3 & 4:			22	

GRAND TOTAL Clusters 1-4			42.5	
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Estimated Budget: 897,000



SOUTHERN LUZON STATE UNIVERSITY

TERMS OF REFERENCE

Agency Information

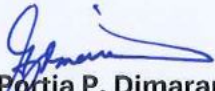
SUC	Southern Luzon State University
Head of the Agency	Frederick T. Villa, DTech University President
Implementing Unit	Quality Assurance Office
Address	Quezon Avenue, Brgy. Kulapi, Lucban, Quezon, 9438
Head of Office	Gillian Portia P. Dimaranan, DEM Director, Quality Assurance Office
Email Address/ Contact	qa@slsu.edu.ph / 09296112052

Project Specifications – Professional Services on Training and Mentoring Program

Project Title	Continuing Education and Providing Quality Services: An iso certification milestone for SLSU main, satellite, and extension campuses Program for Training and Mentoring
Target Date of Implementation	Start-July, End - Dec. 2026 (1 st week)
Man Days	Man-days: Training: 8.5 Man-days Mentoring: 34.0 Man-days Total 42.5 Man-days
Project Budget	P 896,980.00
Requirements	
Agency	Trusted consulting & training company with a specific focus on internationally recognized management system standards on ISO 9001:2015 and 21001:2025 Standards
Professional Services on Training and Mentoring criteria	Technical criteria for ISO training and mentoring, the resource person/s must be: • Knowledgeable in the requirements and application of ISO 9001:2015 and 21001:2025 and other relevant ISO standards. • Preferably certified as: • ISO 9001:2015 and ISO 21001:2025 Lead Auditor/ Lead Implementer • Certified Quality Management System Consultant • Must have completed recognized training courses related to ISO standards, auditing, risk management, and quality assurance. • Experience in guiding universities or colleges toward ISO certification or surveillance audits. • Familiarity with academic, research, extension, production, and administrative processes within higher education institutions. • Experience in addressing audit findings, nonconformities, and continual improvement initiatives in educational organizations. • Resource person must have completed Course in ISO 9001 and ISO 21001, and Lead consultant must be an IRCA- registered Lead QM Auditor. • Familiarity with SUC- university's academic and administration process and policy • Challenges to provide relevant, customized solutions and system policy preparation.

	• Provide end-to-end services, including gap analysis, system, design, documentation, internal audits. This holistic approach ensures a seamless transition to ISO 9001:2015 and 21001:2025 Certification.
Quality System Standard	Quality System Standard for training and mentoring must be aligned on: • ISO 9001:2015 transition to 21001:2025 for SLSU -Main Campus Lucban, Quezon • ISO 9001:2015 1st Surveillance Audit for SLSU -Lucena and Tiaong Campus • ISO 21001:2025 a preparatory Stage for SLSU Alabat, Catanauan, Gumaca, Infanta, Polillo and Tayabas Campus -
Documents requirements: (note: Processing and payment of consulting fees will be based on the required documents.	Quarterly Submission of: (3months) • Accomplishments / reports • Copy of Resource Person's Presentation • Training Certificate for Participants (on or 2weeks after the training) • Billing payment • Original receipt • Financial documents related on billings • Proposal • SLSU revised Manual (Policy & Procedures) 21001:2025 Standard
Transportation and accommodation	Transportation: University shall provide the transportation service of the resource person and facilitating staff Accommodation and other travel expenses: Must be provided by the consulting agency

Prepared by:


Gillian Portia P. Dimaranan, DEM
 Director, Quality Assurance Office
 [Date: 8/17/2026]

Approved by:


Frederick T. Villa, DTech.
 University President
 [Date:]