

PURCHASING OFFICE SUPPLIES AND REQUESTING SERVICE

POLICY:

The General Services Department (GSD) shall be the unit responsible for facilitating procurement and provision of supplies, materials, equipment, and services requested and needed by operating units, at the most economically favorable terms possible.

The operating units shall course all requests through the Company's Purchasing and Inventory Module in the Non-Life Insurance Information System (NIIS).

REQUISITIONS

1. All requests for supplies, equipment, and services shall be posted in the Purchasing and Inventory Module of the (NIIS) by the designated unit property custodian, anytime between the 26th of the current month to the 10th of the following month.
2. The unit heads are responsible for reviewing and timely approving the property custodian's request using the system.
3. The GSD shall endorse the approved request within 24 working hours from the time it receives the request.
4. For regular office supplies, delivery of approved requests will be within 3 working days from the date of the GSD Head's endorsement in the system, and 5 working days for supplies that are not readily obtainable.
5. Supplies and services directly related to and required in the unit's operations and functions may be requisitioned, except for "pantry" and bathroom supplies, which are provided for all units' consumption.

SUPPLIERS

1. Accredited suppliers or vendors will be maintained on the basis of the quality of products or services they provide, value for money, and reliability. GSD shall evaluate its pool of suppliers on a yearly basis.
2. Prospective suppliers will be required to submit their company profile, latest financial statement, and references for purposes of verifying their background.
3. Application for accreditation will be screened and approved by the GSD head based on the pricing and profile of the suppliers.

QUOTATIONS

1. The General Services Department shall solicit competitive quotations from at least three (3) suppliers for all items or services, except for one-time purchases or services, or where such are being offered by a very limited number of providers, or for re-orders.
2. The GSD will determine non-competitive purchases (e.g. if required product or service is available from only one source or when time is limited).
3. Whenever possible, purchases will be consolidated to obtain big discounts or favorable prices for volume purchases.

ISSUANCE OF PURCHASE ORDER

The Purchase Order (P.O.) is the formal record and reference document for the actual purchase transaction that is sent to the supplier to initiate and/or confirm purchase of supplies and services. It contains items, price, specifications, terms and conditions.

1. The GSD prepares and issues a Purchase Order (P.O.) reflecting the approved quotation, specifications, terms and conditions through the Accounts Payable Module.
2. The GSD head shall evaluate and approve purchase orders encoded by the GSD staff in the Accounts Payable module. Purchases beyond PhP 500K will require approval of the Head of Finance, President, Chief Operating Officer.
4. Approved purchase orders will be sent to suppliers via fax or messenger.
5. Purchases not requiring issuance of a purchase order are:
 - a. Disbursements below PhP 1,000.00.
 - b. Those where employees' personal funds were used.
 - c. Purchases charged through credit card.
 - d. Trebol purchases which are done manually.

PAYMENT AND DELIVERY

1. Payments will be made upon delivery of supplies or services, except in cases where suppliers will require advance payments or deposits.
2. The General Services Department shall negotiate the credit terms with suppliers.
3. GSD shall monitor all deliveries and follow-up with suppliers according to the agreed upon delivery date.
4. Defective or erroneous items delivered should be immediately reported by the property custodian or the GSD for replacement.
5. GSD will indicate in the system once the items have been delivered.

INVENTORY

1. The GSD shall conduct a physical inventory of office supplies at least on a monthly basis.
2. The GSD is responsible for monitoring consumption patterns per item and updating in the system, the prescribed inventory levels. This will be done at least on an annual basis.
3. Supplies are generally classified into:
 - a. Office supplies
 - b. Printed Forms
 - c. Policy Forms
 - d. Computer Supplies
 - e. Services

COMPUTER EQUIPMENT AND SERVICES

1. GSD, in coordination with IT, shall maintain a pool of accredited suppliers of computer equipment and services.
2. Aside from the standard requirements of submitting a company profile, latest financial statement and references, suppliers will comply with the following:
 - a. Fill out a corporate Know Your Client (KYC) form
 - b. Submit in writing the 3 largest contracts they have had for the last 3 years and the contact numbers of such companies.
 - c. Present their product lines
 - d. Submit a certification from each principal supplied
 - e. Submit a certification that they are authorized to distribute/sell such products and to support and maintain the same.
3. Requests for acquisition of computer equipment shall be initiated by IT based on the approved budget of the unit.
4. GSD shall receive from IT the request for quotation. GSD will prepare comparative quotations from 3 or more possible suppliers and consult with IT as needed.
5. Purchase orders for computer equipment and peripherals shall be prepared by GSD based on the best option selected and approved the GSD Head as endorsed by the IT Head. A separate P.O. will be prepared for software packages to be purchased along with the units.
6. Payment to the supplier shall be made once IT issues a Delivery and Acceptance form.

INSURANCE

1. GSD shall facilitate insurance placement of all purchased computer equipment/hardware as soon as the item has been delivered, inspected, and acknowledged by IT, as stated in the Delivery and Acceptance form.
2. GSD will coordinate with Underwriting Group and IT to facilitate review of existing insurance coverage of computer equipment at least 2 months before expiration.
3. GSD will coordinate with the insurance-provider should there be a claim that will be formally reported by IT.