

# Implementation of Checklist for Centralised Filing

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## 1. Introduction

- For all procurement purchases, there is strict adherence to the organization's procurement policy where Invitation to Quote (ITQs) or Request for Proposals (RFPs) are conducted
- Massive documentation are involved throughout the entire procurement process
- Documentation including all vendor's submissions, multiple correspondences, etc. are bulky and tedious to be scanned and deposited electronically



## 2. Issues

- No consistent filing by buyers. Critical for all supporting documentation to be kept and organized in the event of dispute and for audit purposes
- There is no organized system in place to ensure all supporting documentation are properly filed for easy retrieval



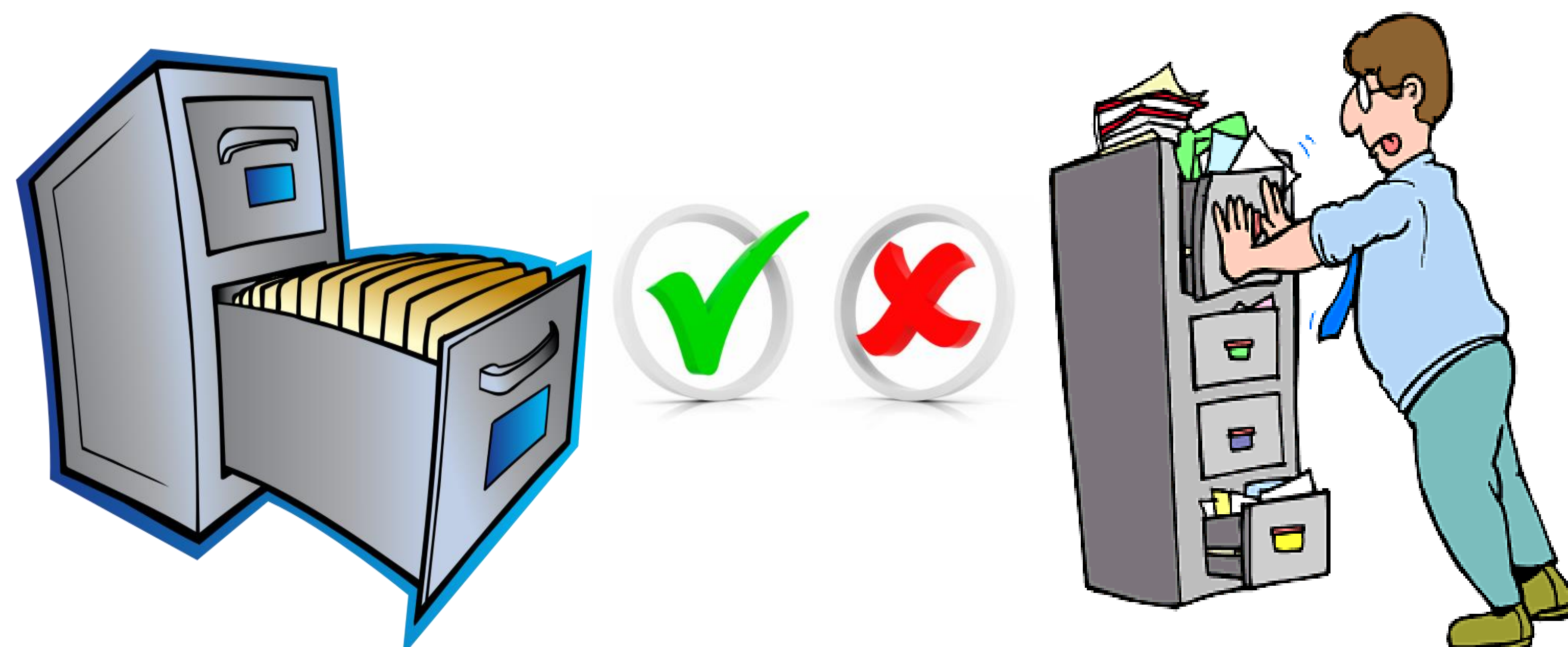
## 3. Methodology

- To ensure total compliance, proper filing and submission of all supporting documentation from buyers, a checklist of the required documentation is created for use with each working file
- Contract Management will perform a check on the documentation in accordance with the checklist when working files are submitted from buyers
- In the event that the checklist and documentation do not tally, the Letter of Acceptance will not be issued to the awarded vendor



## 4. Results

- Buyers are able to refer to the checklist and ensure required / important supporting documents are submitted to Contract Management for central filing in an organized and retrievable manner
- Important documentations no longer misplaced or missing when required to be retrieved in the event of dispute or audit purposes



## 5. Conclusion

- All important and relevant procurement documents are submitted timely and filed centrally
- Working files are more organized
- Increased assurance that supporting documentation can be easily retrieved when required
- Proper documentation support for compliance and audit checks are in place and enhanced
- Working files – a more complete source of reference for future purchases to be conducted by the organization

