

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

Department: <b>Various Legal Divisions / Services</b>	PR No. <u>022-08-154</u>	Date: August 31, 2022
Section:	SAI No.	Date:

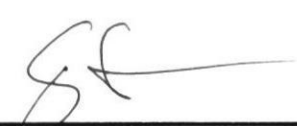


Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																		
	lot	<p><b>PROCUREMENT OF THE SERVICES OF A CERTIFICATION BODY FOR THE CERTIFICATION OF THE OFFICE OF THE SOLICITOR GENERAL'S RECEIPT AND PROCESSING OF NEW CASES, ITS FRONTLINE SERVICE OF ISSUING CERTIFICATIONS STATED IN THE CITIZEN'S CHARTER AND AN INTERNAL SERVICE STATED IN THE CITIZEN'S CHARTER, UNDER THE ISO 9001:2015 STANDARD</b></p> <p><i>Description:</i>  The Office of the Solicitor General (Client) seeks to procure the services of a Certification Body that will conduct assessment, audit and certification under the ISO 9001:2015 Standard of the Client's receipt and processing of new cases, and its frontline service of issuing certifications as stated in its Citizen's Charter.</p> <p><b>Scope of Work (Multi-year Contract):</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 60%;">Phase</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>Phase 1: ISO 9001:2015 Initial Certification Audit</td> <td style="text-align: right;">P260,000.00</td> </tr> <tr> <td></td> <td>Phase 2: ISO 9001:2015 Certification upon satisfactory compliance with the Certification requirements of the Standard</td> <td></td> </tr> <tr> <td>2023</td> <td>Phase 3: 1st Surveillance Audit (1st year after the issuance of certificate) to maintain QMS Certification</td> <td style="text-align: right;">120,000.00</td> </tr> <tr> <td>2024</td> <td>Phase 4: 2nd Surveillance Audit (2nd year after the issuance of certificate) to maintain QMS Certification</td> <td style="text-align: right;">120,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>P500,000.00</b></td> </tr> </tbody> </table> <p><b>Location:</b>  <i>Certification Body's services will be performed at the Client's building and leased premises, located as follows:</i>  *OSG Building - 134 Amorsolo St., Legaspi Village, Makati City  *APMC Building - 136 Amorsolo St., Legaspi Village, Makati City  *Montepino Building - 138 Amorsolo St., Legaspi Village, Makati City  *Other Office Address Space/s may be procured by the Client</p> <p><b>Duration:</b>  The Certification Body shall, subject to readjustment based on reasonable grounds, perform Phases 1 and 2 not later than 31 December 2022. Phase 3 shall be conducted before the initial certification reaches the first year, while Phase 4 will be conducted before the end of the second year of certification to ensure that the Client maintains its Certified status, in accordance with the period set forth by the rules stated in ISO 9001:2015.</p>	Year	Phase	Amount	2022	Phase 1: ISO 9001:2015 Initial Certification Audit	P260,000.00		Phase 2: ISO 9001:2015 Certification upon satisfactory compliance with the Certification requirements of the Standard		2023	Phase 3: 1st Surveillance Audit (1st year after the issuance of certificate) to maintain QMS Certification	120,000.00	2024	Phase 4: 2nd Surveillance Audit (2nd year after the issuance of certificate) to maintain QMS Certification	120,000.00	<b>Total:</b>		<b>P500,000.00</b>	1	Php 500,000.00 VAT INCLUDED	Php 500,000.00  SEP 01 2022 2:14pm VERRY
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**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV  
 MYCA  
 2023-2024

Amount in Words: **Five Hundred Thousand Pesos Only** Php **500,000.00**

Purpose:


Prepared By:	Recommending Approval:	Approved by:
		
<b>SHERA JANE B. SOLON</b>	<b>EDITHA R. BUENDIA</b>	<b>MENARDO I. GUEVARRA</b>
Administrative Officer V	Director IV, HRMAS	Solicitor General

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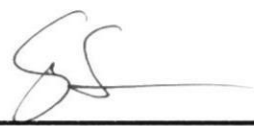


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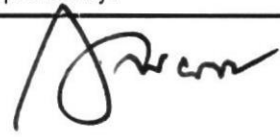
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