

## MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made and entered into this 20th day of October 2017 by and between:

The **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)**, a national government agency created and existing under and by virtue of Republic Act No. 7796 with principal address at TESDA Complex, East Service Road, South Luzon Expressway, Taguig City, Metro Manila, Philippines, represented herein by its Director General/Secretary, **GUILING A. MAMONDIONG** and hereinafter referred to as the "**FIRST PARTY**";

- and -

**TUV SUD PSB PHILIPPINES INC.**, a private business entity, registered under the laws of the Republic of the Philippines with business address at Unit 1808, The Orient Square Building, F. Ortigas Jr. Road, Ortigas Center, Pasig City, herein represented by its General Manager, **MS. FEMELYN S. LATI**, and hereinafter referred to as the "**SECOND PARTY**".

- WITNESSETH -

**WHEREAS**, the **FIRST PARTY** through its Bids and Awards Committee (BAC) issued and posted a Request for Expression of Interest in in two (2) newspapers of general circulation namely the Philippine Star and the Philippine Daily Inquirer and in the Philippine Government Electronic Procurement System (PhilGEPS) on 02 August 2017 in compliance with Section 21 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, for the Procurement of Certification Services for ISO 9001:2015 Re-Certification / Upgrading – Re-Bidding;

**WHEREAS**, during the submission of eligibility documents, only TUV SUD PSB Philippines Inc. passed the preliminary eligibility requirements and was short listed;

**WHEREAS**, upon careful examination, validation and verification of all the technical and financial proposals submitted by the **SECOND PARTY**, the bid of the **SECOND PARTY** amounting to **One Million Seven Hundred Twenty Thousand Eight Hundred Eighty Pesos (Php1,720,880.00)** has satisfactorily passed the legal, financial and technical requirements set forth by Republic Act No. 9184 and the bidding documents;

**WHEREAS**, after post-qualification prescribed by Section 34 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, the bid offered by the **SECOND PARTY** has been found to be the highest rated responsive bid;

**NOW, THEREFORE**, for and in consideration of the foregoing, this Agreement is entered by and between the **FIRST PARTY** and the **SECOND PARTY** with the following covenants, to wit:

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## Section I

### SCOPE OF WORK AND RESPONSIBILITIES OF THE PARTIES

A. The SECOND PARTY shall conduct audit which will cover the following processes of the FIRST PARTY:

1. Core Processes
  - a.) Program Registration (UTPRAS)
  - b.) Assessment and Certification (PTCACS)
  - c.) Development of Training Regulations (TRs)
  - d.) Development of Competency Assessment Tools (CATs)
2. Support Services
  - a.) Human Resource
  - b.) Purchasing/Procurement
  - c.) Infrastructure
  - d.) Work Environment
3. Quality Procedures
  - a.) Control of Documents - QP-01
  - b.) Control of Records - QP-02
  - c.) Internal Quality Audit - QP-03
  - d.) Control of Nonconforming Service and Corrective Action Procedure - QP-04
4. Central/Regional/Provincial Customer Satisfaction Management
5. National/Regional Quality Management Committee Review

B. The following are the areas/sites to be covered by the application for ISO 9001:2015 Certification:

1. Central Office
  - Program Registration;
  - Assessment and Certification;
  - Development of TRs and CATs; and
  - Support Services
2. Regional/Provincial Offices
  - NCR
    - Regional Office
    - District Office - CaMaNaVa
    - District Office - Manila
    - District Office - MuntiParLasTaPat
    - District Office - PaMaMariSan
    - District Office - Pasay/Makati
    - District Office - Quezon City

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- CAR
  - Regional Office
  - Provincial Office - Abra
  - Provincial Office - Apayao
  - Provincial Office - Benguet
  - Provincial Office - Ifugao
  - Provincial Office - Kalinga
  - Provincial Office- Mountain Province
  
- CARAGA
  - Regional Office
  - Provincial Office - Agusan del Norte
  - Provincial Office - Agusan del Sur
  - Provincial Office - Dinagat Islands
  - Provincial Office - Surigao del Norte
  - Provincial Office - Surigao del Sur
  
- Region I
  - Regional Office
  - Provincial Office - Ilocos Norte
  - Provincial Office - Ilocos Sur
  - Provincial Office - La Union
  - Provincial Office - Pangasinan
  
- Region II
  - Regional Office
  - Provincial Office - Batanes
  - Provincial Office - Cagayan
  - Provincial Office - Isabela
  - Provincial Office - Nueva Vizcaya
  - Provincial Office - Quirino
  
- Region III
  - Regional Office
  - Provincial Office - Aurora
  - Provincial Office - Bataan
  - Provincial Office - Bulacan
  - Provincial Office - Nueva Ecija
  - Provincial Office - Pampanga
  - Provincial Office - Tarlac
  - Provincial Office - Zambales

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- Region IV-A
  - Regional Office
  - Provincial Office - Batangas
  - Provincial Office - Cavite
  - Provincial Office - Laguna
  - Provincial Office - Quezon
  - Provincial Office - Rizal
  
- Region IV-B
  - Regional Office
  - Provincial Office - Marinduque
  - Provincial Office - Occidental Mindoro
  - Provincial Office - Oriental Mindoro
  - Provincial Office - Palawan
  - Provincial Office - Romblon
  
- Region V
  - Regional Office
  - Provincial Office - Albay
  - Provincial Office - Camarines Norte
  - Provincial Office - Camarines Sur
  - Provincial Office - Catanduanes
  - Provincial Office - Masbate
  - Provincial Office - Sorsogon
  
- Region VI
  - Regional Office
  - Provincial Office - Aklan
  - Provincial Office - Antique
  - Provincial Office - Capiz
  - Provincial Office - Guimaras
  - Provincial Office - Iloilo
  - Provincial Office - Negros Occidental
  
- Region VII
  - Regional Office
  - Provincial Office - Bohol
  - Provincial Office - Cebu
  - Provincial Office - Negros Oriental
  - Provincial Office - Siquijor

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- Region VIII
  - Regional Office
  - Provincial Office - Biliran
  - Provincial Office - Eastern Samar
  - Provincial Office - Leyte
  - Provincial Office - Northern Samar
  - Provincial Office - Samar
  - Provincial Office - Southern Leyte
  
- Region IX
  - Regional Office
  - Provincial Office - Sibugay
  - Provincial Office - Zamboanga del Norte
  - Provincial Office - Zamboanga del Sur
  
- Region X
  - Regional Office
  - Provincial Office - Bukidnon
  - Provincial Office - Camiguin
  - Provincial Office - Lanao del Norte
  - Provincial Office - Misamis Occidental
  - Provincial Office - Misamis Oriental
  
- Region XI
  - Regional Office
  - Provincial Office - Compostela Valley
  - Provincial Office - Davao del Norte
  - Provincial Office - Davao del Sur
  - Provincial Office - Davao Oriental
  
- Region XII
  - Regional Office
  - Provincial Office - North Cotabato
  - Provincial Office - Sarangani
  - Provincial Office - South Cotabato
  - Provincial Office - Sultan Kudarat
  
- ARMM
  - Regional Office
  - Provincial Office - Basilan
  - Provincial Office - Maguindanao
  - Provincial Office - Sulu
  - Provincial Office - Tawi-Tawi
  - Provincial Office - Lanao del Sur

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