

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PUR 05-02
	WORK INSTRUCTIONS	REVISION NUMBER	0
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	16 August 2007
SUBJECT	EVALUATION OF SUPPLIERS FOR ACCREDITATION		

PERSON RESPONSIBLE:

Supply Officer
BAC Secretariat
BAC Team

STEPS:

- 1.0 Require potential supplier to fill-up FASS-PUR F01, Supplier Information Sheet;
- 2.0 Check completeness of information. Rate potential supplier using FASS-PUR F02, Supplier Evaluation Sheet;
- 3.0 If potential suppliers meet the passing mark, include on the List of Qualified Suppliers. Addendum is prepared whenever necessary. Use FASS-PUR F04, Addendum Form. Inform potential supplier of their status of accreditation.
- 4.0 Update List of Accredited Supplier once a year whenever there are changes.
- 5.0 Evaluate the Supplier's Performance using FASS-PUR F03, Supplier Performance Rating.

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