

Become a Vendor

1.0) Purpose:

To have efficient, credible and reliable suppliers for Materials and Supplies (M&S) and other services.

2.0) Scope:

Suppliers with at least three purchase orders placed on them.

3.0) Responsibility:

Purchasing officer/Staff.

4.0) Procedure:

4.1) Send letters for accreditation to suppliers with at least three purchase orders placed on them.

4.2) The said suppliers are required to submit any one of the following documents for accreditation:

- Business Permit or License Permit (optional)
- Company Profile
- Product List
- ISO Certificate/Certifications

4.3) Receives and reviews completeness of submitted documents.

4.4) Conduct technical evaluation and assessment for the accreditation of suppliers CPD-F-003 based on the following criteria:

If rating is very good-consider for immediate accreditation.

If rating is good-consider for probation (6 months to 1 year) subject for re-evaluation.

4.5) Approves or rejects accreditation CPD-F-003.

4.6) Conduct yearly monitoring of suppliers with order placed on the preceding year based on the following criteria:
CPD-F-004.

Delivery Performance:

- Overall delivery performance is divided into two separate performance groups; on time delivery performance and quantity reliability. The overall scoring of delivery performance is obtained by recording all delivery activity for the supplier, and applying a weighing factor between on-time delivery performance on the basis of MRR & invoice received from store and quantity reliability.
- The weighing factor is 60% for on-time delivery performance and 40% for the quantity reliability.
- Only those purchase orders for whose delivery date fall within the specified period and are actually received will be counted. Receipt is defined as physical arrival of the goods.