



National Power Corporation

# REVISION HISTORY


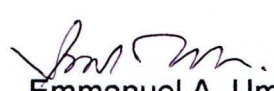
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Document Title: **Control of Externally Provided Processes and Services**

Page No.	Brief Description of Revision	Rev. No.
	Changed signatories in the approval page	1

Updated by:   <u>Roel M. Manansala</u> Chairman, Documentation Committee	Date:  <i>Jan. 5, 2023</i>
Concurred by:   <u>Emmanuel A. Umali</u> NPC QMR/CRO	Date:  <i>Jan. 5, 2023</i>



NATIONAL POWER CORPORATION

# CORPORATE PROCEDURE

**NPC-007**


Document Code

## CONTROL OF EXTERNALLY PROVIDED PROCESSES AND SERVICES

Document Title

Revision No.: 1 Effectivity Date: JAN 13 2023

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	<b>National Power Corporation</b> <b>CORPORATE PROCEDURE</b> ISO 9001:2015 Quality Management System	Document Code: <b>NPC-007</b>	
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**Document Title: CONTROL OF EXTERNALLY PROVIDED PROCESSES AND SERVICES**

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## 1.0 PURPOSE

To control externally provided processes and services to ensure that these conform to the NPC requirements.

## 2.0 SCOPE

This procedure covers the establishment and application of criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers in their ability to satisfy NPC requirements for the following:

- a. processes and services intended for incorporation into the NPC's products and services;
- b. processes and services provided directly to the customers on behalf of the NPC; and
- c. a process or part of a process provided, as a result of a decision by the NPC.

## 3.0 DEFINITIONS/ACRONYMS

### 3.1 Definitions

- 3.1.1 Bidding Documents - documents issued by the procuring entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the infrastructure projects, goods and/or consulting services.
- 3.1.2 Competitive Bidding or Public Bidding - a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

- 3.1.3 Contract - is an agreement having a lawful object entered into voluntarily by two or more parties, each of whom intends to create one or more legal obligations between them.
- 3.1.4 End-user - requisitioning Cost Center/Monitoring Center.
- 3.1.5 Interim PPMP/APP - transitional/temporary Project Procurement Management Plan/Annual Procurement Plan pending approval of the GAA budget. Interim PPMP/APP is based on budget approved by the Board and submitted to DBM.
- 3.1.6 Procurement - Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the procuring entity.
- 3.1.7 Purchase Order - a written sales contract between buyer and seller detailing the exact goods, merchandise or services to be rendered.
- 3.1.8 Purchase Requisition/Contract Request Form - form used in the processing of requirements. Contains all the necessary details, specifications, measurement, quantity, approved budget of the contract, etc.

## 3.2 Acronyms

- 3.2.1 APP - Annual Procurement Plan
- 3.2.2 DBM - Department of Budget and Management
- 3.2.3 GAA - General Appropriations Act
- 3.2.4 NPC - National Power Corporation
- 3.2.5 PO - Purchase Order
- 3.2.6 PPMP - Project Procurement Management Plan
- 3.2.7 PR - Purchase Requisition
- 3.2.8 RO - Records Officer
- 3.2.9 TOR - Terms of Reference

#### **4.0 REFERENCES**

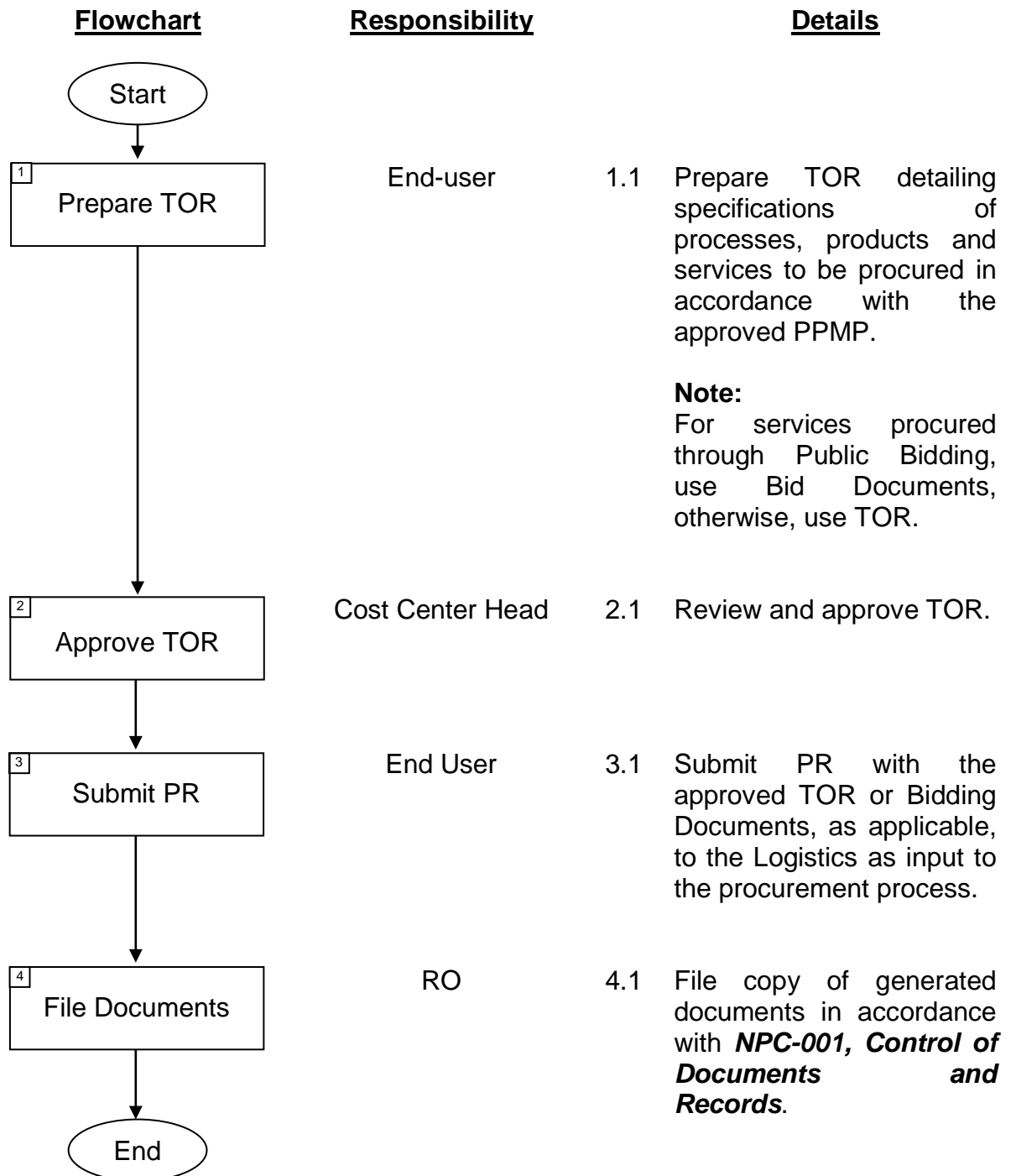
- 4.1 Philippine National Standard - ISO 9000:2015 Quality Management Systems, Fundamentals and Vocabulary
- 4.2 Philippine National Standard - ISO 9001:2015 Quality Management Systems, Requirements
- 4.3 Republic Act No. 9184 - Government Procurement Reform Act and its Revised Implementing Rules and Regulations and Government Procurement Policy Board (GPPB) Resolutions and Issuances.

#### **5.0 APPENDICES**

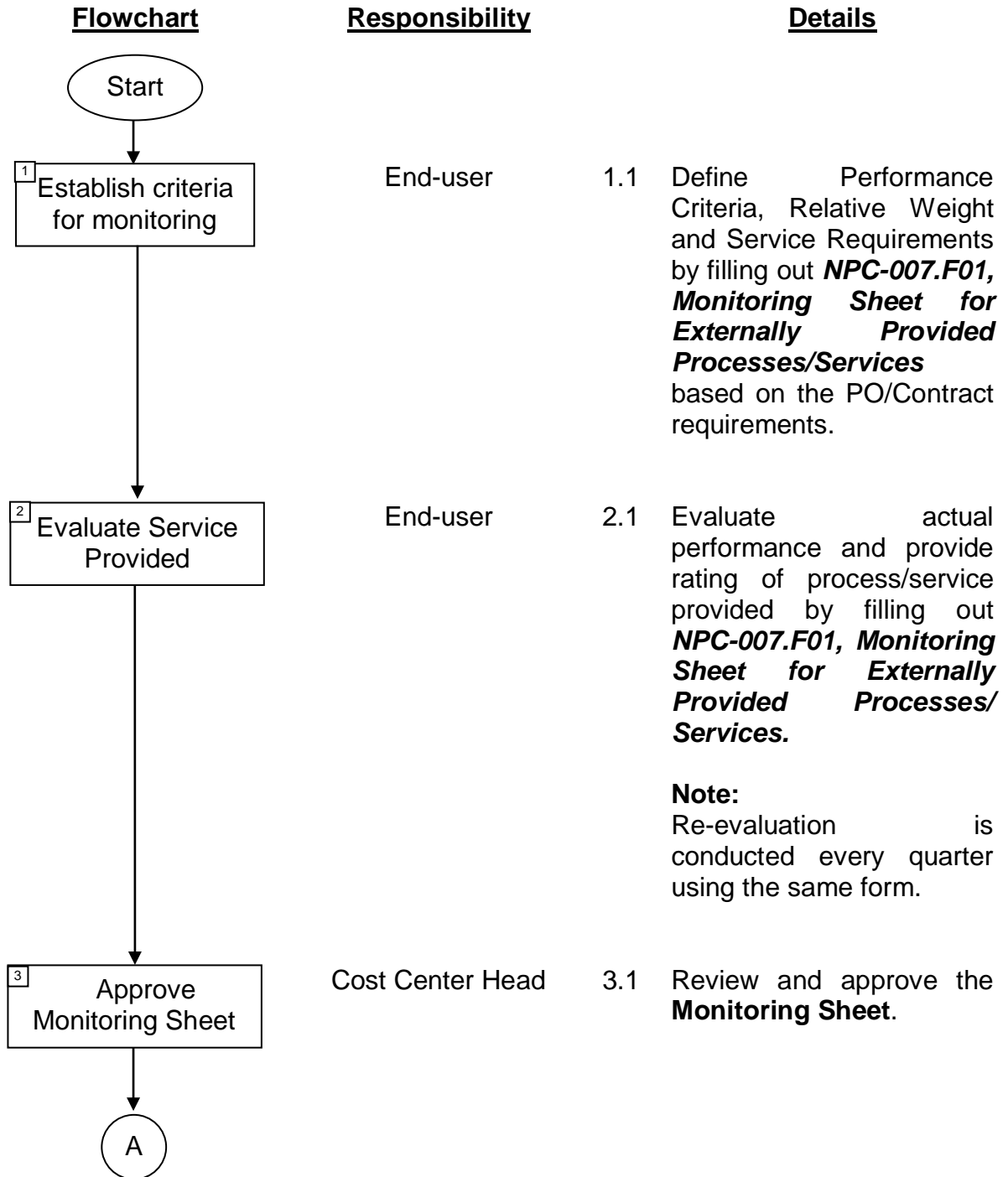
- 5.1 NPC-007.F01, Monitoring Sheet for Externally Provided Processes/ Services

## 6.0 PROCEDURES

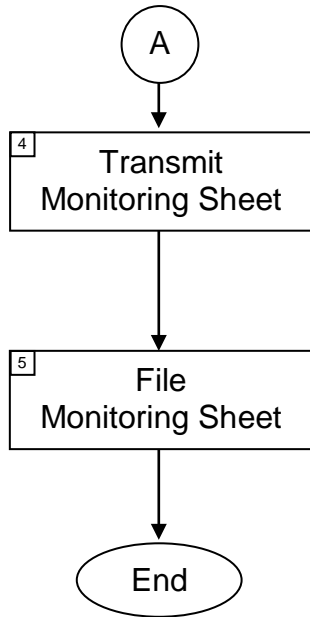
### 6.1 Establishment of Criteria for the Evaluation of Externally Provided Processes, Products and Services



## 6.2 Establishment and Application of Monitoring Criteria for Externally Provided Processes and Services



**Flowchart**



**Responsibility**

End-user

RO

**Details**

4.1 Transmit approved Performance Evaluation to Logistics for appropriate action.

5.1 File copy of approved **Monitoring Sheet** in accordance with ***NPC-001, Control of Documents and Records.***