

DOST TNA Form 01

APPLICATION FOR TECHNOLOGY NEEDS ASSESSMENT

Name of Enterprise:		
Contact Person:	Position in the Enterprise:	
	Tel. No.	Tel. Fax No.
	E-mail Address:	
Factory Address:	Tel. No.	Fax No.
	E-mail Address:	
Website:		

GENERAL AGREEMENTS:

1. The applicant shall, at the earliest opportunity, make available to the DOST Regional Office No. IX (DOST IX) all information (manuals, procedures, etc.) required to establish the technology status of the selected core business functions and management systems;
2. If DOST IX is not satisfied that all the requirements for business registration are complied with, it shall inform the applicant of the observed deficiencies before starting the assessment;
3. When the required inputs to the assessment are already supplied by the applicant, the DOST IX will assess the firm through the core business functions and management systems, to identify technology needs and verify compliance to existing practices;
4. When the DOST IX has completed the technology assessment, a report will be prepared on the results of the assessment with accompanying recommendations and opportunities for improvement. The report prepared will define the scope of activities, functions, management practices and locations assessed. The applicant shall not claim or otherwise imply that the report applies to other locations, product or activities not covered by the report;

5. The applicant agrees that the report will not be used until permission has been granted by the DOST IX;
6. The applicant agrees that the receipt and acceptance of the report ends the assessment stage; any technical assistance ensuing from the recommendations of the report will be viewed as a separate project.

UNDERTAKING

I agree to undertake and observe the above General Agreements as stipulated by the Department of Science and Technology Regional Office No. IX.

Signature over Printed Name

Position in the Enterprise

Date