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# Quality Procedure

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# **Purpose**

This procedure is established and maintained to ensure assessment and reassessment of suppliers/contractors for the supply of goods/services are in accordance with financial requirements. (Include book suppliers)

#### Scope

This procedure applies to the assessment and reassessment of suppliers/contractors for the supply of goods/services which by way of contract or monthly basis to Pustaka Negeri Sarawak Sibu.

#### **Process Details**

# 1.0 Selection of Supplier/Contractor of goods/services for direct purchase and quotation.

1.1 Upon receipt of quotations, the applicants shall evaluate the quotations to determine the best possible price and quality of the required product of goods / services.

# 2.0 Selection of Supplier/Contractor of goods/services for tender.

2.1 upon received of tender documents, the Tender, Finance and Investments Committee (TFIC)/ Jawatankuasa Pembelian Terus will shall evaluate the tender document to determine the best possible price and quality of the required product of goods / services.

### 3.0 Updating List of the Approval Suppliers/Contractors

3.1 Upon receipt of notification of successful supplier, Assistant Accountant (AC) shall update the List of Approved Suppliers/Contractors immediately by adding the name of the new Suppliers/Contractors into e-Solusis, Financial Accounting System (FAS) under Account Payable, Maintenance Module.

# 4.0 Evaluation and Re-evaluation of Suppliers/Contractors

- 4.1 In the middle and at the end of the year, Account Assistant (AA) shall raise the Borang Penilaian Pembekal/Kontraktor Pembekalan Bahan / Barangan / Perkhidmatan (BPPK).
- 4.2 After raising the BPPK, AA shall send the BPPK form by hand to the relevant Division/Unit Head/Person in Charge (HOD/HOU/PIC).

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- 4.3 Upon receipt of the BPPK, HOD/HOU/PIC shall evaluate the supplier and sign the BPPK within 7 working days and to submit the form by hand/email to AA for verification.
  - 4.3.1 For Supplier of Physical Books Evaluation Form, Library Assistant (LA) shall attach Supplier Performance Report together with BPPK.

# 5.0 Summary on the Evaluation of Suppliers/Contractors

- 5.1 Upon receipt of completed BPPK, the AA shall prepare the summary of the evaluation and submit it to the Regional Manager (RM) for endorsement within 7 working days.
- 5.2 Upon receipt the BPPK, the RM shall endorse the BPPK and send it back to the AA for documentation.

#### NOTE:

This evaluation report shall be used in the next suppliers' selection process if necessary.

# **6.0 Documented Information Maintained**

6.1 AA shall keep the List of the Selected Approved Suppliers/Contractors at Finance Unit.

#### 7.0 Retention of Documented Information

- 7.1 AA shall retain the documented information raised for the exercise are kept at the Finance Unit;
  - 7.1.1 FRM-CM-SB-02 Borang Penilaian Pembekal / Kontraktor Pembekalan Bahan/ Barangan / Perkhidmatan (BPPK)
  - 7.1.2 FRM-CM-SB-03- Ringkasan Penilaian Pembekalan/Kontraktor

#### 8.0 Disposal of Documented Information

8.1 Documented information generated as a result of the management of change shall be disposed in accordance to records management practices of Pustaka Negeri Sarawak.

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