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	Effective Date:	03-31-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Procurement Section
	Document Title:	MEDICAL EQUIPMENT PROCUREMENT POLICY

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

PURPOSE:

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

LEVEL:


Section Heads, Department Heads, Budget Personnel, BioMed Head, Procurement Personnel, Warehouse Personnel, Fixed Asset Controller, Good Receipts Encoder, Division Heads, MPHHI CWC, President & CEO

DEFINITION OF TERMS:

Medical Equipment – is defined as medical devices requiring calibration, maintenance, repair, user training and decommissioning – activities usually managed by clinical engineers.


POLICY:

1. Equipment Requisition Form (ERF) (*see Annex*) shall be used in requesting for 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 physician/requesting unit as well as the Biomedical Engineering Head;
 - 2.4 That the medical device/equipment brand/model for purchase is unanimously recommended by the physician/ requesting unit as well as the Biomedical Engineering Head;
 - 2.5 That the ERF is endorsed for approval by the VP-Chief Operating Officer and approved by the President & CEO;
3. The Requesting Unit and the Biomedical Engineering Section shall only evaluate the technical terms/specifications of the medical device/equipment. Commercial terms like price, warranty, etc. are to be handled by the Logistics Division's Procurement Section and the CapEx Working Committee (CWC) of the Metro Pacific Hospital Holdings Inc. (MPHHI);
 4. Requesting Unit and Biomedical Engineering Section 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 medical device/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.
 6. Procurement Manager shall endorse the final recommended medical device/equipment to MPHHI CWC for final negotiation;
 7. Procurement Personnel shall observe the following Approval Threshold in the preparation of PO:
 - *Below Php500,000 – PO shall be approved by the Logistics Division Head
 - *Php500,000 and above – PO shall be approved by the President & CEO

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8. Procurement Personnel, in their best effort after receiving the final negotiation from MPHHI CWC, shall ensure that all approved medical devices or equipment are ordered timely within the bounds of controllable circumstances;
9. Delivery of the medical device/equipment shall be jointly inspected by the Requesting Unit, Biomedical Engineering Section Personnel and Warehouse Personnel;
10. Delivery Receipt/Sales Invoice shall be signed by the Requesting Unit, Biomedical Engineering Personnel and Warehouse Personnel prior to payment processing.

DOCUMENTATION:

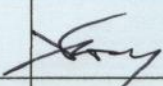

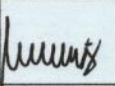
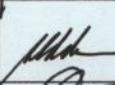
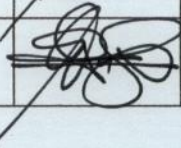
Revised Policy


DISSEMINATION:

Communicator Bulletin
Weekly Management Meeting


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	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

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ANNEX

		RIVERSIDE MEDICAL CENTER, INC. Owner and Operator of the Dr. Pablo O. Torre Memorial Hospital A proud member of the Metro Pacific Hospital Holdings, Inc.		
EQUIPMENT REQUISITION FORM				
Department/Section: _____		Control #: _____		
		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: _____ Section Head			Approved by: _____ Vice President - Chief Operating Officer	
Noted by: (Department Head/Chair)			President and CEO	
Medical _____				
Non-Medical _____				
DPOTMH-K-86-P04 Effective Date: 03-01-2020				
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	Effective Date:	03-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Procurement Section
	Document Title:	MEDICAL EQUIPMENT PROCUREMENT POLICY

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

PURPOSE:

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

SCOPE:


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

PERSON RESPONSIBLE:


Section Heads, Department Heads, Budget Personnel, Biomedical Engineering Head, Procurement Personnel, Warehouse Personnel, Fixed Asset Controller, Good Receipts Encoder, Division Heads, MPHHI CWC, President & CEO

PROCEDURE:

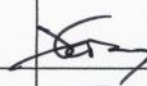



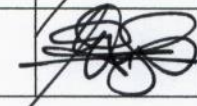
1. Requesting unit fills out the Equipment Requisition Form (ERF) after the above-mentioned requisites are done.
2. Requesting unit forwards the ERF to Budget Department for budget verification.
3. Requesting unit secures ERF approval from the Vice President- Chief Operating Officer (VP-COO) and the President & CEO.
4. Requesting unit submits the approved ERF to Procurement Personnel of Logistics Division for processing.
5. Procurement Personnel prepares endorsement documentations.
6. Procurement Manager endorses the recommended device/equipment to MPHHI CWC for final negotiation.
7. MPHHI CWC negotiates with the supplier and release the Final Negotiation Result to the Procurement Manager.
8. Procurement Personnel prepares the PO observing the Approval Threshold.

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9. Procurement Personnel places the order and monitors delivery with the supplier.
10. Upon delivery of the medical device/equipment, the Requesting Unit, Biomedical Engineering Personnel, Warehouse Personnel and Fixed Asset Controller jointly inspects and acknowledges the delivery receipt/sales invoice.
11. Fixed Asset Controller prepares the Certificate of Purchased Asset to be acknowledged by the Requesting Unit and the Biomedical Engineering personnel.
12. Fixed Asset Controller endorses the acknowledged Sales Invoice and other supporting documents to Goods Receipt Encoder for Receiving Report (RR) encoding.
13. Goods Receipt Encoder submits the above-mentioned documents to the Accounting Office for payment processing.

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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		03/31/2022
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	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

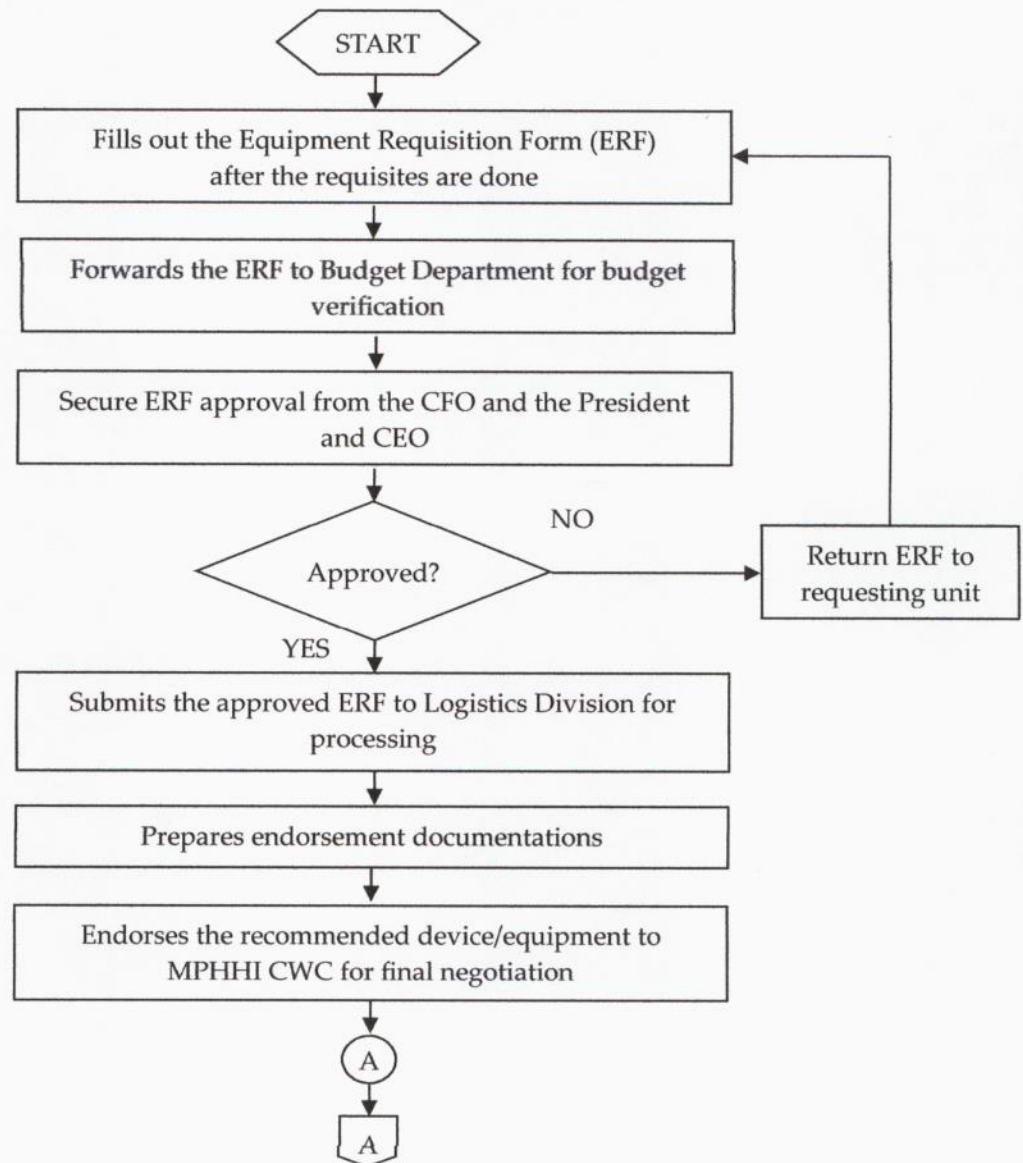


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FLOWCHART

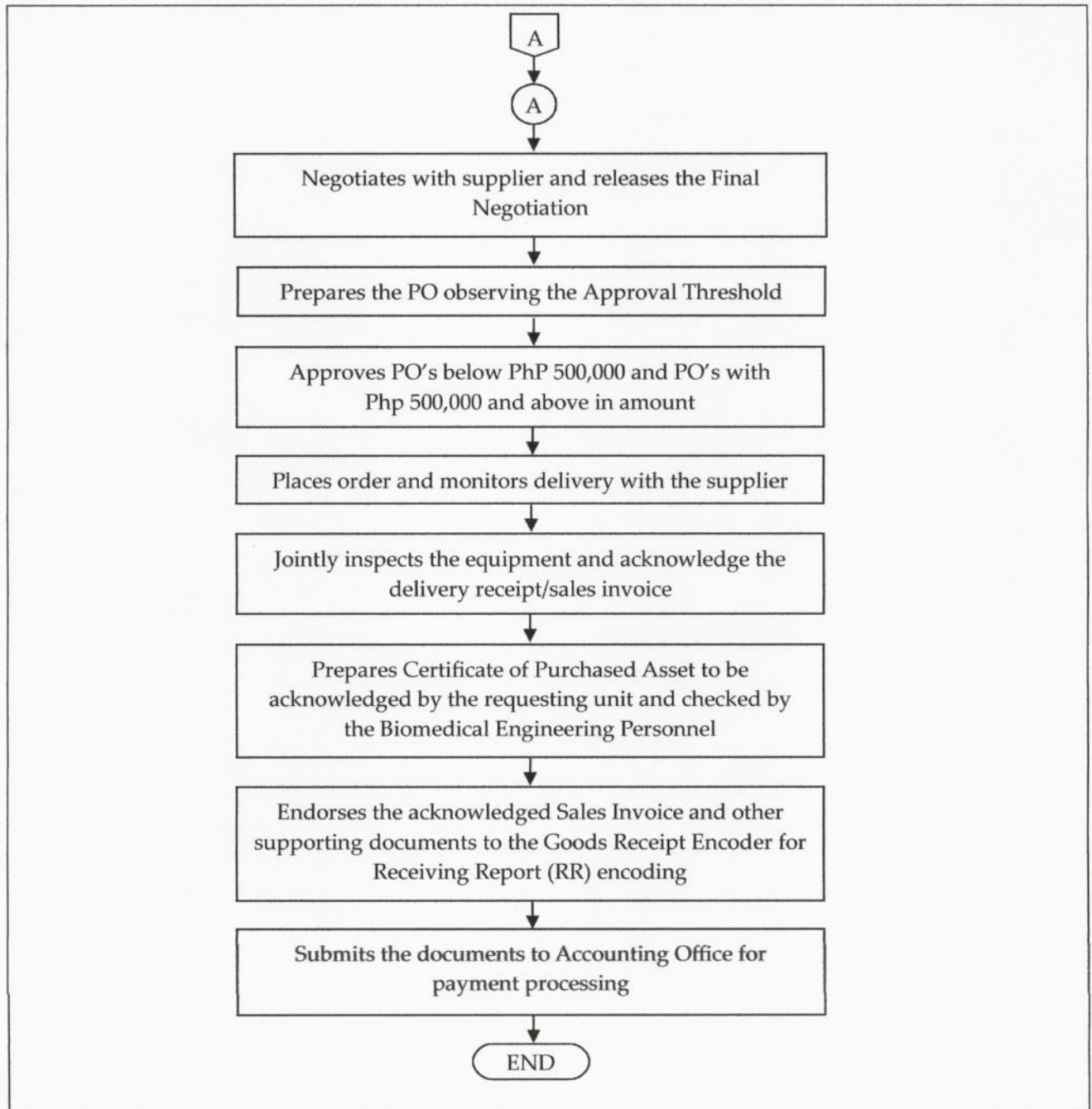





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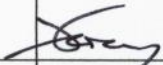



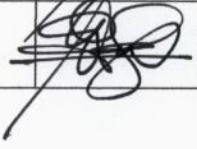
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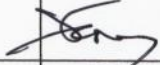

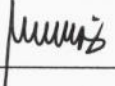

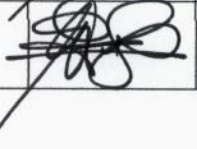
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DALLIA C. MALA-AY, CSSP, PhD Procurement Manager		3/31/2022
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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 Vice President-Chief Operating Officer (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 endorsement documentations.	Procurement Personnel
6. Endorses the recommended device/equipment to MPHHI CWC for final negotiation	Procurement Manager
7. Negotiates with the supplier and release the Final Negotiation Result to the Procurement Manager	MPHHI CWC
8. Prepares the PO observing the Approval Threshold	Procurement Personnel
9. Places the order and monitors delivery with the supplier	Procurement Personnel
10. Jointly inspects and acknowledges the delivery receipt/sales invoice.	Requesting Unit, Biomedical Engineering Personnel, Warehouse Personnel and Fixed Asset Controller
11. Prepares the Certificate of Purchased Asset to be acknowledged by the Requesting Unit and the Biomedical Engineering personnel	Fixed Asset Controller

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12.Endorses the acknowledged Sales Invoice and other supporting documents to Goods Receipt Encoder for Receiving Report (RR) encoding	Fixed Asset Controller
13.Submits the above-mentioned documents to the Accounting Office for payment processing	Goods Receipt Encoder