



**WORK ORDER**

Work Order No. 19-2021  
Date : 08 September 2021  
PR No. : 2020-11-0410

DQS CERTIFICATION PHIL'S. INC.  
4<sup>th</sup> Flr Unit D Raha Sulayman  
Bldg. 108 Benavidez St., cor. Paseo de Roxas  
Legaspi Village, Makati City  
Tel. No. 805-8925 / 744-3442

Gentlemen:

In accordance with existing regulations you are hereby authorized to undertake the work indicated below:

Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
1.	1	lot	<p><b>Engagement of a certifying body for recertifications to ISO 9001:2015 of the STII covering all STII processes</b></p> <p>Certification Audit:</p> <ul style="list-style-type: none"> <li>➤ Prepare and submit certification audit plan not later than 2 weeks prior to certification audit</li> <li>➤ Conduct certification audit</li> <li>➤ Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standard immediately after the completion of the on-site audit, unless otherwise agreed upon by the two (2) parties</li> <li>➤ Issuance of ISO 9001:2015 Certificate valid for 3 years within 2 months from date of STII's receipt of the written recommendation for certification</li> <li>➤ Surveillance Audit for 2<sup>nd</sup> year and 3<sup>rd</sup> year               <ul style="list-style-type: none"> <li>• Prepare and submit surveillance audit plan at least 2 months prior to the scheduled audit</li> <li>• Conduct surveillance audit</li> </ul> </li> </ul> <p>*****Page 1 of 2*****</p>		<p>Php193,200.00 vvvvvvvvvvvvvvvv <b>ONE HUNDRED NINETY-THREE THOUSAND TWO HUNDRED PESOS ONLY</b></p>

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

Funds Available 02-101-2021-09-0676  
Fund SAA # 75,600  
Function/Project \_\_\_\_\_

Recommending Approval:

ARLENE E. CENTENO  
FAD Chief

MA. AURORA E. L. DAYANGCO  
Accountant III

APPROVED :

RICHARD P. BURGOS  
Director

Work Order Received :  
By: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: SEE TERMS AND CONDITIONS AT THE BACK.



Republic of the Philippines  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
 STII Building, DOST Complex, Bicutan, Taguig City  
 Telephone No. 837-2191 to 95; Fax No. 837-7521

FR-FAD-PS No. 015  
 (rev.00 09/04/17)

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Item No.	Qty.	Unit	Description of Work	Unit Price	TOTAL
			Continuation....  <ul style="list-style-type: none"> <li>Prepare and submit audit report detailing observations opportunities for improvement, and any non-conformity to ISO 9001:2015 standard immediately after the completion of the onsite audit, unless otherwise agreed by the 2 parties</li> </ul> Three (3) years (Audit cycle) <ul style="list-style-type: none"> <li>1<sup>st</sup> Year 2021           Php75,600.00</li> <li>2<sup>nd</sup> Year 2022           Php58,800.00</li> <li>3<sup>rd</sup> Year 2023           Php58,800.00</li> </ul> *****page 2 of 2*****  Charged to Regular Fund.		

**In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.**

Funds Available 02.101-2021-01070  
 Fund 75,600  
 Function/Project GAA

**MA. AURORA RE L. DAYANGCO**  
 Accountant III

Recommending Approval:

**ARLENE E. CENTENO**  
 FAD Chief

APPROVED :

**RICHARD P. BURGOS**  
 Director

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 By: \_\_\_\_\_

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