

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

Supplier: TUV NORD PHILIPPINES, INC Address: Unit 603-609 Common Goal Tower Finance Cor. Industry Sts., Madrigal Business Park Ayala Alabang, Muntinlupa City TIN: 229-531-755-00000 Account No.: 3741-8922-18 Bank: BPI - Alabang/Ayala Lifr Branch Telephone: 8807-8446 Email Add: dguia@tuv-nord.com	P.O. # 024-12-211 Date: December 5, 2024 Mode of Procurement: Small Value Procurement
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>OFFICE OF THE SOLICITOR GENERAL</u>	Delivery Term: On or Before December 31, 2024
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Date of Delivery:	Payment Term: Within thirty (30) days from Certificate of Completion and Acceptance (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	lot	<p>PROCUREMENT OF CONSULTANCY SERVICES FOR THE ISO 9001:2015 QMS EXPANDED SURVEILLANCE AUDIT OF THE OFFICE OF THE SOLICITOR GENERAL</p> <p>Location - Certification Body's services will be performed at the OSG's Main Building and leased offices, as follows:</p> <ul style="list-style-type: none"> *APMC Building - 136 Amorsolo St., Legaspi Village, Makati City *Montepino Building - 138 Amorsolo St., Legaspi Village, Makati City *Convergys One - 6796 Ayala Avenue, Legaspi Village, Makati City *Other Office Address Space/s may be procured by the Client <p>Scope of Work:</p> <p>Supplier must conduct surveillance audit of the OSG's processes not covered by the 2023 external audit, viz:</p> <p>a) Management Processes: 1) Communication Handling; 2) Secretariat's Processing of New Cases; 3) Management Review; 4) Change Management; 5) Customer Feedback Management; 6) Correction and Review of Pleadings; 7) Risk Management</p> <p>b) Core/Operation Processes:</p> <ol style="list-style-type: none"> 1) Legal Divisions - Action on Pending Cases and Termination and Archiving of Cases; 2) Special Committee on Naturalization (SCN) - Administrative Naturalization Issuance of Certifications; and Administrative Naturalization Processing of Petitions. <p>c) Support Processes:</p> <ol style="list-style-type: none"> 1) Docket Management Service (DMS) <ol style="list-style-type: none"> i) Processing of Documents; ii) Citizen's Charter - Follow-up on Status of Filing of Notice of Appearance; Issuance of Certified True Copy (CTC) of Notice of Appearance; and Issuance of Requested Records to Client Agencies in Connection with their Existing Cases. 2) Financial Management Services (FMS) <ol style="list-style-type: none"> i) Budget Division - Modification in Funds; Request to Oversight Agencies; Budget Preparation; and Obligation of Allotment; ii) Accounting Division - Liquidation Procedure; Financial Reporting Procedure; Disbursement Procedure; and Payroll Procedure; iii) Cash Division - Income Reports Procedure; Payments Procedure through Checks and Advice to Debit Account (ADA); Payments Procedure; and Processing of Agency Allowance. 3) Case Management Service (CMS) <ol style="list-style-type: none"> i) VM Backup Procedure; ii) ECMT APP Server, Web Server, and VM Maintenance; iii) Service Call Procedure; iv) Server Maintenance; v) Maintenance of VOIP; vi) Internet Security; vii) In-House Development; viii) ICT Maintenance and Configuration; ix) Network Maintenance. 	1	Php 147,840.00	Php 147,840.00

- 4) Human Resource Management and Administrative Service (HRMAS)
- i) Human Resource Management Division
 - *Recruitment, Selection, and Placement Section - Recruitment and Hiring
 - *Learning and Development Section - Procedure on the Conduct of General Training; Procedure on the Conduct of Specialized and Technical Training; Procedure on Legal Employees' Official Local and International In-Person and Online Attendance to Various Trainings; and Procedure on Post-Training Activities.
 - *Leave Administration and Personnel Records Section - HR and Personnel Records Procedure; and Leave Administration Procedure.
 - ii) Administrative Division
 - *Property and Supply Section - Property Inventory and Disposal; Supply Management; Requisition and Receipt of Common Supplies; and Supplier Evaluation.
 - *Security, Ground & Building Maintenance Section - Safety and Security Measures; Visitor's Pass Issuance; Untoward Incident Reports; Corrective and Preventive Maintenance - Equipment; Corrective and Preventive Maintenance - Building and Facilities; and Gate Pass Issuance.
 - *Procurement Section - Alternative Method of Procurement; and Procurement through Public Bidding.
 - *General Services Section - Preventive Maintenance and Repair of Service Vehicles; Large Service Vehicle Dispatch; and Small Service Vehicle Dispatch.
 - iii) Library and Legal Resources Division
 - *Reference and Circulation Procedure;
 - *Procedure on the Acquisition of Library Materials;
 - *Procedure on the Processing of Library Materials.
- 5) Internal Quality Audit
- i) Internal Quality Audit Procedure;
 - ii) Non-conformity and Corrective Action Report.

The following documents shall be deemed to form & construed as part of this agreement:

- Terms of Reference
- Quotation
- Consultants' Profile
- Other documents as may be required by laws

Total Amount in Words: **ONE HUNDRED FORTY SEVEN THOUSAND EIGHT HUNDRED FORTY PESOS ONLY** Php **147,840.00**

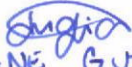
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme:


DIANE GUSA
(Signature over printed name)

December 09, 2024
(Date)

Funds Available:

ALOBS:

02-101101-2024-12-842

Amount:

₱ 147,840.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


ARIEL J. UBIÑA
Chief Accountant

CHRISTIAN D. BUAT
Admin Assistant I, Administrative Division