 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P07
	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Procurement Section
	Document Title:	POLICY ON PRODUCT PRESENTATION

PURPOSE:

To establish a standard procedure for product presentation of authorized distributors or suppliers.

LEVEL:


Section Heads, Department Heads, Procurement Manager, Procurement Supervisor, Division Heads

DEFINITION OF TERMS:

Product Presentation – is the process of introducing a new or rebranded product to the audience or target market.

POLICY:

1. Only suppliers that are authorized to distribute or sell a particular product are allowed to do product presentations.
2. All suppliers with the intention to do product presentation shall submit a Letter of Intent (LOI) addressed to the concerned Division Head, copy furnished by the Procurement Manager.
3. When submitting the LOI, all interested suppliers must provide a valid Certificate of Distributorship or the like as well as Material Safety Data Sheets (MSDS) or any documents (when applicable) that may be required by the concerned unit or department.
4. All interested suppliers shall provide evaluation forms after the product presentation.

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5. All samples for evaluation shall be coursed through the Procurement Section of the Logistics Division.
6. All interested suppliers are not allowed to give favors of any form to influence the decision of evaluators or end-users.
7. End-users shall only evaluate the technical terms/specifications. Commercial terms like price, warranty, and so on are to be handled by the Logistics Division's Procurement Section.
8. End users are not allowed to make any purchase commitments to suppliers. Only approved Purchase Orders shall constitute such.

DOCUMENTATION:

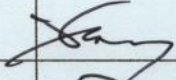

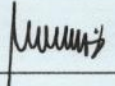
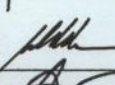
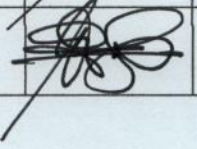
Revised Policy


DISSEMINATION:

Communicator Bulletin
Weekly Management Meeting

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	Document Title:	POLICY ON PRODUCT PRESENTATION

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		3/31/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3/31/2022
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

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P07-S01
	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Procurement Section
	Document Title:	POLICY ON PRODUCT PRESENTATION

PURPOSE:

To establish a standard procedure for product presentation of authorized distributors or suppliers.

SCOPE:


Applies to all Procurement Section staff of the Logistics Division of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


Section Heads, Department Heads, Procurement Manager, Procurement Supervisor, Division Heads

PROCEDURE:

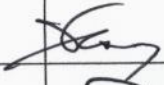




1. A supplier who is interested to do a product presentation submits a Letter of Intent (LOI) to the Logistics Division Office. Attachments to the LOI include but are not limited to Certificate of Distributorship, Material Safety Data Sheets (MSDS) or any documents (when applicable) that may be required by the concerned unit or department.
2. The Procurement Manager recommends approval to the concerned Division Head.
3. Concerned Division Head approves the LOI and forwards it back to the Logistics Division Office.
4. Logistics Division's Procurement personnel arranges the venue and schedules with the attendees and the supplier.

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6. Supplier furnishes a summary and a copy of the evaluation forms and gives it to the Procurement Section of the Logistics Division.
7. Logistics Division's Procurement Personnel files the evaluation forms for future reference.

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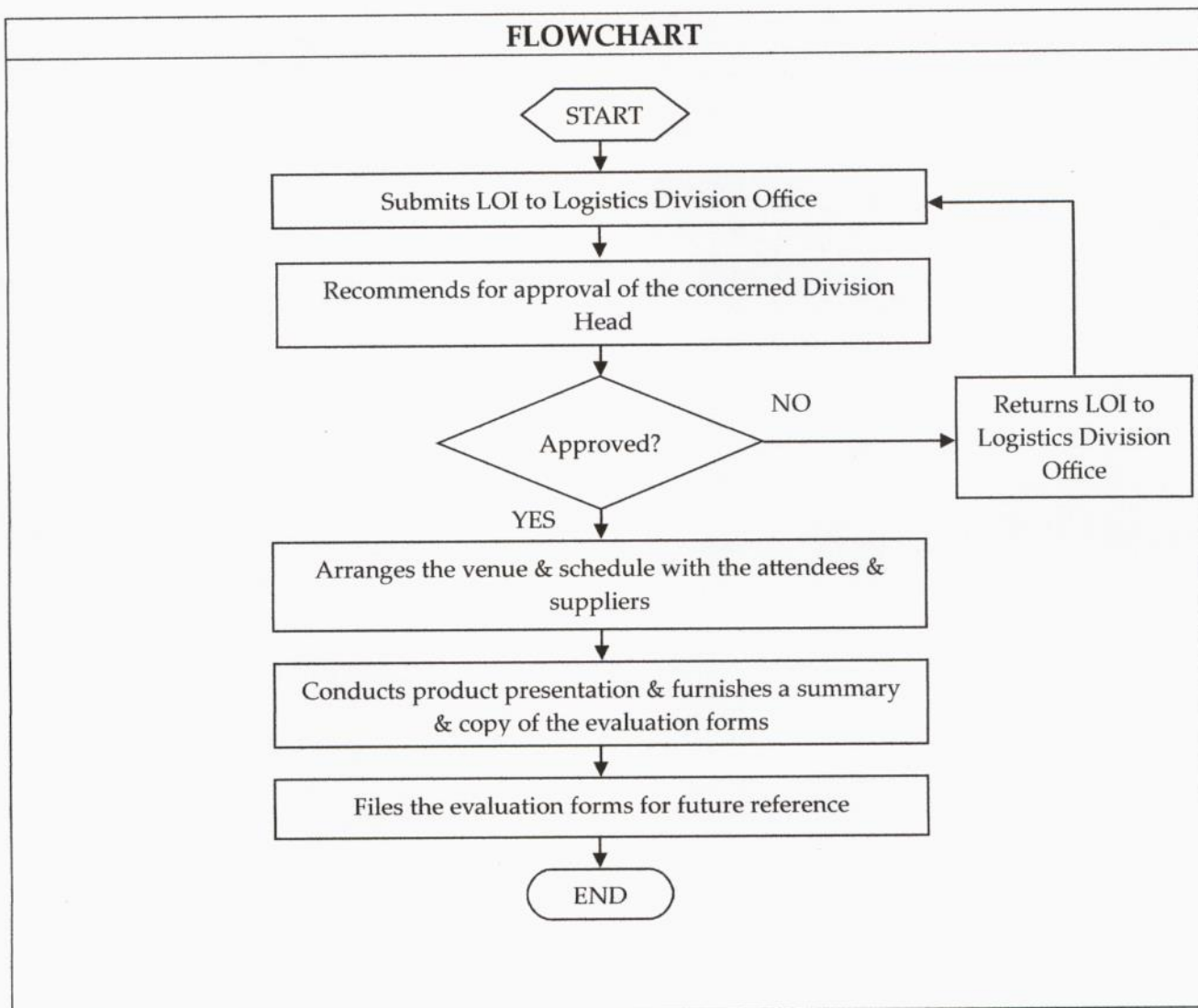
APPROVAL:


	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		3/21/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/31/2022
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



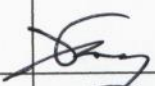



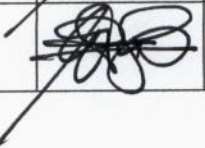
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Document Code:	DPOTMH-K-86-P07-FC01
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	Document Title:	POLICY ON PRODUCT PRESENTATION


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		3/31/2022
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		3/31/2022
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		04/01/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22

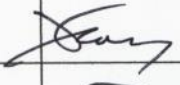

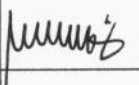

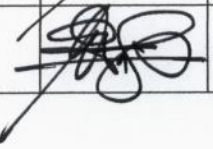
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-K-86-P07-WI01
	Effective Date:	03-31-2022
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KEY TASKS	PERSON RESPONSIBLE
1. Submits a Letter of Intent (LOI) to the Logistics Division Office.	Supplier
2. Attaches to the LOI the documents that may be required by the concerned unit or department	Supplier
3. Recommends for approval to the concerned Division Head.	Procurement Manager
4. Approves the LOI and forwards back to the Logistics Division Office.	Concerned Division Head
5. Arranges the venue and schedules with the attendees and the supplier.	Procurement personnel
6. Conducts the product presentation during the agreed schedule	Supplier
7. Furnishes a summary and a copy of the evaluation forms and gives it to the Procurement Section of the Logistics Division.	Supplier
8. Files the evaluation forms for future reference.	Procurement Personnel

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APPROVAL:

	Name/Title	Signature	Date
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/1/22