 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P08
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Procurement
	Document Title:	<b>EMERGENCY PROCUREMENT</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

To establish standard guidelines in the emergency procurement of goods and services arising from unforeseen contingency necessary to mitigate the pressing need or emergency where regular procurement procedures may not apply or be deemed impractical.


### **LEVEL:**

Procurement Staff, Section Heads, Department Heads, Division Heads, Vice Presidents, President and CEO

### **DEFINITION OF TERMS:**

1. **Emergency Procurement.** Operationally, this refers to a procurement approach used to urgently execute in response to sudden unforeseen circumstances, i.e., pressing needs or emergencies. This procurement function shall only be delegated to requesting units on days/hours beyond the normal procurement operating days/hours (Monday to Friday, 8 am to 12noon, and 1 pm to 5 pm).
2. **Pressing Need.** This refers to unanticipated situations, including but not limited to machine breakdown, a sudden surge of demand but not a result of lack of planning, logistics issues, or any unexpected events beyond control.
3. **Emergencies.** This refers to unforeseen situations, including but not limited to circumstances that jeopardize lives, compromise property, or any fortuitous events.



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### **POLICY:**

1. This policy covers goods and services handled by the Procurement Team.
2. A request shall only be considered as emergency if it meets criteria 2.1 plus any of the following criteria:
  - 2.1 It is not a result of a lack of planning that requires immediate action;
  - 2.2 It is a response to unforeseen circumstances that need immediate response due to threat to life or property (e.g., medical emergency, calamity, or any fortuitous events);
  - 2.3 It is a response to desisting significant loss to the hospital (e.g., machine breakdown, significant opportunity loss, or the like);
  - 2.4 Not purchasing the goods or services immediately shall result in a significant disruption to hospital operations;
  - 2.5 It is a contingency situation analogous to the above that may be validly justified by the requesting unit.
3. The following approval threshold for emergency purchases shall be observed:
 

*PHP 50,000 and below	-	Department Head
*PHP 50,001 to PHP 100,000	-	Division Head
*PHP 100,001 and above	-	VPs / President and CEO
4. After emergency purchase, requesting unit shall submit the approved Purchase Requisition (PR) or Equipment Requisition Form (ERF) and the official receipt to the Procurement Office for documentary processing.
5. Outside of the circumstances mentioned in 2.1 to 2.5, all requests shall be processed following the standard procurement procedures, otherwise, payment shall not be processed, and the requesting unit who consummated the purchase transaction shall be liable for the payment, even if the items or services had been delivered or served.




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### **DOCUMENTATION:**

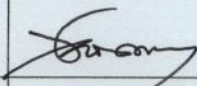
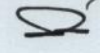
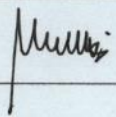
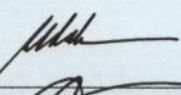
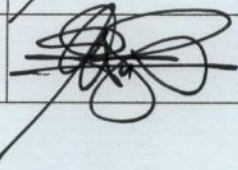
Revised Policy

### **DISSEMINATION:**

Communicator Bulletin  
Weekly Management Meeting

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>DALLIA C. MALA-AY, CSSP, PhD</b> Procurement Manager		3/31/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		03/31/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, PhD, FPCHA</b> VP – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22