

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT is made and entered into this 28<sup>th</sup> day of August 2014 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 EMMANUEL JOEL J. VILLANUEVA** and hereinafter referred to as the **"FIRST PARTY"**;

- and -

**TUV SUD PSB PHILIPPINES, INCORPORATED**, 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 Deputy 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 the Philippine Star and in the Philippine Government Electronic Procurement System (PHILGEPS) on 13 June 2014 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 hiring of certification body for the preponed-repeat-expansion audit of all TESDA regional and provincial offices for program registration and assessment and certification and TESDA's process of development of training regulations (TRs) and competency assessment tools (CATs) to ISO 9001:2008;

**WHEREAS**, during the submission of eligibility documents, three (3) bidders submitted their respective bids namely Certification International Philippines, Incorporated, TUV SUD PSB Philippines, Incorporated and Bureau Veritas SA, which passed the preliminary eligibility requirements and were even 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 Two Hundred Ninety Two Thousand Two Hundred Fifty Six Pesos (Php 1,292,256.00)** 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:

*Emmanuel J. Villanueva*  
*Femelyn S. Lati*  
*[Signature]*

## 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 (PTQCS)
  - c.) Development of Training Regulations (TRs)
  - d.) Development of Competency-based Assessment Tools (CATs)
2. Support Services
  - a.) Human Resource
  - b.) Purchasing/Procurement
  - c.) Infrastructure (Building/Equipment and Service Vehicle Maintenance)
  - 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 and Preventive Action Procedure - QP-04
4. Central/Regional/Provincial Customer Satisfaction
5. Members of National/Regional Quality Management Committee

B. The following are the areas/sites to be covered by the application for ISO 9001:2008 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



## 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

