



# WORK ORDER

DELIVERY DUE DATE:

Procurement Unit  
Tel No. 045-06-0112

Supplier: **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**  
Address: Calarr Road, Malacil, Duguid City, Pangasinan  
TIN: **184-745-797-000 Non-VAT**  
Tel. No.: **09981-586-5020**

Work Order No: **2019-104**  
Date: **7/24/2019**  
JO No.: **2019-104**  
Date: **5/23/2019**  
Mode of Procurement: **Small Value**  
Mode of Payment: **Refer to Terms of Reference VIII**

SIR/MADAM:

You are hereby advised to accomplish the following job/work within \_\_\_\_\_ calendar days upon receipt of the Work Order, as per attached schedule duly approved by the TSO Committee on Bids and Awards and the President of the Agency.

| QTY. | UNIT | DESCRIPTION   | UNIT COST  | TOTAL COST |
|------|------|---|------------|------------|
| 1    | LOT  | <p><b>SERVICES FOR THE CONDUCT OF SURVEILLANCE AUDIT.</b> To Acquire Services of the existing certifying body that will conduct surveillance audit for 1 year extension of IMS (ISO 9001: 2015, ISO 14001: 2015, OHSAS 18001: 2007) certification of Tarlac State University</p> <p><b>Terms of Reference:</b></p> <p>I. PROJECT TITLE- 1 year extension for the integrated management system (IMS, ISO 9001: 2015- Quality Management System, ISO 14001: 2015- Environmental Management System, OHSAS 18001: 2007- Occupational Health and Safety Management System) Certification of TSU</p> <p>II. RATIONALE: To line with the certification granted to TSU's IMS in the field of education, research, extension (training and consultancy), Hotel services and administrative support services, there is a need to sustain the implementation and sustenance of such as the institution envisioned to become a premier university in the asia-pacific region as part of the institution's plan and preparation for the IMS Recertification next year. There is a need to acquire the services of the existing certifying body which is the ACS W. Soliman that will conduct the third stage surveillance audit for 1 year extension of IMS Certification of TSU</p> <p>III. OBJECTIVE: The objective of the project is to conduct surveillance audit that will assess the conformity of TSU to ISO 9001: 2015 - QMS, ISO 14001: 2015 - EMS and OHSAS 18001: 2007 OHSMS (Integrated Management System)</p> | 198,000.00 | 198,000.00 |

(Please read carefully at the back hereof)

Charge for:  
EDANA:  
CONFORME & RECEIVED COPY

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Date: **JULY 25, 2019**

Bank Account Name: **IBDC OCCUPATIONAL HEALTH SAFETY & ENVIRONMENT CONSULTANCY**  
Bank Account Number: **1346-1692-10**  
Bank Name: **LANDBANK OF THE PHILIPPINES**  
Bank Address: **SAN CARLOS CITY, PANGASINAN**

COMMISSION ON AUDIT - TSU  
RECEIVED  
By: *[Signature]* 30 JUL 2019

FUNDS AVAILABLE:  
*[Signature]*  
**JESUS S. DANGANAN**  
Budget Officer IV

APPROVED:  
*[Signature]*  
**DR. GLENARD T. MADRAGA**  
VP, Admin. & Finance  
Authorized Official

aka printed 8/1/2019



# WORK ORDER

DELIVERY DUE DATE:

Procurement Unit  
Tel No. 847-000-152

Supplier: **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**  
Address: Calicut Road, Marikina, Philippines  
PIN: 184-745-797-000 Non-VAT  
Tel. No: 09991-540-5011

Work Order No.: 2019-104  
Date: 7/24/2019  
JO No.: 2019-104  
Date: 5/23/2019  
Mode of Procurement: Small Value  
Mode of Payment: Refer to Terms of Reference VIII

NR/MADAM

You are hereby advised to accept the work within \_\_\_\_\_ calendar days upon receipt of the Work Order by submitting a submission duly approved by the TSO Committee on End and Awards and the President of the Agency.

| QTY. | UNIT | DESCRIPTION  | UNIT COST | TOTAL COST |
|------|------|--|-----------|------------|
|      |      | <p>IV. SCOPE OF WORK - The following are the scope of works needed for the project:</p> <p>A. Develop the Project Methodology and Design. This component principally involves formulation of an Inception Report providing the consultant's approach and methodology to the project, and the detailed plans to guide the project through execution and control. The inception report should highlight scope of work, resources required, and timing of activities to meet the agreed upon deliverables:</p> <p>a. Provision of Surveillance Auditing works<br/>Phase 1: Surveillance Audit 1<br/>• Conduct of Surveillance Audit 3</p> <p>V. EXPECTED OUTPUTS OR DELIVERABLES - The MINIMUM outputs or deliverables shall include the following during the Contract Execution stage: - Scope of Works: Definition of Project Methodology, Conduct of Surveillance Audit 3 Deliverables: a. Inception Report, b. Surveillance Audit 3 Plan (at least 2 weeks before audit), c. Conduct of Opening Meeting, d. Conduct of Closing Meeting, e. Official Audit Report (to be given right after the audit) f. (If any) Non-Conformity Report(s) (to be given right after the audit) g. (If any) Acceptance of Correction &amp; Corrective Actions</p> <p>VI. PROJECT DURATION - the maximum project duration is six (6) months from the issuance of the Work Order</p> <p>VII. QUALIFICATION OF CONSULTANCY SERVICES COMPANY/FIRM:</p> <p>1. The Consultancy Services Company is fully authorized and approved member of the ACS W3 solution and covers the provision of IA face release certification held by ACS W3 Solutions.</p> <p>2. That the company, firm is PhilGEPS registered.</p> <p>3. That the company, firm is DTI or SEC registered</p> <p>4. That the company, firm has Mayor's Permit and Business License</p> <p>VIII. PROPOSED TERMS OF PAYMENT - Payment, Deliveries, Percent Upon submission and acceptance of the following:</p> <p>a. Surveillance Audit Plan 5<br/>b. Official Audit Report (If any) Non-Conformity Report(s)<br/>c. (If any) Acceptance of Correction &amp; Corrective Actions 100%</p> |           |            |

(Please read carefully at the back hereof)

Charge to:  
BUDGET  
CONFIRMED & RECEIVED COPY

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

JULY 25, 2019

Bank Account Name: **IBDC OCCUPATIONAL HEALTH SAFETY & ENVIRONMENT CONSULTANCY**  
Bank Account No: **1346-1692-10**  
Bank Name: **LAND BANK OF THE PHILIPPINES**  
Bank Address: **SAN CARLOS CITY, PANGASINAN**

COMMISSION ON AUDIT - TSO  
**RECEIVED**  
By: *[Signature]* Date: **30 JUL 2019**

FUNDS AVAILABLE:  
*[Signature]*  
JESUIS S. DANGANAN  
Budget Officer IV

APPROVED:  
*[Signature]*  
HON. GEN. RDT. MADRAGA  
VP - Ac. and Finance  
Authorized Official



# WORK ORDER

**DELIVERY DUE DATE:**

Procurement Unit  
Tel No.: 045-606-0142

Supplier : **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**  
Address : Calarin Road, Malued, Dagupan City, Pangasinan  
TIN: 184-745-797-000 Non-VAT  
Tel. No. : 0998-586-5020

Work Order No.: 2019-104  
Date : 7/24/2019  
JO No. : 2019-104  
Date : 5/23/2019  
Mode of Procurement: Small Value  
Mode of Payment: Refer to Terms of reference: VIII

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within \_\_\_\_\_ calendar days upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

| QTY. | UNIT | DESCRIPTION   | UNIT COST  | TOTAL COST        |
|------|------|---|------------|-------------------|
| 1    | Lot  | <p><b>SERVICES FOR THE CONDUCT OF SURVEILLANCE AUDIT</b>, To Acquire Services of the existing certifying body that will conduct surveillance audit for 1 year extension of IMS (ISO 9001: 2015, ISO 14001: 2015, OHSAS 18001: 2007) certification of Tarlac State University</p> <p><b>Terms of Reference:</b></p> <p>I. PROJECT TITLE- 1 year extension for the integrated management system (IMS: ISO 9001:2015- Quality Management System, ISO 14001:2015- Environmental Management System, OHSAS 18001:2007- Occupational Health and Safety Management System) Certification of TSU</p> <p>II. RATIONALE- In line with the certification granted to TSU's IMS in the field of education, research, extension (training and consultancy), Hotel services and administrative support services, there is a need to sustain the implementation and sustenance of such as the institution envisioned to become a premier university in the asia-pacific region. as part of the Institution's plan and preparation for the IMS Re-Certification next year, there is a need to acquire the services of the existing certifying body which is the ACS W3 Solutionz that will conduct the third stage surveillance audit for 1 year extension of IMS Certification of TSU</p> <p>III. OBJECTIVE - The objective of the project is to conduct surveillance audit that will assess the conformity of TSU to ISO 9001:2015 - QMS, ISO 14001:2015 - EMS and OHSAS 18001:2007 OHSMS (Integrated Management System).</p> | 198,000.00 | <u>198,000.00</u> |

(Please read carefully at the back hereof)

Charge to:  
ROA No. :  
CONFORME & RECEIVE COPY :

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

FUNDS AVAILABLE:

JESUS S. DANGANAN

Budget Officer IV



Date: 30 JUL 2019

APPROVED:

DR. GLENARD T. MADRIAGA

VP, Admin. & Finance

Authorized Official



# WORK ORDER

**DELIVERY DUE DATE:**

Procurement Unit  
Tel No.: 045-606-0142

Supplier : **IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**  
Address : Calarin Road, Malued, Dagupan City, Pangasinan  
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| QTY. | UNIT | DESCRIPTION  | UNIT COST | TOTAL COST |
|------|------|--|-----------|------------|
|      |      | <p>IV. SCOPE OF WORK - The following are the scope of works needed for the project:</p> <p>A. Develop the Project Methodology and Design, This component principally involves formulation of and Inception Report providing the consultant's approach and methodology to the project, and the detailed plans to guide the project through execution and control. The inception report should highlight scope of work, resources required, and timeline of activities to meet the agreed upon deliverables.</p> <p>B. Provision of Surveillance Auditing works<br/>Phase 1: Surveillance Audit 3<br/>• Conduct of Surveillance Audit 3</p> <p>V. EXPECTED OUTPUTS OR DELIVERABLES - The MINIMUM outputs or deliverables shall include the following during the Contract Execution Stage: Scope of Works: Definition of Project Methodology, Conduct of Surveillance Audit 3 Deliverables: a. Inception Report, b. Surveillance Audit 3 Plan (atleast 2 weeks before audit), c. Conduct of Opening Meeting, d. Conduct of Closing Meeting, e. Official Audit Report (to be given right after the audit) f. (If any) Non- Conformity Report(s) (to be given right after the audit), g. (If any) Acceptance of Correction &amp; Corrective Actions</p> <p>VI. PROJECT DURATION - The maximum project duration is six (6) months from the issuance of the Work Order</p> <p>VII. QUALIFICATION OF CONSULTANCY SERVICES<br/>COMPANY/FIRM:<br/>1. The Consultancy Services Company is fully authorized and approved member of the ACS W3 Solutionz and covers the provision of IAF accredited certification held by ACS W3 Solutionz.<br/>2. That the company/firm is PhilGEPS registered.<br/>3. That the company/firm is DTI or SEC registered.<br/>4. That the company/firm has Mayor's Permit and Business License.</p> <p>VIII. PROPOSED TERMS OF PAYMENT - Payment, Deliveries, Percent: Upon submission and acceptance of the following:<br/>a. Surveillance Audit Plan 3<br/>b. Official Audit Report (if any) Non-Conformity Report(s)<br/>c. (If any) Acceptance of Correction &amp; Corrective Actions 100%</p> <p>*****</p> |           |            |

(Please read carefully at the back hereof)

Charge to:  
ROA No. :  
CONFORME & RECEIVE COPY :

**FUNDS AVAILABLE:**

JESUS S. DANGANAN

Budget Officer IV

**IBDC OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT CONSULTANCY**

Firm/Dealer/Supplier/Contractor



**APPROVED:**

DR. GLENARD T. MADRIAGA  
VP, Admin. & Finance  
Authorized Official

Date \_\_\_\_\_  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_