 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P06
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Procurement Section
	Document Title:	<b>NON-MEDICAL EQUIPMENT PROCUREMENT POLICY</b>

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

### **PURPOSE:**

To establish a standard procedure in the selection and requisition of non-medical equipment to ensure that it meets the technical and commercial requirements prior to procurement.

### **LEVEL:**

Section Heads, Department Heads, Budget Personnel, Procurement Personnel, Warehouse Personnel, Good Receipts Encoder, Logistics Division Head, Division Heads, President & CEO


### **DEFINITION OF TERMS:**

Equipment Requisition Form – the form to be accomplished in requesting a new equipment

### **POLICY:**

1. Equipment Requisition Form (ERF) (*see Annex*) shall be used in requesting for non-medical device/equipment acquisition.
2. Requesting Section/Department Head shall ensure that the following requisites are met prior to submission of ERF to the Logistics Division (LD):
  - 2.1 That the medical device/equipment requested is within the approved budget. Otherwise, an approved Realignment Letter shall be secured from the office of the President & CEO;
  - 2.2 That, in coordination with the Logistics Division's Procurement Section, product demos/presentations by at least three (3) different suppliers are done except for lone device/equipment supplier and for repeat orders;




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- 2.3 That the technical specifications of the medical device/equipment are endorsed/conformed by the Requesting Unit and the Facilities/Engineering Team (if applicable);
  - 2.4 That the non-medical equipment brand/model for purchase is unanimously recommended by the Requesting Unit as well as the Facilities/Engineering Team (if applicable);
  - 2.5 That the ERF is endorsed for approval by the Vice President- Chief Operating Officer (VP-COO) and approved by the President & CEO;
3. Requesting Unit and Facilities/Engineering Team (if applicable) shall only evaluate the technical terms/specifications of the non-medical equipment. Commercial terms like price, warranty, etc. are to be handled by the Logistics Division:
  4. Requesting Unit and Facilities/Engineering Team (if applicable) are not allowed to make any purchase commitment to suppliers. Only approved Purchase Order shall constitute as such.
  5. Procurement Personnel shall ensure that the recommended non-medical equipment shall be sourced out from the authorized distributor thereby requiring them to submit an authenticated copy of the Certificate of Distributorship or other related documents (if applicable);
  6. Procurement Personnel shall observe the following Approval Threshold in the preparation of PO:
    - \*Below Php500,000 – POs shall be approved by the Logistics Division Head
    - \*Php500,000 and above – POs shall be approved by the President & CEO
  7. Procurement Personnel, in its best effort, shall ensure that all approved non-medical equipment are ordered timely within the bounds of controllable circumstances;



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8. Delivery of the non-medical equipment shall be jointly inspected by the Requesting Unit, Facilities/Engineering Team (if applicable) and Warehouse Personnel;
9. Delivery Receipt/Sales Invoice shall be signed by the Requesting Unit, Facilities/Engineering Team (if applicable) and Warehouse Personnel prior to payment processing.


**DOCUMENTATION:**

Revised Policy



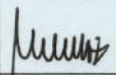
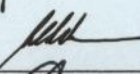
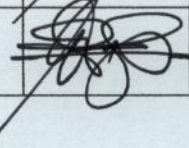
**DISSEMINATION:**

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, FPCHA, FPSQua</b> Quality Assurance Supervisor		3/31/2022
Recommending Approval:	<b>RICKY G. SALIDO</b> Logistics Division Head		3/31/2022
	<b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		3/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22



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**ANNEX:**

 <p><b>DR. PABLO O. TORRE MEMORIAL HOSPITAL</b></p>	<b>RIVERSIDE MEDICAL CENTER, INC.</b> Owner and Operator of the Dr. Pablo O. Torre Memorial Hospital A proud member of the Metro Pacific Hospital Holdings, Inc.		2342
	<b>EQUIPMENT REQUISITION FORM</b>		
Department/Section _____		Date _____	
STATUS <input type="checkbox"/> NEW <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ADDITIONAL			
Qty	Unit	Description	Estimated Amount
			Actual Amount
Remarks/Comments of Requesting Department/Section			
Utilization of Equipment:		Payback Period:	
Requested by: _____		Approved by: _____	
Section Head		Corporate Finance Officer	
Noted by: (Department Head/Chair)		President and CEO	
Medical _____			
Non-Medical _____			
DPOTMH-MMD-F004 Effective Date: 02-01-2020		Unauthorized duplication of this form is strictly prohibited (034) 705-0000 / (034) 433-7331	

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### **PURPOSE:**

To establish a standard procedure in the selection and requisition of non-medical equipment to ensure that it meets the technical and commercial requirements prior to procurement.

### **SCOPE:**


Applies to Logistics Division Staff of Dr. Pablo O. Torre Memorial Hospital

### **PERSON RESPONSIBLE:**

Section Heads, Department Heads, Budget Personnel, Procurement Personnel, Warehouse Personnel, Goods Receipt Encoder, Logistics Division Head, Division Heads, President & CEO


### **PROCEDURE:**

1. Requesting Unit fills out the Equipment Requisition Form (ERF) after the requisites are done.
2. Requesting Unit forwards the ERF to Budget Department for budget verification.
3. Requesting Unit secures ERF approval from the VP-COO and the President & CEO.
4. Requesting Unit submits the approved ERF to Procurement Personnel of Logistics Division for processing.
5. Procurement Personnel prepares the PO by observing the Approval Threshold.
6. Procurement Personnel places the order and monitor delivery with the supplier.
7. Upon delivery of the non-medical equipment, the Requesting Unit, the Facilities/Engineering Team (if applicable), the Warehouse Personnel and the Fixed Asset Controller jointly inspect and acknowledge the delivery receipt/sales invoice.

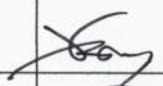



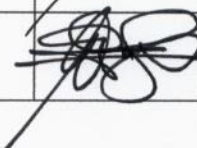
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8. The Fixed Asset Controller prepares Certificate of Purchased Asset to be acknowledged by the Requesting Unit and the Facilities/Engineering Team (if applicable).
9. The Fixed Asset Controller endorses the acknowledged Sales Invoice and other supporting documents to the Goods Receipt Encoder for Receiving Report (RR) encoding.
10. Goods Receipt Encoder submits the pertinent documents to Accounting Office for payment processing.



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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, FPCHA, 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, MBA, PhD, FPCHA</b> Vice President – Chief Operating Officer		03/31/2022
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/1/22



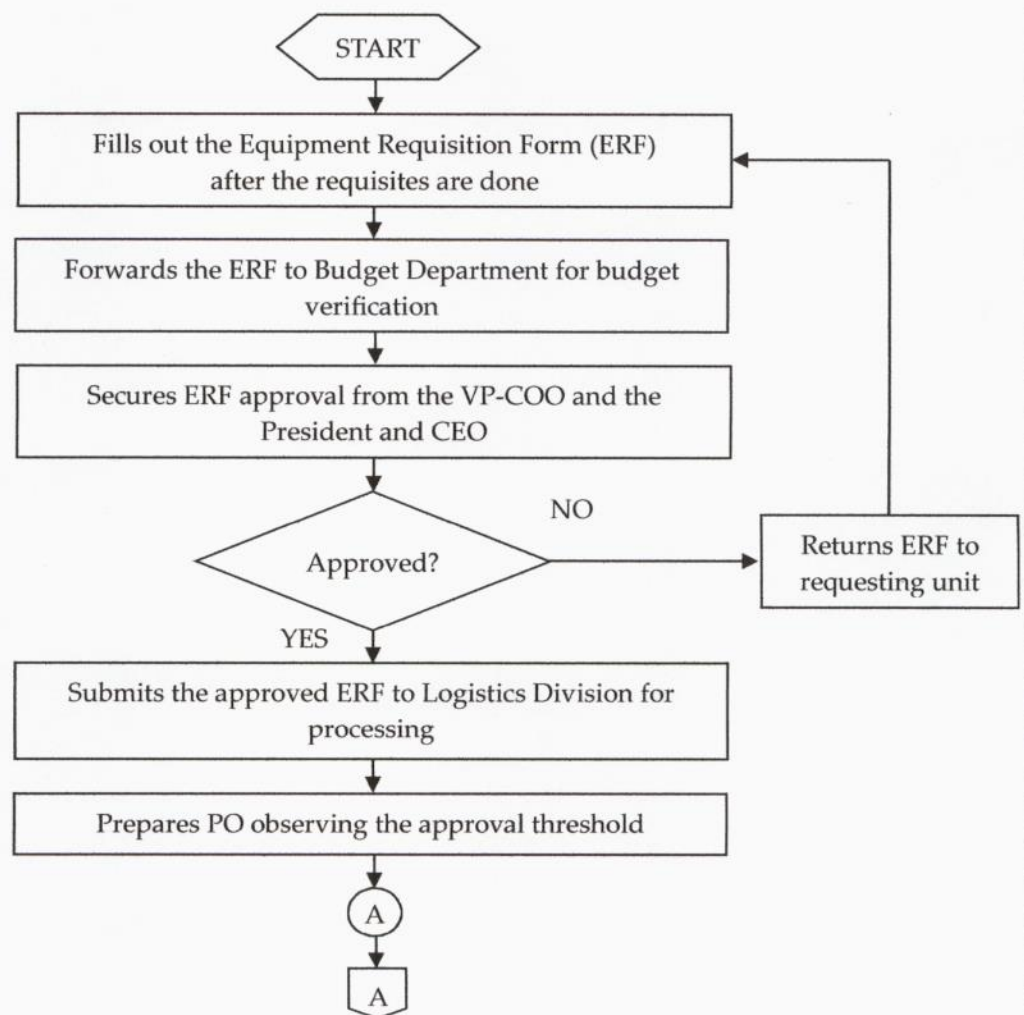


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## FLOWCHART

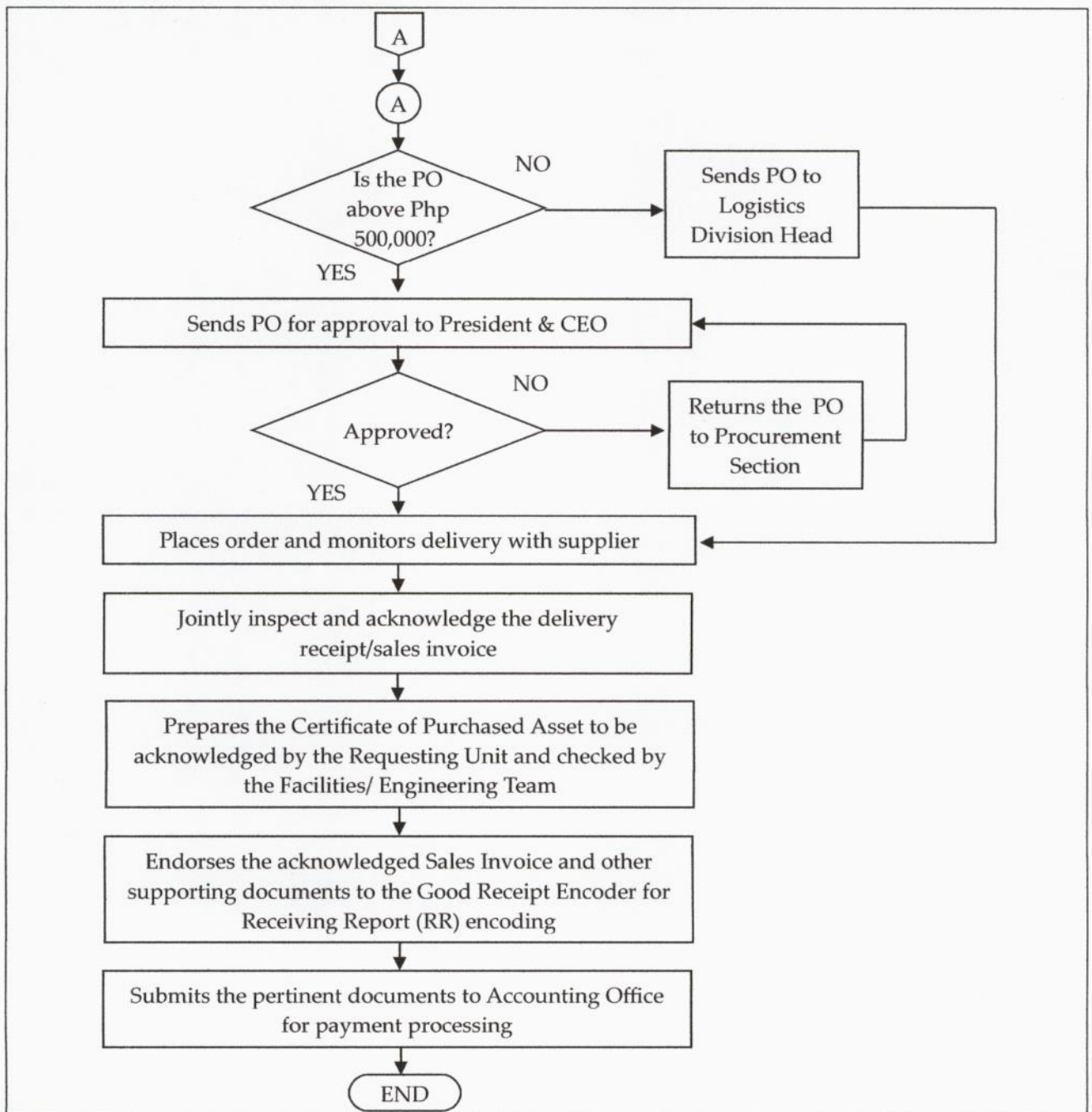





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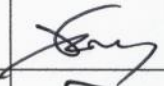



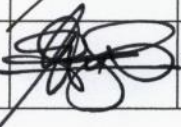
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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		3/31/22

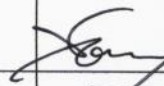



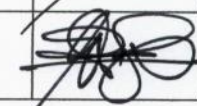
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KEY TASKS	PERSON RESPONSIBLE
1. Fills out the Equipment Requisition Form (ERF) after the requisites are done	Requesting Unit
2. Forwards the ERF to Budget Department for budget verification	Requesting Unit
3. Secures ERF approval from the VP-COO and the President & CEO.	Requesting Unit
4. Submits the approved ERF to Procurement Personnel of Logistics Division for processing.	Requesting Unit
5. Prepares the PO observing the Approval Threshold	Procurement Personnel
6. Places the order and monitors delivery with the supplier.	Procurement Personnel
7. Inspects and acknowledges the delivery receipt/sales invoice.	Requesting Unit, Facilities/Engineering Team Warehouse Personnel and Fixed Asset Controller
8. Prepares Certificate of Purchased Asset to be acknowledged by the Requesting Unit and the Facilities/Engineering Team	Fixed Asset Controller
9. Endorses the acknowledged Sales Invoice and other supporting documents to the Goods Receipt Encoder for Receiving Report (RR) encoding	Fixed Asset Controller
10. Submits the pertinent documents to Accounting Office for payment processing.	Goods Receipt Encoder



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