

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 06-14
	QUALITY MANUAL	REVISION NUMBER	4
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SECTION	PLANNING	EFFECTIVITY DATE	01 July 2023
SUBJECT	FUNCTIONAL OBJECTIVE: Purchasing		

The DOST-IX Purchasing Unit Objectives are stated as follows:

1. To ensure that the average processing time per quarter of the Approved Purchase Requests to *Issuance of Notice to Proceed* are accomplished within the following period:
 - a) *Goods and Services*
 - 26-136 calendar days
 - b) *Infrastructure Projects*
 - 26-156 calendar days
 - c) *Consulting Services*
 - 36-180 calendar days
2. To enforce penalty for delay in delivery as specified by law.
3. To evaluate performance of externally-sourced suppliers of goods and services, *infrastructure projects and consulting services* thru an annual evaluation and re-accreditation of all suppliers based on the *Supplier Performance Rating Sheet*.
4. *On-time submission of requirements for Agency Accountability Timelines and Procurement Reports:*
 - a. *Certificate of Compliance for Early Procurement Activities (EPA);*
 - b. *Procurement Monitoring Reports (PMRs);*
 - c. *Annual Procurement Plans (APPs);*
 - d. *Agency Procurement Compliance and Performance Indicators (APCPI) Results*

Prepared by:  Quality Management Representative	Approved by:  Regional Director
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