

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	QM-DOST IX 08-04
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SECTION	OPERATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	CONTROL OF EXTERNALLY PROVIDED SERVICES		

To ensure that purchased products satisfy the organization's needs and requirements, the Supply and Property Office has defined and implemented an effective and efficient purchasing process.

Suppliers are selected and evaluated based on their ability to meet requirements using the established criteria for selection and evaluation. The List of Accredited Suppliers is maintained and their performance is evaluated every transaction through the use of rating sheet. Re-evaluation of suppliers is also regularly conducted.

Whenever purchase requests are made, complete specification and description of items are indicated to ensure that only the required items are purchased. No purchases are made without the approval of the Regional Director or any Authorized Representative. Personnel involved in the purchasing process are competent based on their education, training, and experience. Documented information required in this process are retained by the procurement unit.

In case of subcontracted services for some processes that the organization's capability may not be adequate, conformance to the requirements of the customer and appropriate control measures are determined and implemented.

Prepared by:  Quality Management Representative	Approved by:  Regional Director
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