



Procurement Procedure

Supplier / Contractor Selection Practice

Fortune Life assesses the best way of awarding the contract to a given supplier. As part of the ALC Group of Companies, we follow the procedure set by the Central Purchasing Department, to wit :

1. Purchase Requisition Slip (PRS) must have complete data/information: Brand, Model, Size & Color (case-to-case) and complete specifications on the item/s being requested accompanied with canvass sheet and/or quotation from three (3) suppliers/contractors that are VAT registered. Canvass Sheet must contain the following information:
 - a. Name of Supplier/Contractor
 - b. Complete address
 - c. Contact Number
 - d. Contact Person
 - e. Terms of Payment
2. Purchase Requisition Slip must be properly signed by the requisitioner, Department Head, EVP & General Manager and the President of the concerned company.
3. For the request on construction, renovation, repair of office or building, repair or purchase of tools, machinery and equipment, it should pass through the Central Engineering for proper approval on the evaluation, cost estimates and lay-out submitted by the contractor or requesting company or branch. The same shall be approved by the EVP & General Manager and the President of the company.
4. Once the Purchase Requisition Slip is forwarded to Central Purchasing, any telephone call for the change of specifications and/or additional items will not be entertained. Otherwise, a new PRS duly approved by the approving officers of the concerned company shall be submitted to replace the previously submitted PRS. This is to avoid unnecessary erasures/alterations on the PRS to avoid possible problems in the future.
5. In case wherein an alteration is inevitable, the same shall be countersigned only by the EVP & General Manager or the President of the concerned company.
6. Advance Faxed Copy (Clear Copy) will only be allowed to companies that are under or have on-going construction or renovation. Unless otherwise that the urgently needed item will greatly affect the over-all or marketing operations of the company.

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7. Original Copy of the advance faxed copy shall be submitted to Central Purchasing within two (2) days, which shall be attached to the corresponding Purchase Order.
8. Central Purchasing shall be given at least three (3) to four (4) days for the canvassing and PO preparation, depending on the availability of item/s to the suppliers and the type of item being requisitioned (i.e. custom made furniture will take up to one (1) week).
9. Approved PO together with the necessary documents shall be forwarded to Administration Department of the concerned company to monitor and follow-up delivery of the item/s.
10. On rush requirements, only PRS with canvass sheet and or quotations from three (3) suppliers/contractors that are VAT registered will be processed.
11. For the Branches, PRS must be accompanied with canvass sheet and/or quotations from three (3) different suppliers/contractors.
12. For the request of Office and Janitorial Supplies, PRS must be accompanied by a ledger on Stock on Hand in order to avoid over or under stocking of supplies.
13. For printing requirements sent to Brown Madonna Press, Inc. (BMPI), PRS must contain the complete details/specification and must be accompanied with sample form/material.
14. In case BMPI cannot accommodate the printing requirements, quotation from three (3) suppliers must be submitted by the concerned company.
15. For confirmation P.O., duly approved PRS must be forwarded to Central Purchasing together with the Receiving Report (RR), Invoice, Delivery Receipt (DR), approved Quotation, Certification for the completion of the project (if including labor).
16. A written report must be submitted to Central Purchasing for any delivery of item/s with inferior and/or substandard materials for proper disposition. In most cases, payment to supplier must be stopped or withheld.