



Management System
ISO 9001:2015
www.tuv.com
ID 9108853006



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte - 4600, Philippines

SUPPLY AND PROPERTY MANAGEMENT

Project Reference No.: BAC Res # 0296
Name of the Project: Supply of Services for 2nd Surveillance Audit
Location of the Project: CNSC-QAO

REQUEST FOR QUOTATION

Company Name: _____
Address: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 3 working days.

Rosalie A. Almadrone

ROSALIE A. ALMADRONES, Ph.D
BAC Chairperson

- NOTE:**
1. Delivery period within _____ calendar days.
 2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
 3. Price validity shall be for a period of _____ calendar days.
 4. G-EPS Registration Certificate shall be attached upon submission of the quotation.
 5. Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Item and Description	Quantity		Unit Price
		1	Lot	
1	Services	1	Lot	
	See attached Terms of Reference			

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at prices stated above.

Printed Name and Signature

Name of Convasser

Tel. No./Cellphone No.: _____
E-mail Address: _____
Date: _____



Management System
ISO 9001:2015
www.tuv.com
ID 910863508



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

QUALITY ASSURANCE OFFICE

TERMS OF REFERENCE:

2ND SURVEILLANCE AUDIT OF CNSC QUALITY MANAGEMENT SYSTEM (QMS)

1.0 BACKGROUND AND OBJECTIVES

The institutionalization of internationally recognized Quality Management System (QMS) thru Certification of all the campuses and process to ISO 9001:2015 Standard has paved the way to opportunities that would continually improve the delivery of our services in Instruction (Higher Education and Advanced Studies), Research, Extension and Production. In line with the management's commitment to continually improve its operations and services, the Camarines Norte State College (CNSC) shall undergo its Recertification Audit this November 2021.

The objective of the above-said audit, aside from its purpose of determining compliance with the ISO Standard, is to maintain the College's good standing, thereby be compliant with the requirements of the existing DBM issuances on performance improvement of government agencies.

2.0 ESTIMATED COST/FEE

CNSC's estimated cost for the entire duration of audit is **November 19-22, 2021 with Approved Budget for the Contract (ABC) in the amount of one hundred ninety- six thousand pesos (PhP196,000.00) (inclusive) of 12% VAT.**

Below is the estimated fee for this audit:

Estimated Fee	MAN-DAYS	TOTAL FEES (PhP)
Services:		196,000.00
Capability Test	1 man-day	15,000.00
Doc Checking & Planning	0.5 man-day	7,500.00
Second Surveillance Audit	7.0 man-day	105,000.00
Reporting	0.5 man-day	7,500.00
TUV Cert Annual Certification Fee		40,000.00
TOTAL Service Amount		175,500.00
12% VAT		21,000.00
TOTAL		196,000.00

2.1 SCOPE

Provision of Higher and Advanced Education, Research, Extension and Production Services

Site: All Campuses

Location(s) / Production facility (facilities): Site 1/HQ: Main Campus, F. Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600



Management System
ISO 9001:2015





Management
System
ISO 9001:2015

www.tuv.com
ID 910883004



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

QUALITY ASSURANCE OFFICE

Scope: Instruction, Research, Extension, Production and Support Services

Site 2: Entienza Campus, Ret. Judge Antonio C. Entienza Campus, Sta. Elena, Camarines Norte, 4611

Scope: Instruction, Support Services

Site 3: Labo Campus, Brgy. Talobatib, Labo, Camarines Norte, 4604

Scope: Instruction, Research, Extension, Production, and Support Services

Site 4: Mercedes Campus, Purok 1A, Brgy. San Roque, Mercedes, Camarines Norte, 4601

Scope: Instruction, Research, Extension, Production, and Support Services

Site 5: Panganiban Campus, Orange Hill, South Poblacion, Jose Panganiban, Camarines Norte, 4606

Scope: Instruction, Support Services

Site 6: Abaño Campus, Cor. J Lukban and Vivencio Street, Brgy. 2, Daet, Camarines Norte, 4600

Scope: Instruction, Research, Extension, and Support Services

3 ACTIVITIES AND MAN-DAYS

ISO Auditors shall conduct management system conformity assessment with the purpose of maintaining the existing certification under consideration of changes. Audit Plan shall be provided by the ISO Auditors detailing the particulars of audit. These shall be forwarded to CNSC prior to the conduct of assessment.

ISO Auditors may conduct orientation to selected personnel/officials of the College in view of the audit schedule and the mode of conduct of assessment.

4 REMOTE AUDIT

The actual assessment of management system effectiveness must be done thru remote audit and there will be a four-hour capability assessment.

CNSC will ensure the availability and correct functioning of the necessary information and communication technology through Zoom link.



Management
System
ISO 9001:2015



www.tuv.com
ID 0100053006

Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

QUALITY ASSURANCE OFFICE

Both parties will agree on the following:

- 4.1.1 – Define the audit plan and schedule,
- 4.1.2 – Determine the audit scope, and
- 4.1.3 – Define the audit processes suitable for both parties (CNSC and Certification body)

4.5 CONFIDENTIALITY

The Certification Body hereby agrees to observe confidentiality in all aspects of the audit. "Confidential Information" means all information, documents, images, drawings, know-how, data, samples and project documentation which one party ("the disclosing party") hands over, transfer of otherwise discloses to the other party ("receiving party"). It includes paper copies and electronic copies of such information. The disclosing party shall mark all confidential information disclosed in written form as confidential before passing it on to the receiving party. The same applies to confidential information transmitted by email. If confidential information is disclosed orally, the receiving party shall be appropriately informed in advance. All confidential information which the disclosing party transmits or otherwise discloses to the receiving party in accordance with this agreement: a) may only be used by the receiving party for the purposes of performing the purpose of the contract, unless expressly otherwise agreed in writing with the disclosing party; b) may not be copied, distributed, published or otherwise disclosed by the receiving party, unless this is necessary for fulfilling the purpose of the contract or TÜV Rheinland Philippines, Inc. is required to pass on confidential information, inspection reports or documentation to the authorities or third parties that are involved in the performance of the contract.

Prepared by:


DOLORES C. VOLANTE, Ed.D.
QAO/QMR


JEFFERSON T. DACER
CAO/ISO Coordinator


RAYNIEL D. ZABALA
Lead QMS Auditor


ELSA T. MANLANGIT
APSC/Internal QMS Auditor



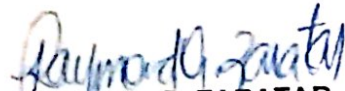
Management
System
ISO 9001:2015




www.tuv.com
ID 810863606

Republic of the Philippines
CAMARINES NORTE STATE COLLEGE
F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte

QUALITY ASSURANCE OFFICE


RAYMOND Q. ZARATAR
MIS Head


RONALDO P. DANDO
Planning Officer/PCO


IRINE ANDAYA
ICO


JUNIL G. SALMORIN
Head, GSO/Safety Officer