

## CONTRACT OF SERVICES

### KNOWN ALL MEN BY THESE PRESENTS:

This contract is entered into by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT – Region XIII**, a national government entity, with office address at 1559 ( Formerly MATIMCO Building), Km 4, Libertad, Butuan City, represented by **Regional Director LILIBETH A. FAMACION, CESO III**, herein referred to as the "**FIRST PARTY**".

AND

**CERTIFICATION INTERNATIONAL PHILIPPINES, INC.**, an entity duly organized and registered under Philippine laws, with business address at unit 806-807 OMM-Cintra Bldg., San Miguel Avenue, Ortigas Center, Pasig City, represented by **Mr. JOSELITO C. SOLER**, hereafter referred to as the "**SECOND PARTY**".

Witnesseth

**WHEREAS**, the **FIRST PARTY** is applying for ISO certification QMS – ISO 9001:2015 and desires to procure services of External Certifying Body;

**WHEREAS**, the **SECOND PARTY** is engaged in ISO business certification and is willing to conduct initial audit, reporting and evaluation of the **FIRST PARTY**;

**NOW, THEREFORE**, for and in consideration of the foregoing premises and of mutual covenants herein contained, the parties hereto have mutually agreed with Terms of Reference as follows:

**Scope of Work: The Second Party shall have the following responsibilities and tasks:**

1. Conduct of Stage 1 Initial Audit and Reporting
2. Conduct of Stage 2 Certification audit and Reporting
  - 2.1 Evaluation of Correction/Corrective Actions
  - 2.2 Issuance of ISO 9001:2015 Certification
3. Conduct of year 2 Surveillance Audit & Reporting
4. Conduct of year 3 Surveillance Audit & Reporting

#### **Duration of the Engagement:**

1. The Services of the **Second Party** shall be engaged in three (3) years. It will commence in 2018 and end in 2021.
2. The conduct of the initial assessment (Stage 1 and Stage 2 Audits) will take place upon commencement of engagement which will start in CY 2018.
3. Surveillance audits after the Certification will be done for two consecutive years and the validity of the re-certification will cover CY 2019-2020 and CY 2020-2021 for 1<sup>st</sup> and 2<sup>nd</sup> surveillance respectively. The engagement of the Second Party will expire after the validity of the Certificate that will be issued upon reconfirmation during the 2<sup>nd</sup> annual surveillance.

#### **Payment of Services**

In Consideration of the contracted service, **FIRST PARTY** agrees to pay **SECOND PARTY** the total amount of **Five Hundred Twenty-Six Thousand Four Hundred Pesos (Php 526, 400.00)** inclusive of tax, upon receipt of Billing

*Patricia K. C.*

AA

*[Signature]*

Statement during the contract period and subject to accounting rules of the government.

### PAYMENT SCHEDULE:

Payment of Stage 1 & 2 Audit and 1st & 2<sup>nd</sup> Annual Surveillance are processed only upon submission of the Audit Report based on the billing/Sales Invoice.

### ADD-ON SERVICES:

1. Entitlement to regular updates to the relevant System Standards when it is available;
2. Complimentary Certificate Logo which can be affixed by the DILG Region XIII materials;
3. ISO 9001:2015 Stickers.

This SERVICE CONTRACT shall take effect immediately upon agreement of parties. Any changes therein to the nature of deliverables and schedules shall be mutually agreed upon by both parties in writing.

**IN WITNESS WHEREOF**, the parties hereto have signed this contract this \_\_\_\_\_ day of November \_\_\_\_\_, 2018 in \_\_\_\_\_, Philippines.

  
**LILIBETH A. FAMACION, CESO III**  
FIRST PARTY

  
**JOSELITO C. SOLER**  
SECOND PARTY

Signed in the presence of:

1. \_\_\_\_\_

2.   
ENGR. SYBIL C. PADEN  
Director for Business Development

### ACKNOWLEDGEMENT

Republic of the Philippines )  
Province of \_\_\_\_\_ ) S.S.  
City of \_\_\_\_\_ )

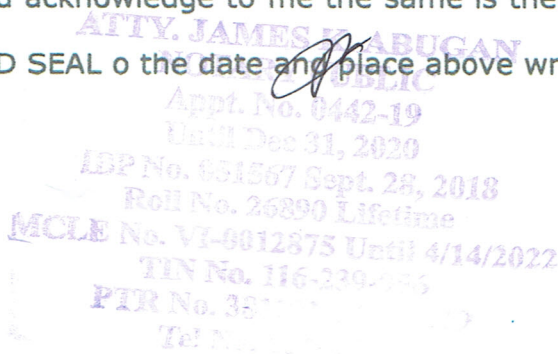
**BEFORE ME**, a Notary Public in the City of \_\_\_\_\_, personally appeared

Name	Community Tax Certificate/ Office ID Number	Date/Place of Issue
<u>LILIBETH A. FAMACION, CESO III</u>	-	-
<u>JOSELITO C. SOLER</u>	-	-

Both known to me and known to be the same persons who executed the foregoing instrument and acknowledge to me the same is their free and voluntary act and deed.

**WITNESS MY HAND AND SEAL** on the date and place above written.

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Book No. \_\_\_\_\_  
Series of 2018

  
ATTY. JAMES M. ABUGAN  
Notary Public  
Appt. No. 0442-19  
Until Dec 31, 2020  
LBP No. 051567 Sept. 28, 2018  
Roll No. 26890 Lifetime  
MCLE No. VI-0012875 Until 4/14/2022  
TIN No. 116-239-086  
PTR No. 3871111111  
Tel. No. 111-1111