

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 10
Cagayan de Oro City

9/30.11/23.11/24,
11/26.11/23

Date: August 27, 2020 ✓
JOB ORDER NO. : 2020-08-0402
P. R NO. : 2020-01-2664

DEALERS/CONTRACTORS NAME:

SYNERGY AT WORK LEARNING AND DEVELOPMENT CORPORATION
UNIT 905 CIVIC PRIME BLDG., FCC, ALABANG, MUNTINLUPA CITY


SIR/MADAM :

Please furnish: PROVISION OF CONSULTANCY SERVICES FOR THE PREPARATION OF ISO/IEC 17025 CERTIFICATION (TESTING AND CALIBRATION LABORATORIES) FOR THE INTEGRATED LABORATORIES DIVISION OF THE DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE – 10. Note: see attached Terms of Reference for the Scope of Work. EXPECTED OUTPUTS: 1) Project Design for the whole duration of the project, 2) Lecture Manual for all lectures and workshops done during the project duration, 3) Gap Audit and Analysis Checklist, 4) Gap Analysis Report, 5) Monthly Consultation for 6 months after Gap Analysis Report discussion, 6) Surveillance Meeting for Gap Analysis Report. PAYMENT SCHEDULE: a) Upon presentation of work plan of proposed design during meeting to the ILD Chief and technical personnel (copy of minutes of meeting/agreements, pictures) – 10%; b) Upon submission of approved work plan (Expected Outputs 1 & 2) – 10%; c) Performed Gap Audit and Analysis Checklist along with the Gap Analysis Report (Expected Outputs 3 & 4) – 50%; d) Performed last monthly consultation for Gap Analysis Report discussion (Expected Output 5) – 15%; e) Performed Surveillance Meeting for Gap Analysis Report (copy of minutes of meeting/agreements, pictures; Expected Output 6) – 15%

With a contract cost of FOUR HUNDRED EIGHTY THOUSAND PESOS ONLY (P 480,000.00)
The work should be completed in 8 months upon receipt of this Order.
DELAY IN THE DELIVERY IS SUBJECT TO LIQUIDATED DAMAGES OF 1/10
OF 1% OF THE TOTAL VALUE OF THIS JOB ORDER FOR EACH DAY OF DELAY.

Very truly yours,

APPROVED :


LESTER B. APAG
Administrative Officer V
Chief – General Services Section


CARMELITA T. BAJARLA, MBA
Director III
Regional Technical Director


TO : The Regional Director
Department of Agrilculture-10

SIR/MADAM :


I hereby agree to furnish: PROVISION OF CONSULTANCY SERVICES FOR THE PREPARATION OF ISO/IEC 17025 CERTIFICATION (TESTING AND CALIBRATION LABORATORIES) FOR THE INTEGRATED LABORATORIES DIVISION OF THE DEPARTMENT OF AGRICULTURE REGIONAL FIELD OFFICE – 10. Note: see attached Terms of Reference for the Scope of Work. EXPECTED OUTPUTS: 1) Project Design for the whole duration of the project, 2) Lecture Manual for all lectures and workshops done during the project duration, 3) Gap Audit and Analysis Checklist, 4) Gap Analysis Report, 5) Monthly Consultation for 6 months after Gap Analysis Report discussion, 6) Surveillance Meeting for Gap Analysis Report. PAYMENT SCHEDULE: a) Upon presentation of work plan of proposed design during meeting to the ILD Chief and technical personnel (copy of minutes of meeting/agreements, pictures) – 10%; b) Upon submission of approved work plan (Expected Outputs 1 & 2) – 10%; c) Performed Gap Audit and Analysis Checklist along with the Gap Analysis Report (Expected Outputs 3 & 4) – 50%; d) Performed last monthly consultation for Gap Analysis Report discussion (Expected Output 5) – 15%; e) Performed Surveillance Meeting for Gap Analysis Report (copy of minutes of meeting/agreements, pictures; Expected Output 6) – 15%

The Amount of FOUR HUNDRED EIGHTY THOUSAND PESOS ONLY (P 480,000.00)
I confirm that the work will be completed by me in 8 months upon receipt of this Order.
DELAY IN THE DELIVERY IS SUBJECT TO LIQUIDATED DAMAGES OF 1/10
OF 1% OF THE TOTAL VALUE OF THIS JOB ORDER FOR EACH DAY OF DELAY.

Very truly yours,



SYNERGY AT WORK LEARNING AND DEVELOPMENT CORPORATION
UNIT 905 CIVIC PRIME BLDG., FCC, ALABANG, MUNTINLUPA CITY

DA-10 Accounting Section

Received by: _____	Date: _____
Received by: 	Date: _____

Funds Available:

TIN #: 008990761
Date JO received: DEC. 11, 2020


SHEM C. SALON
Accountant II
OIC – Accounting Section

Amount P480,000.00
O. S. 2-0110101-2020-09-2540
P.P.A. 2000010500800