



Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**  
**PURCHASE ORDER**

Supplier : <b>GRACE MANAGEMENT AND TRAINING CONSULTANCY SERVICES</b>	P.O. No. : <b>2021-09-045HEDF</b>
Address : <b>Orchids St., Lauraville Subdivision, Galatia-3 Mendez-Nunez, Cavite</b>	Date : <b>September 23, 2021</b>
TIN :	Mode of Procurement : <b>Negotiated Procurement 53.9 Small Value Procurement</b>

**Gentlemen:**

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <b>CHED Central Office</b>	Delivery Term: <b>7 days</b>
Date of Delivery :	Payment Term:

Stock/ Property No.	Unit	Description	Quantity	Unit cost	Amount
		<b>Procurement of service provider for the Remote/Training Hybrid for the ISO 9001:2015 Internal Quality Auditor (IQA) Course</b>			
		Specifications with Minimum Requirements and Equivalency			
		No of participants: 25			
		Date of Training: October 5 and 7, 2021 (1 batch)			
		Requirements:			
		Certifying Bodies and/or Quality Management System (QMS) Consultancy Firm with Higher Education Institutions and Government Agencies as Clients			
	pax	AM Snack, Lunch and PM Snack	15	1,000.00	15,000.00
		Day 2 - Co-trainer	1	5,000.00	5,000.00
		Qualified Trainor/Resource Speaker	2	10,000.00	20,000.00
		Training Kits for participants (handout, pen, notebook)	15	600.00	9,000.00
	services	Day 2 Transportation - QC-Tagaytay & vice-versa	2	4,500.00	9,000.00
		Mode of Payment: Send Bill			
		***** NOTHING FOLLOWS *****			
<b>(Total Amount in Words)</b>		<b>Fifty Eight Thousand Pesos</b>			<b>58,000.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme:

EDNA D. CASTILLO

(Signature over printed name)

18 October 2021

(Date)

Very truly yours,

J. PROSPERO E. DE VERA III, DPA

Chairman

Funds Cluster: <b>NFI</b>
Funds Available: <b>P58,000.00</b>
<b>MYRA PAZ B. MANALO</b> Chief Accountant, HEDF

ObR No.: <b>03 104369 2021 10 00651</b>
Date of the ObR: <b>10.1.2021</b>
AMOUNT: <b>P58,000.00</b>