

## SUPPLIER'S SELECTION AND CRITERIA

1. For non-critical supplies, use any of the BPI list of accredited suppliers or the requesting unit's list of approved vendors.
  - 1.1 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 purchasers.
  - 1.2 Vendors, which are not yet included in the listing, will be referred to the BPI for accreditation.
  - 1.3 Vendors/suppliers unique to the Company/Unit will be accredited and evaluated using the Company/Unit's Accreditation and Evaluation Guideline.
  
2. For critical supplies, the preferred supplier is chosen from the BPI List in terms of price, quality and lead-time or timeliness.
  - 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

| 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%        |