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Quality **Procedure**

Reviewed by: Approved by:

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Purpose

This procedure is to enable assessment of the existing suppliers/ contractors' overall performance, work quality, punctuality, specification, and service performance against price offered by those who supply goods/ services that can affect the service/ product provided by Pustaka Negeri Sarawak.

Scope

This procedure covers Suppliers/ Contractors who supplied goods/ services to Pustaka on regular basis (at least monthly basis).

Process

1.0 Selection of Supplier/ Contractor of goods/ services

1.1 After the Supplier/ Contractor has been selected based on the contract value, contract term, criticality of the service provided and transaction of the year, the evaluation form shall be distributed to the respective officer for evaluation.

2.0 Updating List of the Approval Suppliers/ Contractors

2.1 Upon receipt of Borang Permintaan Pembelian/ Perkhidmatan for new supplier/ contractor, Account Assistant (AA) shall update the list of Suppliers/ Contractors profile immediately by adding the name of the new Suppliers/ Contractors into e-Solusis, Financial Accounting System (eFAS).

3.0 Re-evaluation of Existing Suppliers/ Contractors

- 3.1 After identifying the Supplier/ Contractor to be evaluated, the AA shall raise the Penilaian Pembekal/ Kontraktor Barangan/ Perkhidmatan (PPK) form half-yearly and complete the following particulars:
 - a. Tahun
 - b. Nama Pembekal/ Kontraktor
 - c. Jenis Piberaline/ Perkhidmatan
- 3.2 AA shall send the PPK form by hand to the relevant Requesting Officer (RO).
- 3.3 After the RO evaluated and signed the PPK form within 7 working, they shall submit the form by hand/ email to Head of Unit/ Head of Division (HOU/ HOD) for verification.

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4.0 Summary on the Evaluation of Suppliers/ Contractors

- 4.1 After the AA received the form, the AA shall update the Ringkasan Penilaian Pembekal/ Kontraktor based on the PPK form within 7 working days.
 - 4.1.1 Accountant shall prepare the analysis of data half-yearly and report the findings, conclusion and recommendation based on following:

NOTE:

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

5.0 Documented Information Maintained

- 5.1 Upon completion of the re-evaluation, the AA shall immediately file the form by supplier name by alphabet by year or evaluation, separate by dividers in between of years.
- 5.2 After the file is updated, the AA shall immediately store file in the Cabinet at Finance Unit.

6.0 Retention of Documented Information

- 6.1 The AA/Accountant shall keep all the documented information related to these procedures at the Finance Unit.
- 6.2 All documented information generated as a result of the management of change shall be retained for a period as stated in the Lampiran M, Treasury Instruction.

7.0 Disposal of Documented Information

7.1 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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