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PR-2022-0601-35602

06/21/22 *Alfon*



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **PCC**

PR No.: **TF-2022-06-00694**

Date: **06-01-2022**

Section/End-User: **Mariles V. Bulawan**

Category: **Professional Services**

Funding Source: **Trust Fund**

Project Title/Code: **PCC-407**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/CS	Total Cost
1	Certification Audit and 2 Surveillance Audits for ISO 9001:2015	lot	1	180,000.00		180,000.00

Specification:

AGENCY PROFILE

Agency: **PHILIPPINE CARABAO CENTER at Visayas State University**

Address: **VSU, Baybay City, Leyte**

Contact: **Ivy Fe M. Lopez, Quality Management Representative, PCC VSU**

Phone (s): **0908 895 2461 / 0908 895 2472**

E-mail: **pccvsu@gmail.com / pcc.vsu@vsu.edu.ph**

No. of site(s): **One (1)**

No. of shift(s): **One (1)**

No. of employees: **33**

Permits/Licenses maintained:

TERMS AND CONDITIONS

No. of audit man-days

- 1 (Stage 1/ Pre-Certification audit)
- 2 (Stage 2/ Certification audit)
- 1 (1st Surveillance audit)
- 1 (2nd Surveillance audit)

Preferred Dates of Audit

- June 28, 2022 - Stage 1
- July 26-27, 2022 - Stage 2

- July 20, 2023 - 1st Surveillance Audit
- July 20, 2024 - 2nd Surveillance Audit

Responsibilities of both Parties

A. The Certifying Body shall:

1. Provide its company profile highlighting related projects, scope of work and implementation methodology. Curriculum Vitae of the proposed audit team shall also be submitted;
2. Include in the proposal the audit activities and a procedure for client appeals. If resolution on good terms for disputes between the agency and the certification body cannot be made, the agency shall be afforded the right to lodge appeals about the decisions of the audit team through the Accreditation Body;
3. Conduct Audits on PCC at VSU's Quality Management System documentation based on ISO 9001:2015 that includes evaluation of the Center's location and site specific conditions, discussion with personnel, review of scope, processes and locations and applicable compliance obligations
4. Treat all reviewed and recorded information in the strictest confidentiality at all times;
5. Adhere to the agreed scope of work/ deliverables;
6. Provide a full report of audits consistent with the content of the approved scope of work/ deliverables to the agency at the end of each audit;
7. Accredited by the Philippine Accreditation Bureau (PAB) or any Accreditation Body for the relevant scope of the Center;
8. Deploy audit team composed of highly trained, impartial and experienced auditors knowledgeable of the agency's scope, or has a technical expertise for livestock research. Members of the audit team must have at least three (3) years of auditing experience in government agencies. No member of the audit team should have provided consultancy for the agency at least two (2) years prior to the audit;
9. Conduct audit base on the following Scope defined by the Philippine Carabao Center at Visayas State University; and
10. Issue certificate after passing the audit.

Add on Services:

- Provide Complimentary Certificate with frame and Certificate without frame
- Provide Complimentary tarpaulin banner and stickers upon release of certificate
- Provide Electronic copy of logo upon release of certificate
- Updates on new Standards
- Customer feedback mechanism for continuous improvement
- Events and networking with other Certifying Body clients
- Customer support

B. The PCC-VSU shall:

1. Provide relevant documented information and other materials as maybe requested to prove compliance to requirements during the audit;
2. Provide a working area (if physical) for the audit team for the whole duration of the audit or stable internet connectivity (if virtual) for the whole audit duration;
3. Pay for the services of the Certifying Body;
4. Provide transportation for the audit team before and after the audit (if physical); and
5. Provide food, accommodation, ride and other logistics during the audit (if physical).

2	Parcellary Survey with Subdivision plan approved by DENR at Biliran	lot	1	40,000.00	40,000.00
Specification:					

Parcellary Survey with Subdivision plan approved by DENR for a 200 sq. m. area within Lot. No. TC-1228 located in Brgy. Busali, Biliran, Biliran to be donated by the Almeria Seafarers Multi-Purpose Cooperative (ASEMCO) with the office address at Del Baño St., Brgy. Poblacion, Almeria, Biliran to the Department of Agriculture- Philippine Carabao Center (DA-PCC) with the office address at Science City of Muñoz, Nueva Ecija.

3	Parcellary Survey with Subdivision plan approved by DENR at Carigara	lot	1	40,000.00	40,000.00
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Specification:

Parcellary Survey with Subdivision plan approved by DENR for a 400 sq. m. area within Lot. No. 9094-C located in Brgy. Abango, Barugo, Leyte owned and to be donated by Kangara Multi-Purpose Cooperative (KMPC) with office address at Del Carmar St., Carigara, Leyte to the Department of Agriculture- Philippine Carabao Center (DA-PCC) with the office address at Science City of Muñoz, Nueva Ecija.

TOTAL					
					260,000.00

Purpose: For ISO Certification and Payment for Parcellary Survey

Checked by:

MARLON G. BURLAS
MARLON G. BURLAS

Funds Available:

NICK FREDDY R. BELLO
NICK FREDDY R. BELLO
HEAD, ACCOUNTING OFFICE

TWG - Professional Services

Requested by:

MARILES M. BULAWAN
MARILES M. BULAWAN

Noted by:

FRANCISCO G. GABUNADA JR.
FRANCISCO G. GABUNADA JR.
UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN
EDGARDO E. TULIN
PRESIDENT, VSU

Signature:

Printed Name:

Designation: