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Form No.

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1.0 PURPOSE

- 1.1 To serve as basis for evaluating the potential of external providers, service providers' quality system. While this does not substitute for demonstrated results, it does provide a systematic method of reviewing and assessing the manner in which external provider, service providers has organized their quality system with a purpose of choosing a external provider that shall be able to meet and / or exceed the quality standards of CALAMBA WATER DISTRICT (CWD).
- 1.2 To ensure the adequacy of requirements prior to the communication to the external provider.
- 1.3 To communicate to external providers the CWD's requirements for:
 - a) the processes, products and services to be provided;
 - b) the approval of:
 - 1) products and services;
 - 2) methods, processes and equipment;
 - 3) the release of products and services;
 - c) competence, including any required qualification of persons;
 - d) the external providers' interactions with the organization;
 - e) control and monitoring of the external provider's performance to be applied by the organization;
 - f) verification or validation activities that the organization, or its customer, intends to perform the external provider's premises.

2.0 SCOPE

- 2.1 This procedure applies to all purchased commodities.
- 2.2 This procedure shall apply to all new/potential and current accredited external providers.

3.0 RESPONSIBILITY

- 3.1 Purchasing - Responsible for sourcing potential external providers.


4.0 DEFINITION OF TERMS

- 4.1 External provider – refers to the provider of construction materials both potential and current accredited external providers.
- 4.2 Accreditation – refers to the process of evaluating and qualifying of potential external providers.

List of Accredited External providers – refers to the directory of accredited external providers of different fabrication and tooling materials.

External provider Company Profiles – refers to the requested detailed information submitted by both potential and accredited external providers.

5.0 PROCESS FLOWSTEPS

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CALAMBA WATER DISTRICT



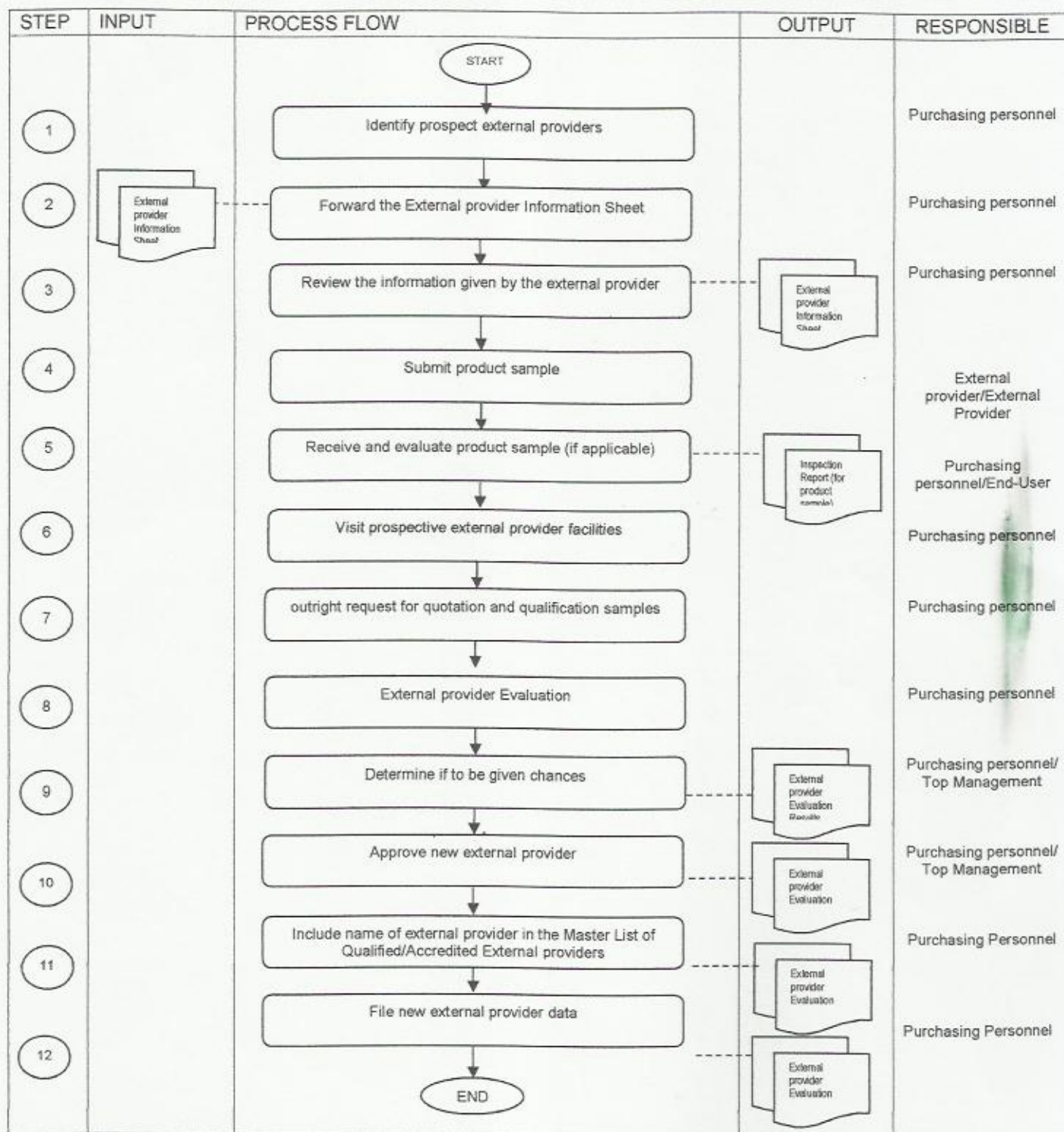
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6.0 PROCEDURES

- 6.1 Purchasing personnel shall identify prospect external providers.
- 6.2 Purchasing personnel shall forward the External Provider Information sheet to prospect external providers and have it accomplished within 5 working days.
- 6.3 After receiving the accomplished External Provider Information Sheet from prospect external provider(s), the purchasing personnel shall review the information given by the external provider and assess the capability to supply the needed materials and shall require external providers to submit any of the following documents:
 - 4.1.1 DTI business name registration or SEC registration certificate or Cooperative Development Authority registration certificate (CDA).
 - 4.1.2 Valid and current Mayor's permit/municipal license.
 - 4.1.3 Tax clearance certificate per EO 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
 - 4.1.4 Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for immediately preceding calendar year, showing among others, the prospective bidders total assets and current assets and liabilities, which should not be earlier than two (2) years from bid submission.
 - 4.1.5 PhilGeps Certificate of Registration and Membership
 - 4.1.6 Statements of all ongoing and similar government and private contracts within one to two year, including contracts awarded but not yet started
 - 4.1.7 Statement of identifying the bidder's Single Largest Completed Contract (SLCC).
 - 4.1.8 List of Products carried and relevant brochures
 - 4.1.9 Certificate of Distributorship/Exclusivity supplied (if applicable)
 - 4.1.10 List of machineries/equipment with a description of their functions.
- 6.4 External providers are required to submit their product sample
- 6.5 User check sample to their respective standards. However, in the absence of the internal expertise for testing a particular material, a certification from third party or an independent institution attesting to the quality of the material be accepted instead of the internal test result. User advises the Purchasing Leader regarding the sample evaluation.
- 6.6 Visit prospective external provider facilities. The Purchasing Leader/Staff together with Internal Audit Representative visits the site to check the facilities of the prospective External provider. The team shall be responsible for ascertaining if all the requirements in the procedure detail 6.1. After product evaluation and product sample is approved, External providers need to accomplish their material safety data sheet with complete supporting documents, test report or analysis report, material certificate
- 6.7 Should the information given in the external provider quality survey seemed sufficient to assess the capability of external provider to provide materials needed, then outright request for quotation and qualification samples based from CALAMBA WATER DISTRICT requirements shall be made.

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6.8 External provider evaluation. Result of the External provider Evaluation could be any of the following:

6.8.1 Accepted- External provider meets all the requirements or some requirements are not met but the failure mode does not affect the operation.

6.8.2 Not Accepted- External provider failed to meet the minimum requirements. Re-submission shall be granted per procedure 6.0 provisions

6.9 External providers of commodities shall be given up to three (3) chances to pass the qualification process. If after three (3) submissions and the external provider fails to meet the requirements, then the external provider may no longer be considered for the commodity submitted.

6.10 Recommendation of the prospective external provider is submitted to the Top Management and/or Purchasing In-charge through the External provider Evaluation Form for approval.

6.11 After the approval by the Administrative Department and the Purchasing Manager, the newly accredited external provider's business name is included in the Master List of Accredited/Qualified External providers.

6.12 File new external provider data. The Purchasing group is responsible for the repository of the qualification reports. Files submitted by the external provider is maintained and kept by the Purchasing In-charge for future references.

NOTE: Existing external providers of CALAMBA WATER DISTRICT with 1 year of partnership shall not undergo external provider qualification process instead the management will issue a waiver for exemption but requiring the existing qualified external providers for performance evaluation thru the use of External Provider Performance Evaluation.

7.0 RECORDS RETENTION

7.1 External provider Information Sheet

7.2 Master list of Qualified/Accredited External providers

7.3 External provider Qualification Summary

7.4 Waiver

8.0 REFERENCES

8.1 Quality Manual

8.2 ISO 9001:2015 Standard

8.3 General Purchasing Process/R.A. 9184

9.0 ATTACHMENTS

7.1 External provider Information Sheet

7.2 Master list of Qualified External providers

7.3 External provider Qualification Summary

7.4 Waiver

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10.0 DISTRIBUTION LIST

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6	ADM Warehouse
7	ADM Motor pool
8	Laboratory(Quality Control Division)
9	ADM HR
10	Finance
11	Production

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