Rev No.	Preparation Date	Description of Change	Prepared by
0	March 31, 2016	Initial documentation of the Quality Management System	Aleda B. Mamhot
1	September 11, 2017	To delete section **"4.3 Price"**. The laboratory will no longer evaluate/consider the price or cost quoted by the supplier as this matter is concerned of Procurement Division. To change percentage for the performance indicator "Timeliness of Delivery" from 20% to 40%.	Aleda B. Mamhot

OBJECTIVE:

To provide a system in evaluating supplier's performance in all purchased supplies and services that affect the quality of calibration.

SCOPE:

This work instruction covers the evaluation process conducted to laboratory suppliers.

DEFINITION:

Assigned Personnel –WMMD employee who will be assigned by the Technical Manager to perform the supplier's performance evaluation for a particular rating period.

Assessment of Supplier's Performance Record (ASPR) – A document prepared containing the supplier/s performance for a particular rating period.

Purchase Order (PO) No./ Job Requisition (JR) No. – A unique identifier number; it can be any number or in alphanumeric type usually reflected on the upper/lower portion of the form.

Delivery Receipt (DR) – A document submitted by supplier/bidder and signed by laboratory representative to acknowledge the receipt of goods or services.

Official Receipt (OR) /Sales Invoice (SI) – A document issued by supplier/bidder to the laboratory as written evidence on sale of goods/services.

Purchase Requisition (PR) – A form used to request for the purchase of various good and supplies.

Job Requisition (JR) – A form used to request for services / work.

Procurement Division (PD) – Refers to the DCWD Division that is responsible for processing and procurement of all laboratory purchases.

REFERENCE DOCUMENTS:

Quality Manual
ISO 17025:2005

ACTIVITIES	RESPONSIBLE
1. Secures *FO–04–10 Assessment of Supplier's Performance Record (ASPR)* form from the Document Controller.	Assigned Personnel
2. Fills up supplier's name, address, contact person and contact number.	Assigned Personnel
3. Reflects the date, Purchase Order (PO) No. or Job Requisition No., Item Description and Quantity.	Assigned Personnel
4. Evaluates supplier based on the following criteria:	Assigned Personnel
4.1 **Product/Service Quality**–50% Within the required specifications–100% Outside the required specifications– 0% (non-acceptance)	
4.2 **Timeliness of Delivery** – **40%** On Time – 100% Late Delivery – 75%	
4.3 **deleted**	
4.4 **Customer's after sales support** – 10% With customer support / response to feedback – 100% No customer support – 0%	
5. Tabulates results with results are categorized based on the following assessment/recommendation, viz: **90-100% – Excellent, Retain Supplier** **80-89% – Average, Needs Improvement** **70-79% – Poor, Need Corrective Action** **Below 69% – Very Poor, Discretion of Quality Manager**	Assigned Personnel

6. Submits the evaluation to the Technical Manager for review and endorsement to the Quality Manager for confirmation. Submission of evaluation are as follows: Evaluation Period | | Submission of Evaluation 1st QTR | Jan – June | Every 15th of July 2nd QTR | July – December | Every 15th January	Assigned Personnel
7. Forwards to the Procurement Division all confirmed supplier's performance evaluation report for information and reference.	Assigned Personnel
8. **Records** 8.1 Keep the following records for three years as evidence of the effective implementation of this work instruction: 8.1.1 FO–04–10 Assessment of Supplier Performance Record (ASPR) 8.1.2 Photocopy of Purchase Order (PO) or Job Requisition 8.1.3 Photocopy of Delivery Receipts / Official Receipts/ Sales invoices. 8.1.4 Supplier Performance Report received by the Procurement Division	