

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI FASS-PUR 05-08
	WORK INSTRUCTIONS	REVISION NUMBER	2
		PAGE NUMBER	1 of 2
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	16 April 2012
SUBJECT	SUPPLIER PERFORMANCE RATING		

PERSON RESPONSIBLE:

Supply Officer



DEFINITION OF TERMS:

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| Listed | - a status of supplier wherein accreditation is maintained. |
| Conditional | - a status of supplier with one to three times below passing mark. |
| Delisted | - a status of supplier disqualified and removed from the List of Qualified Suppliers. |

STEPS

- 1.0 Purchasing Officer will rate all suppliers with Purchase Order requisitioned by the DOST Regional Office No. IX. Use Supplier Performance Sheet (FASS-PUR F03). Indicate the corresponding PO Number and date of PO on the back portion of Supplier Performance Sheet.
- 2.0 Compute the average score per transaction and determine the general average score on annual basis using the following:


Where:			
E (Excellent)	=	5.0	
VG (Very Good)	=	Below 5.0 to 4.0	
S (Satisfactory)	=	Below 4.0 to 3.0	
U (Unsatisfactory)	=	Below 3.0 to 2.0	
VU (Very Unsatisfactory)	=	Below 2.0	
- 3.0 Using said data, check the appropriate box on the front page of Supplier Performance Sheet and indicate the general average score together with the corresponding final rating.
- 4.0 Passing Mark is set at 3. A rating lower than 3 is considered unsatisfactory and mark the supplier in a conditional status. A supplier with two consecutive "below 3" or unsatisfactory mark is disqualified and delisted from the list of Accredited Supplier. Correspondence is sent informing the standing of accreditation on the change of status of performance.
- 5.0 A delisted vendor of rating below 3.0 to 2.0 may apply for re-accreditation after 3 months.
- 6.0 A rating below 2.0 or very unsatisfactory automatically puts the supplier in the delisted status.
- 7.0 A delisted vendor with rating below 2.0 may apply for re-accreditation after 6 months.

Prepared by:  Supply Officer	Approved by:  ARD for Finance and Administrative Support and Technical Services
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8.0 Prepare Addendum to the List of Accredited Supplier whenever necessary. Use Addendum (List of Accredited Supplier) FAS-PUR F04. The List of Approved/Accredited Vendors is updated annually whenever there are changes.

9.0 A Report on Supplier's Performance is prepared every 3rd week of January.

Prepared by:  Supply Officer	Approved by: ARD for Finance and Administrative Support and Technical Services
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