

Company Name BPI / MS Insurance Corporation.	Manual Title QUALITY PROCEDURE	Document Code QP-BCA-007
Security Classification Controlled	Effective Date March 23, 2009	Page 1 of 5
Document Title Purchasing		Revision No. 02 Revision Date: March 23, 2009

REVISION HISTORY				
Issue No.	Rev No.	Description of Change	Approved by	Effective Date
01	00	Initial Issue	MCLT	October 1, 2008
02	01	Add F-BCA-018 – Supplier’s Performance Evaluation Record in the Reference Add F-BCA-017 – Service Provider’s Performance Evaluation Record in the Reference	MPM	March 12, 2009
		Change 5.5 Source and get quotation from at least three suppliers/vendors from the BPI list of accredited suppliers or the requesting unit’s list of approved vendors to “Source and get quotation from the BPI list of accredited suppliers or the requesting unit’s list of approved vendors”.		
		Change 5.5.1 The BPI listing of accredited suppliers is provided by the General Services Department. This is kept by the Admin Unit to “The BPI listing of accredited suppliers is provided by the General Services Department. The Admin Unit keeps this but a copy is provided to all Makers”.		
		Change 5.5.3 Vendors/suppliers unique to the Company/Unit will be accredited using the Company/Unit’s Accreditation Guideline to “Vendors/suppliers unique to the Company/Unit will be accredited and evaluated using the Company/Unit’s Accreditation and Evaluation Guideline”.		
		Add 5.13 Suppliers and service providers not covered under 5.5.3 shall be evaluated using F-BCA-018 and F-BCA-017 respectively. 5.13.1 Those covered with contracts/service agreements – prior to renewal 5.13.2 Those not covered with contracts/service agreements – at least twice a year		
03	02	Included the critical supplies in the Definitions	MPM	March 23, 2009

Prepared By: Joanne V. Sigua	Date March 20, 2009
Reviewed & Approved By: Merlina P. Mendoza	Date March 23, 2009

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Company Name BPI / MS Insurance Corporation.	Manual Title QUALITY PROCEDURE	Document Code QP-BCA-007
Security Classification Controlled	Effective Date March 23, 2009	Page 5 of 5
Document Title Purchasing		Revision No. 02 Revision Date: March 23, 2009

		Revise 5.5 to For non-critical supplies, use any of the BPI list of accredited suppliers or the requesting unit's list of approved vendors.																																	
		<p>Revise 5.6 to For critical supplies, choose the preferred supplier from the BPI List in terms of price, quality and lead-time or timeliness.</p> <ul style="list-style-type: none"> ○ Price – competitive pricing without major fluctuation ○ Quality – reliable products and services that fully meet the company's needs ○ Lead-time – delivering the goods or services in a timely manner without having to be reminded <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Category</th> <th style="text-align: right;">Weight</th> </tr> </thead> <tbody> <tr> <td>Price</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Quality</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Lead-Time or timeliness</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">100%</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Scale</th> <th style="text-align: left;"></th> <th style="text-align: right;">Max Rating</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Excellent</td> <td style="text-align: right;">100%</td> </tr> <tr> <td>A+</td> <td>Acceptable High</td> <td style="text-align: right;">88%</td> </tr> <tr> <td>A</td> <td>Acceptable</td> <td style="text-align: right;">85%</td> </tr> <tr> <td>A-</td> <td>Acceptable Low</td> <td style="text-align: right;">80%</td> </tr> <tr> <td>M</td> <td>Marginal</td> <td style="text-align: right;">75%</td> </tr> <tr> <td>U</td> <td>Unacceptable</td> <td style="text-align: right;">50%</td> </tr> </tbody> </table>	Category	Weight	Price	40%	Quality	35%	Lead-Time or timeliness	25%	Total	100%	Scale		Max Rating	E	Excellent	100%	A+	Acceptable High	88%	A	Acceptable	85%	A-	Acceptable Low	80%	M	Marginal	75%	U	Unacceptable	50%		
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1.0 OBJECTIVE

The process describes the procedures for purchasing as well as contracting a service provider.

2.0 SCOPE

This procedure applies to the process of ordering and safekeeping of the company's office supplies, equipment, and forms as well as employing of the service providers that will perform the repairs and maintenance of the office premise.

Company Name BPI / MS Insurance Corporation.	Manual Title QUALITY PROCEDURE	Document Code QP-BCA-007
Security Classification Controlled	Effective Date March 23, 2009	Page 5 of 5
Document Title Purchasing		Revision No. 02 Revision Date: March 23, 2009

3.0 DEFINITIONS

Requesting Party	-	Any staff member
PRF	-	Purchase Request Form
PO	-	Purchase Order Form
PR	-	Payment Request Form
Maker	-	Admin Assistant/Staff from the Unit/Group in-charge of Purchasing
Maker 2	-	Corporate Accounting Staff – Check Issuer
Approving Officer	-	C & A/Admin Unit Head Corporate Accounting Unit Head Finance Head
BPI	-	BPI accreditation committee
Critical Supplies	-	Accountable forms

4.0 REFERENCE

F-BCA-008 Purchase Request Form
F-BCA-012 Purchase Order Form
F-BCA-018 Supplier's Performance Evaluation Record
F-BCA-017 Service Provider's Performance Evaluation Record
F-CA-001 Payment Request Form
G-CA-001 Approving Authorities for Operating Expenses
G-BCA-003 Handling of Forms
QP-CA-002 Processing Check Payment Request
QP-CA-003 Auto crediting of Payments to Suppliers

5.0 PROCEDURE DETAILS

Requesting Party

- 5.1 Accomplish the PRF and have it signed by the Approving Officer.
- 5.2 Forward to the Maker the approved PRF for processing.

Maker

- 5.3 Receive the approved PRF from the requesting party.
- 5.4 Check and ensure that the request is approved by the Approving Officer of the requesting party/unit. Refer to G-CA-001.

Company Name BPI / MS Insurance Corporation.	Manual Title QUALITY PROCEDURE	Document Code QP-BCA-007
Security Classification Controlled	Effective Date March 23, 2009	Page 5 of 5
Document Title Purchasing		Revision No. 02 Revision Date: March 23, 2009

5.5 For non-critical supplies, use any of the BPI list of accredited suppliers or the requesting unit's list of approved vendors.

5.5.1 The BPI listing of accredited suppliers is provided by the General Services Department. The Admin Unit keeps this but a copy is provided to all Makers.

5.5.2 Vendors, which are not yet included in the listing, will be referred to the BPI for accreditation.

5.5.3 Vendors/suppliers unique to the Company/Unit will be accredited and evaluated using the Company/Unit's Accreditation and Evaluation Guideline.

5.6 For critical supplies, choose the preferred supplier from the BPI List in terms of price, quality and lead-time or timeliness.

- o Price – competitive pricing without major fluctuation
- o Quality – reliable products and services that fully meet the company's needs
- o Lead-time – delivering the goods or services in a timely manner without having to be reminded

Category	Weight
Price	40%
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A+	Acceptable High	88%
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5.7 Accomplish PO based on the PRF. Forward to the Approving Officer for approval.

Approving Officer

5.8 Review the PO Form and the PRF. Approve if in order. Otherwise, return to the Maker for revision.

Maker

5.9 Place the order with the chosen supplier.

Company Name	Manual Title	Document Code
BPI / MS Insurance Corporation.	QUALITY PROCEDURE	QP-BCA-007
Security Classification Controlled	Effective Date March 23, 2009	Page 5 of 5
Document Title Purchasing		Revision No. 02 Revision Date: March 23, 2009

- 5.10 Receive and check the items. Ensure completeness and consistency with the specifications indicated in the PO.
- 5.11 Deliver to the requesting party and/or store in the stockroom/vault the items as applicable. Refer to G-BCA-003 as necessary.
- 5.12 Prepare PR. Forward to the Approving Officer for signature.
- 5.13 Suppliers and service providers not covered under 5.5.3 shall be evaluated using F-BCA-018 and F-BCA-017 respectively.
 - 5.13.1 Those covered with contracts/service agreements – prior to renewal
 - 5.13.2 Those not covered with contracts/service agreements – at least twice a year

Approving Officer

- 5.14 Sign the PR if in order. Return to the Maker.

Maker

- 5.15 Forward to Maker 2 the signed PR for processing.

Maker 2

- 5.16 Refer to QP-CA-001/QP-CA-002/QP-CA-003 as applicable.