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|  <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> | Document Code: | DPOTMH-K-86-P09 |
| | Effective Date: | 03-31-2022 |
| | Document Type: | Policy |
| | Page Number: | 1 of 4 |
| | Department/Section: | Procurement Section |
| | Document Title: | NO SUPPLIER GIFT POLICY |

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

PURPOSE:

To uphold and supplement the DPOTMH Code of Professional Conduct in the procurement of supplies, equipment and services on the basis of merit, seeking both the best value and stable business relationships with suppliers.

LEVEL:

Logistics Division Officer, Procurement Manager, Procurement Supervisor, Warehouse Supervisor, Inventory Planning & Control Supervisor, Purchasers, Warehouse Staff, Stock Controller, MRIS Encoder, Fixed Asset Controller and Goods Receipt Encoder.

DEFINITION OF TERMS:


Suppliers Gift is anything of value given by the supplier of potential supplier to any personnel of the Logistics Division, where the recipient does not pay a fair market value. It can be in any form – entertainment, dinner, gratuities and favors;

Suppliers include anyone having a contract, purchase order, service contract, or other agreements or arrangement for purchase by the hospital.

Potential Suppliers are the people, partnerships or corporations seeking business with the hospital.


POLICY:

1. All Logistics Division personnel are prohibited from soliciting gifts, entertainment, gratuities, or favors of any form, from suppliers or potential suppliers.
2. No gift of any kind, that is likely to influence the purchasing decision, offered by suppliers or potential suppliers shall be accepted by any Logistics Division

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- personnel, at any time, on or off the work premises, regardless of the value and under any circumstances.
3. At any time of the year, whether during holidays or otherwise, gifts from suppliers or potential suppliers are discouraged. If feasible, gifts shall be returned to the suppliers; if not feasible, gifts shall be endorsed to and raffled off to all employees through the Human Resource Division.
 4. Supplier giveaways such as pens, eco bags, planners, calendars and the like, given at any time of the year, as maybe accepted but temporarily be kept in one common box at the warehouse and shall be endorsed to and raffled off to all offices through the Human Resource Division.
 5. Food gifts from suppliers given during the holidays or other times of the year when gift-giving is customary are discouraged.
 6. Exempted from this policy are supplier giveaways given during official seminars, training, and conferences. Likewise, cards, thank-you notes, certificates or other written forms of thanks and recognition.
 7. All Logistics Division personnel are required to professionally inform suppliers, potential suppliers and others of this policy as well as the reasons for its adoption of the same.


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DOCUMENTATION:

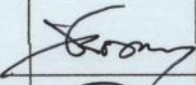

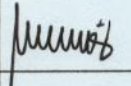
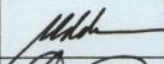
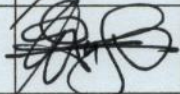
Revised Policy

DISSEMINATION:

Communicator Bulletin
Weekly Management Meeting

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APPROVAL:

| | Name/Title | Signature | Date |
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| Prepared by: | DALLIA C. MALA-AY, CSSP, PhD Procurement Manager |  | 3/31/2022 |
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| Recommending Approval: | RICKY G. SALIDO Logistics Division Head |  | 3/31/2022 |
| | SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer |  | 03/31/2022 |
| Approved: | GENESIS GOLDI D. GOLINGAN President and CEO |  | 9/1/22 |