

JOB ORDER

CITEM.STR.FR.006



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
 info@citem.com.ph www.citem.com.ph



JO Number: 2020-0095	JO Date: 11/18/2020	PAGE 1/1
PR No.: 2020-0314	PR Date: 11/04/2020	

CONTRACTOR/SUPPLIER **SOCOTEC Certification Philippines, Inc**
 ADDRESS **2F JD Tower, Commerce Ave. Madrigal Business Park,
 Ayala Alabang, Muntinlupa City**
 MODE OF PROCUREMENT **SMALL VALUE PROCUREMENT**

DELIVERY TERM
 PAYMENT TERM
 PLACE OF DELIVERY
 DATE OF DELIVERY

Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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HIRING OF CERTIFYING BODY FOR THE RECERTIFICATION OF ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF CITEM			Php178,976.00
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I. SCOPE OF WORK/ DELIVERABLES

Certification Body is expected to provide the following services:

1. Stage 2 - Recertification Audit (2020)
 - a. Prepare and submit certification audit plan not later than two (2) weeks prior to certification audit;
 - b. Conduct Stage 2 or the Recertification audit; and
 - c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties.
2. 1st Annual Surveillance Audit (2021)
 - a. Prepare and submit surveillance audit plan not later than one year from the date of issuance of the Certificate;
 - b. Conduct surveillance audit; and
 - c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties.
3. 2nd Annual Surveillance Audit (2022)
 - a. Prepare and submit surveillance audit plan not later than the end of the second year from the date of issuance of the Certificate;
 - b. Conduct surveillance audit; and
 - c. Prepare and submit audit report detailing observations, opportunities for improvement, and any non-conformity to ISO 9001:2015 standards or on documented procedures immediately after the completion of the on-site audit, unless otherwise agreed upon by two (2) parties
4. Provision of regular updates and assistance to new versions of ISO 9001 standards.

TOTAL AMOUNT IN WORDS: One Hundred Seventy Eight Thousand Nine Hundred Seventy Six Pesos	Php 178,976.00
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This order is placed subject to the following terms and conditions:

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the **PENALTY** of 1/10 OF 1% of the **TOTAL VALUE** of this ORDER for **EACH DAY OF DELAY**. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay **LIQUIDATED DAMAGES** in the amount of _____ of the **TOTAL AMOUNT** unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Job Order upon delivery.

Very truly yours,

Jaime Antonio S. Sandoval
JAIME ANTONIO S. SANDOVAL
 Chief, STREDO & Procurement Division

CONFORME: *[Signature]*
GILMORE A. RIVERA
 Name & Signature of Contractor/Supplier
 23 November 2020
 Date

BUR No. **AOE-20110743**

DATE **11-20-2020**

AMOUNT **Php178,976.00**

[Signature]
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by:

Approved by:

[Signature]
ATTY. ANNA GRACE I. MARPURI
 OIC-DM, Corporate Services Dept.