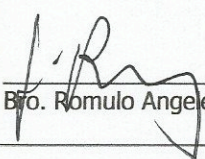


Policy No:	ADM-POL-FNR-0001
Policy Title:	Supplier Accreditation Policy
Implementation Procedure:	
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Finance and Resources Office
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the selection, evaluation and accreditation of suppliers.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All suppliers or external service/product provider should apply for the supplier accreditation. • All submitted applications shall undergo a process of evaluation. • The process of evaluation examines the background of the company, financial stability, quality of goods and services, timely delivery of goods and services and quoted prices. • The Bookstore Section Head, Director of the Finance and Resources Department, and Vice President for Financial Affairs shall comprise the team that will evaluate the supplier. • The Colegio may purchase goods and services from a non-accredited supplier in cases when all the accredited suppliers cannot respond to the Colegio's requisition. However, after the good or service has been purchased, the supplier must be subjected to the accreditation process.
Applicability:	All Suppliers, Finance and Resources Department
Policy Approval Authority:	Finance and Resources Director
Related Policies or References	Supplier Accreditation Application Form
Definition:	
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.