BRL Trading

BRL Property Management Services

General Trias, Cavite
Email: sales@brl-trading.com
Cavite Line: 046-5385923
Manila Line: 02-89850616
Mobile: TnT:09303459391/G:09458592929/S:09209612730

EXTERNAL PROVIDER'S SURVEY AND AUDIT CHECKLIST

COMPANY: BRL TRADING

DATE OF AUDIT: 03-04-2020

ADDRESS:

TELEPHONE /FAX NO.:

PRODUCT/ SERVICES SUPPLIED: CLEANING AND UTILITY SUPPLIES

LOCATION:

SUPPLIER REPRESENTATIVE DURING SURVEY:

Name: Luis R. Bognot

Position: Proprietor

COMPANYS ISO CERTIFICATE: NO

☐ EMS
☐ QMS

SURVEY / AUDIT REQUIRE : YES / NO

SUPPLIER'S MEMBERS PRESENT DURING SURVEY:

Name	Position	Signature
Luis R Bognot	MGR	
M. Anthony Gutierrez	STAFF	

AUDITED BY TELFORD :

Name	Position	Signature
Janice P. Rotalde	Lead Auditor, Audit Supervisor	
Karen Pangan	Purchasing	

SECTION	TOPIC	TOTAL SCORE MAX. PTS	TOTAL SCORE ACTUAL	REMARKS
1	LEADERSHIP AND COMMITMENT	25	25	Trading and
2	DOCUMENTED INFORMATION	20	20	suppliers.
3	REQUIREMENTS OF PRODUCTS AND SERVICES	35	33	
4	OPERATIONAL PLANNING AND CONTROL	20	20	
5	INCOMING INSPECTION	30	22	
6	OUTGOING INSPECTION	25	25	
7	MONITORING AND MEASURING RESOURCES	NA	NA	
8	CONTROL OF NONCONFORMING OUTPUTS	20	19	
9	CORRECTIVE ACTION	NA	NA	
10	PRESERVATION	25	19	
11	INTERNAL AUDIT	NA	NA	
12	COMPETENCE	20	16	
13	STATISTICAL TECHNIQUES	NA	NA	
14	RISK ASSESSMENT IDENTIFICATION	15	14	
15	RBA REQUIREMENTS/ CSR	100	100	
	TOTAL	335	313	

STATUS OF SURVEY

93.43 QUALIFIED / ACCEPTABLE (80% -100%)

____ *DISQUALIFIED / NOT ACCEPTABLE (79 % OR LESS)

NOTE : CORRECTIVE ACTION SHALL BE REQUIRED WITHIN FIVE (5) DAYS FROM DATE OF REPORT ISSUANCE

SURVEY'S SCORE OR RATING : ___ X 100 = ___%
Total Score

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F-PUR-003
Rev. 1 (10/01/15)

Lyceum of the Philippines University
( ) Manila (✓) Cavite ( ) Makati

SUPPLIER'S PERFORMANCE EVALUATION REPORT

Name: **BRL Trading**

Period Covered: June 01, 2019 - December 31, 2019

CRITERIA	Weighted %	SCORE 1	2	3	4	5	RATING	REMARKS (if any)
PURCHASING OFFICE TO FILL UP	35							
1. Least Cost - Gives the least cost compared with the other accredited suppliers without affecting the quality of products & services	10				✓		0.4	
2. Terms of Payment - Payment terms are flexible and reasonable	5				✓		0.2	
3. Ability to provide Training Services, Cost Estimates or Quotations immediately following working day	10				✓		0.4	
4. Ability and willingness to provide Technical advice in choosing the best Alternative for the requested products and services.	5				✓		0.2	
5. Warranty - Can provide longest warranty period for equipment / services (industry practice), as applicable	5				✓		0.2	
SUB TOTAL SCORE							1.4	
PROPERTY OFFICE TO FILL UP	25							
1. Conformance to Products and/or Services Specifications-Products / services delivered conform to the requirements of the institution	5				✓		0.2	
2. Warranty and After Sales Service - Honors warranty and after sales terms	5				✓		0.2	
3. Prompt Delivery of Products / Services - Delivery of products / services on or before the specified agreed time frame.	5			✓			0.15	
4. Willingness to Change or Replace Products Immediately or Rectify Services or Work done immediately.	5				✓		0.2	
5. No Valid Complaints Received	5			✓			0.15	
SUB TOTAL SCORE							0.9	
END-USER TO FILL UP	40							
1. Conformance to Products' and/or Services' Specifications-Products / services delivered conform to the requirements of the institution	10				✓		0.4	
2. Environmental Compliance (Permits and Licenses warranty and after sales terms	10			✓			0.3	
3. Prompt Delivery of Products / Services - Deliver products / services on or before the specified agreed time frame.	10			✓			0.3	
4. Willingness to Change or Replace Products Immediately or Rectify Services or Work done immediately.	5				✓		0.2	
5. No Valid Complaints Received	5			✓			0.15	
SUBTOTAL SCORE							1.35	
TOTAL SCORE							3.65	

Verbal Interpretation of Criteria

4.51 - 5.00	Outstanding
4.00 - 4.50	Very Satisfactory
3.00 - 3.99	Satisfactory
1.01 - 2.99	Needs Improvement
1.00 and Below	Poor

Evaluators

ROSALYN R. BOTONES
Purchasing Officer

HARLYN D. VIDALLON
Property Office

Marilyn C. Celis
End - User

Approved by:

VP – Finance / VPA / Comptroller

RECOMMENDATION

✓ Retention
____ Deletion