



INTERNAL USE ONLY

Sun Life Philippines Policy Approval Committee

PROCUREMENT OPERATING GUIDELINE

Approved By:	Policy Approval Committee
Date approved:	
Next scheduled review:	October 1, 2024
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Sponsor:	Candy Esteban, Chief Financial Officer
Responsible Person/Contact:	Winefreda Imbat, Financial Controls Head Mark Arcaya, Procurement Manager



SUN LIFE PHILIPPINES
POLICY APPROVAL COMMITTEE

Approved by the Policy Approval Committee on _____

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Chief Financial Officer

1.0 PURPOSE AND APPLICATION

1.1 Purpose

- 1.1.1 To establish implementing rules and guidelines pertaining to the procurement process of Sun Life of Canada (Philippines), Inc. (SLOCPI), its subsidiaries and joint ventures.
- 1.1.2 To define roles and responsibilities and establish segregation of duties and authorities of the various Sun Life functions involved in the requisition to payment process.
- 1.1.3 To ensure alignment with the Supplier Risk Management Enterprise Operating Guidelines (SRMEOG) and the Third Party Risk Management (TPRM) Policy.
- 1.1.4 To provide guidance on vendor relationship management and ensure compliance of third party goods and service providers to Sun Life's policies.

1.2 Application

This Operating Guideline is a Local Operating Guideline. It applies to the following:

- 1.2.1 All employees of SLOCPI, its subsidiaries and joint ventures (collectively referred to herein as "Sun Life") – permanent or contractual, who are involved in the acquisition of goods and/or services.
- 1.2.2 All outsource service providers who are also involved in the acquisition of goods and/or services on behalf of Sun Life.
- 1.2.3 All vendors and service providers who have engagement with Sun Life.

2 OPERATING GUIDELINE

2.1 Policy Statements

- 2.1.1 All vendors and service providers who intend to have business relationship with Sun Life should pass thru proper accreditation and due diligence as set out in the TPRM Policy / SRMEOG. Exception to this is the list of vendors and service providers with transactions considered as non-sourcable spend as stated in the TPRM Policy / SRMEOG.
- 2.1.2 Any vendor or service provider, which upon evaluation and assessment, is not capable to provide the goods and/or services as required by Sun Life, or is not compliant with the requirements as set out in the TPRM Policy / SRMEOG shall not be accredited and shall not be allowed to conduct any business transaction with Sun Life.
- 2.1.3 All acquisition of goods and/or services must be made in accordance with the organizational needs, established quality standards, delivery turnaround time and pricing competitiveness.
- 2.1.4 All purchases of goods and/or services must be coursed thru, handled, negotiated and awarded by the Sun Life Procurement Team, unless exception approval was given to the requesting unit to purchase or transact directly with vendors or service providers either thru cash advance, thru reimbursement or thru use of corporate credit card. Such purchases should be adherent to the existing policies as issued by the Finance Department.

- 2.1.5 Sun Life is committed to fair dealing, honesty and integrity in the conduct of its business. Sun Life employees involved in the purchase of goods and/or services are expected to operate in the highest standard of ethical practices and must always comply with Sun Life's Code of Business Conduct.
- 2.1.6 Sun Life employees must, at all times, avoid conflict of interest. Any actual or perceived conflict of interest are to be identified, disclosed and managed properly.
- 2.1.7 To avoid conflict of interest (COI), actual or perceived, employees are prohibited to have personal transactions with Sun Life accredited vendors. Employees shall procure personal needs directly from the retail stores available where the goods and services are available to the public.
- 2.1.8 Sun Life employees, their immediate family members and relatives up to third level of consanguinity, who have businesses outside of Sun Life should declare such businesses and should secure approval from their Chief Officer to be able to provide goods and/or services to Sun Life. Such businesses should be subject to the same accreditation and due diligence as set out in the TPRM Policy / SRMEOG.
- 2.1.9 Sun Life Financial Advisors, or their immediate family members and relatives, who have businesses outside of Sun Life who intends to provide goods and/or services to Sun Life should declare such businesses and should be subject to the same accreditation and due diligence as set out in the TPRM Policy SRMEOG.
- 2.1.10 In general, Sun Life employees must not accept gifts or other favors that could, in any way, influence or appear to influence business decision. The employee must not engage in any conduct that could be interpreted as directly or indirectly seeking, receiving or providing bribe.

2.2 Roles and Responsibilities

2.2.1 In Business Units (BUs) / Supplier Relationship Managers (SRMs)

- Adhere to the policies, standards and procedures as defined in this guideline.
- Perform due diligence on vendors and/or service providers they manage in accordance with the TPRM Policy / SRMEOG.
- Engage Procurement in a timely manner for their requirements.
- Create a Purchase Requisition (PR) in the procurement system to formally signify request and secure proper approval from their respective line manager or department head. Request should be based on a valid business need and deemed necessary to Sun Life's operation.
- Provide correct and accurate specifications of goods and/or services they intend to acquire.
- Coordinate with Financial Planning & Analysis (FP&A) Team to ensure appropriate funding for both capital and non-capital expenditures.
- Receive goods and/or services as stated in the Purchase Order (PO) or Contracts. Report to Procurement any defect or deviation from the approved specifications in a timely manner.

2.2.2 Procurement Specialists - Category Management

- Understand business requirements and enjoins BUs/SRMs in better spend planning and forecasting. Collaborates with both vendors/service providers and BUs/SRMs in the development of specifications and in the conduct of value engineering.
- Validate request by BUs/SRMs and ensure that need is established.

- Conduct canvassing and/or bidding to determine appropriate pricing for goods and/or services. Evaluate and analyze bids using a defined criteria and in consideration of the total cost of ownership. Provide sound recommendation on vendor selection and awarding.
- Conduct negotiations with vendors and/or service providers based on established information such as market trends, supply availability and logistical considerations.
- Establish long term relationship between the vendors and/or service providers and Sun Life thru effective contract management.
- Ensure timely delivery of goods and/or services thru effective coordination with vendors and/or service providers.
- Conduct periodic vendor performance evaluation together with the BU/SRM using an established criteria.
- Proactively resolve disagreements between vendors and/or service providers and BUs/SRMs and recommend practical solutions to conflicts.
- Effectively communicate with vendors and/or service providers Sun Life policies to ensure compliance.

2.2.3 Procurement Specialists - Governance

- Develop, update and cascade the Procurement Operating Guidelines and the TPRM Policy / SRMEOG across Sun Life.
- Provide guidance and assist the BUs/SRMs in complying with the policies and guidelines. Monitor the risks associated with vendors and/or service providers and the corresponding mitigation activities.
- Manage operations and serve as the admin of the procurement system.
- Conduct periodic checking of procurement processes to ensure compliance. This will serve as a quality assurance activity to determine any deviation from the processes and any improvement on the guidelines.

2.2.4 Procurement Analyst

- Coordinate with vendors and/or service providers on the timely submission of Sales Invoices (SI) and Delivery Receipt (DR) or Service Report (SR).
- Coordinate with BUs/SRMs on the timely creation of Goods Receipt (GR) in the procurement system
- Endorse complete documents to Disbursement for payment processing.
- Maintain and monitor payment records to vendors and/or service providers.

2.3 Vendor Sourcing & Accreditation

- 2.3.1 Procurement shall continuously search for vendors and/or service providers with the intention of establishing strategic and long-term business relationships. Procurement shall coordinate with the BUs/SRMs to obtain correct specification needed for sourcing vendors and/or service providers.
- 2.3.2 Procurement shall evaluate the capability of the vendors and/or service providers to supply Sun Life's requirement thru the accreditation process. Moreover, the vendor and/or service providers shall undergo additional assessment depending on the criticality of the goods and/or services to be provided. These assessments shall be in accordance with the criteria and guidelines as set out in the TPRM Policy / SRMEOG.

- 2.3.3 The BU/SRM shall accomplish the Supplier Classification Risk Assessment (SCRA) Tool as provided in ANNEX 1, to determine the criticality of the transaction with the vendor and/or service provider and the corresponding risk assessments.
- 2.3.4 The vendor and/or service providers shall submit the required documents for accreditation, depending on the nature and amount of the transaction, as stated in ANNEX 2. Any deviation or incomplete submission of accreditation documents, provided sufficient justification, shall require endorsement of Financial Controls Head and approval of the Chief Financial Officer.
- 2.3.5 Only vendors and/or service providers who passed the accreditation process and complied with the requirements of TPRM, will be allowed to transact with Sun Life. Procurement shall encode accredited vendors and/or service providers in its procurement system.

2.4 Requisition

- 2.4.1 Requisition of goods and/or services must be coursed thru the procurement system unless an exception approval was given to the BU/SRM to purchase or transact directly with vendors either thru cash advance, thru reimbursement or thru use of corporate credit card.
- The BU/SRM shall file an Inventory Transfer Request (ITR) in the procurement system for any stockable supplies requirements.
 - Any request for IT-related goods and/or services such as, but not limited to, hardware, software, licenses, peripherals and IT equipment maintenance shall be coordinated first with IT Team, who will be the one to file a Purchase Requisition (PR) in the procurement system.
 - Any request for furniture, office equipment, repairs and maintenance of premises shall be coordinated first with Asset Controllorship & Office Management (ACOM) Team, who will be the one to file a PR in the procurement system.
 - Any request for vehicle shall be coordinated first with Human Resources (HR), who will be the one to file a PR in the procurement system.
- 2.4.2 All requests must contain the necessary information required to render a purchasing decision. The information should include clear and complete specifications of the request goods and/or services. Information shall include, but shall not be limited to: size, color, application, quality, quantity, date needed, and if applicable, concept drawing or replica. Procurement shall return the PR in case information on the requested goods and/or services are incomplete.
- 2.4.3 The BU/SRM shall coordinate with FP&A to ensure budget availability for the requested goods and/or services. Budget confirmation from FP&A shall be submitted by the BU/SRM to Procurement.
- 2.4.4 The BU/SRM shall have the PR approved by their line manager. Only approved PRs with confirmed budget and complete specifications will be processed by Procurement.

2.5 Canvassing, Price Evaluation, Negotiation and Awarding

- 2.5.1 Procurement shall solicit at least three (3) quotations or proposals from accredited vendors and/or service providers using the specifications provided by BU/SRM. Similarly, the BU/SRM shall solicit at least three (3) quotations for goods and/or services which they are approved to directly purchase.

- 2.5.2 A formal bidding for requirements with complex specifications such as, but not limited to, construction services, repairs and maintenance, incentive travel and other special services, can be conducted instead of canvassing. A pre-bid conference shall be called by Procurement to discuss the requirements in details to ensure understanding and alignment.
- 2.5.3 Exception to the three-quote rule are the following:
- Vendor and/or service provider has exclusive distributorship on goods and/or service. Exclusivity document or certification shall be provided by the vendor and/or service provider to support this claim.
 - Vendor and/or service providers who initially provided goods and/or services or installed equipment in Sun Life premises who need to provide repairs, maintenance or rectifications. Cost of such services shall be validated against similar services done previously by the said vendor.
 - Emergency purchases. Emergency purchases shall be defined as requirements that if not met, could cause financial losses, compromise safety and security of Sun Life's employees, clients and partners, and/or could damage reputation of Sun Life. Procurement shall assess if the request is deemed an emergency purchase.
 - Purchases amounting PHP10,000 or USD250 and below, which do not justify the cost and time spent on canvassing and/or bidding.
 - Goods and/or services with existing contracts or agreements, provided that a competitive bidding was done prior the contracting.
- 2.5.4 Vendors and/or service providers shall submit their proposals on the date and time specified by Procurement. Submission of proposals can be either physical or electronic copies, whichever will be specified.
- 2.5.5 Procurement shall conduct price evaluation based on the submitted proposals. Procurement shall have apples-to-apples comparison of pricing from different vendors and/or service providers and shall prepare a summary of the evaluation. Procurement shall take into consideration the total cost of ownership in evaluating the pricing.
- 2.5.6 Similarly, BU/SRMs shall prepare a summary of all quotes or proposals received for the requirement they are approved to directly purchase. The BU/SRM shall recommend an award based on the evaluation conducted and shall have this recommendation approved by approvers indicated in ANNEX 4.
- 2.5.7 Special committees were formed to evaluate specific requirements. Price evaluation shall be coursed thru these committees.
- Bids and Award Committee for construction-related requirements
 - Travel Committee for incentive trips requirements
- 2.5.8 Procurement shall, if possible, conduct negotiations with the recommended vendor and/or service provider. Negotiations should include, but not limited to, terms of payment, delivery schedules, warranty and after-sales service.
- 2.5.9 Procurement shall endorse and recommend vendor and/or service provider offering the best value for Sun Life's requirement, to the BU's/SRM's concurrence.

2.6 Issuance of Purchase Order (PO) / Contract

- 2.6.1 For transactions passing thru Procurement, a Purchase Order (PO) will be issued by Procurement to formalize purchase of goods and/or services. The PO will serve as a legal contract between Sun Life and chosen vendor and/or service provider. The PO shall contain the terms and conditions of the purchase as agreed between the two parties.
- 2.6.2 Similarly, a signed contract, conforme or proposal shall be issued by the BU/SRM for approved direct transactions. The BU/SRM must ensure that terms and conditions agreed with the vendor are clearly stated in the said document.
- 2.6.3 Both PO and Contract must be approved by authorized signatories in accordance with the approval matrix as stated in ANNEX 4.
- 2.6.4 Any changes in the PO and Contract must be justified and shall be subject to the approval of the same authorized approvers.
- 2.6.5 Splitting of POs or Contracts to lower down amount for approval is strictly not allowed, unless certain requirements will be awarded to different suppliers, and thus requiring several POs or Contracts.
- 2.6.6 Any government-related expenses such as business permit fees should be reimbursed using the actual amount.

2.7 Execution of Vendor Agreements

- 2.7.1 Procurement and/or BU/SRM can execute an agreement to formalize a long-term arrangement with a vendor and/or service provider. The agreement shall indicate the terms and conditions agreed between the two parties.
- 2.7.2 The agreement shall be reviewed by Procurement, the BU/SRM concerned and Legal. Additional reviewers such as, but not limited to, Compliance, Finance or Tax, IT or Information Security and other subject matter experts, can be tapped to ensure that issues and risks on different aspects of the arrangement will be addressed.
- 2.7.3 Agreements with vendors and/or service providers shall be approved by authorized approvers as indicated in the General Signing Authority and shall be notarized.
- 2.7.4 In general, contracts or agreements with vendors and/or service providers shall not exceed three (3) years, unless exception was sought and justified to go beyond the recommended duration.
- 2.7.5 Annual evaluation of the performance of the vendor and/or service provider must be conducted by Procurement together with the BU/SRM in order to determine if the vendor and/or service provider delivers its goods and/or services in accordance with the terms and conditions of the contract or agreement.
- 2.7.6 In the event that the vendor and/or service provider do not perform or deliver the goods and/or services in accordance with the terms and conditions of the contract, Sun Life has the option to terminate or not to renew the agreement, by providing a notification to the vendor and/or service provider within the agreed period.
- 2.7.7 Prior renewal of any contract, Procurement shall conduct again due diligence and canvassing or bidding to ensure that the vendor and/or service provider is still capable to provide Sun Life goods and/or services and is still compliant to Sun Life's policies.

2.8 Delivery, Inspection and Acceptance

- 2.8.1 Vendors and/or service providers must adhere to the "No PO/Contract, No Delivery Policy" of Sun Life. Any delivery without PO will not be paid. The PO will be the basis for inspection and receiving of delivered goods and/or services. For approved direct purchases done by the BU/SRM, a signed contract, proposal or conforme shall be used in lieu of a PO.
- 2.8.2 Only authorized receiving personnel are allowed to accept or receive the deliveries of goods and/or services.

Inventory Management	Stockable Supplies
ACOM	Furniture, Fixture, Equipment, Construction and Maintenance Services
IT	Hardware, Software, Licenses, Peripherals
BU/SRM	Non-Stockable Items
Sun Life Employee / Assignee	Vehicle

- 2.8.3 The vendor and/or service provider is required to present a copy of the PO and Delivery Receipt (DR) or Service Report (SR) upon delivery. The authorized receiving personnel must not accept the goods and/or services without the PO and DR/SR.
- 2.8.4 The authorized receiving personnel must perform inspection to ensure that the delivered goods and/or services are in accordance with the PO. Any deviation from the PO, damages or incomplete quantity must be reported to Procurement immediately prior receipt of goods and/or services.
- 2.8.5 Authorized receiving personnel must create a Goods Receipt (GR) in the procurement system to confirm quantity of goods and/or services and to signify acceptance of the delivery, within two (2) working days upon delivery. If the authorized receiving personnel is not the same as the requestor in the procurement system, then the authorized receiving personnel shall inform the requestor to create the corresponding GR within twenty-four (24) hours upon delivery.

2.9 Payments

- 2.9.1 Vendors and/or service providers must submit original Sales Invoice (SI) and DR/SR to Procurement after delivery, for PO-based transactions. SI and DR should have the signature of authorized signatory of the vendor and/or service provider. Similarly, for purchases directly transacted by the BU/SRM, the vendor must submit the SI and DR/SR to the BU/SRM.
- 2.9.2 Payment terms as agreed with vendors and/or service providers and as stated in the PO or contract, will commence only upon receipt of the SI.
- 2.9.3 All payment requests must be accompanied by the original supporting documents as required by the disbursement procedure. The following are the sample documents:
- Copy of the Purchase Order or Contract (or signed document such as proposal or conforme)
 - Original SI
 - Original DR (for goods), duly signed by Sun Life authorized receiving personnel
 - Original SR (for services), duly signed by Sun Life authorized receiving personnel
 - Service Acceptance Report (SAR, for services) or GR

- Pictures or other evidence of receipt of services such as construction, repairs, maintenance, installation, etc.
- Credit-to-Account Letter (for request to direct crediting instead of check payments)
- OR/CR for vehicles

2.9.4 For PO transactions, Procurement shall submit and endorse the documents to Disbursement following the agreed TAT. Similarly, BU/SRM shall submit and endorse to Disbursement within the agreed TAT the documents for payment processing.

2.9.5 For PO transactions, a monitoring report of payments made to vendors and/or service providers must be maintained between Procurement and Disbursement to ensure no double payments will be made.

2.10 Vendor Performance Evaluation

2.10.1 All vendors and/or service providers shall be subjected to a periodic Performance Evaluation to monitor and assess their performance and compliance to Sun Life's standards and policies.

2.10.2 Vendors and/or service providers will be evaluated using the following criteria.

Price	Does the vendor provide competitive and fair pricing? Does the vendor provide cost reduction initiatives?
Quality	Does the vendor provide goods and/or services that meet quality standards of Sun Life? Does the vendor have low percentage or no instances of rejects or reworks?
Delivery	Does the vendor deliver the requirement at the right quantity, right time? Is the vendor flexible to changes in delivery schedules?
Service	Does the vendor provide value-add services, timely response to queries and issues?

2.10.3 Vendors will be rated on a scale of 1 - 5, with 5 being the highest and 3 being the passing rate. Any vendor and/or service provider with a rating below 3 for two (2) consecutive years will be deactivated from the list of Sun Life's accredited vendors and/or service providers.

2.10.4 The following are exempted from performance evaluation

- Vendors and/or service providers with at most two (2) transactions and with a total transaction amount of at most P500,000 per Sun Life entity within a given evaluation period.

2.10.5 The performance evaluation shall be performed by Procurement together with the BU/SRM. Results of the periodic performance evaluation shall be reported to the Financial Controls Head and Chief Financial Officer.

2.11 Key Performance Indicators (KPIs) and Reporting

- 2.11.1 The objective of Procurement is to provide goods and/or services needed by the Sun Life organization at the most cost efficient and fastest manner. Thus, the Procurement Team will be measured based on the following KPIs
- Adherence to Turnaround Time (TAT) - Processing time of converting a PR to PO should be 95% within the committed TAT. Established TATs vary from one category to another.
 - Savings - Savings generated can be obtained via negotiations in consideration of BU's/SRM's budget and market pricing which could be determined via canvassing.
- 2.11.2 Procurement shall report its adherence or compliance to the KPIs on a monthly basis.
- 2.11.3 A review of the Procurement KPIs shall be done on an annual basis. Any changes on the established KPIs of Procurement shall be for approval of the Financial Controls Head and the Chief Financial Officer.

2.12 Review

- 2.12.1 Changes or amendments to the Procurement Operating Guidelines must be approved by the Financial Controls Head and the Chief Financial Officer (CFO).

3 REFERENCES

3.1 Policies

- 3.1.1 Third Party Risk Management (TPRM) Policy

3.2 Operating Guidelines

- 3.2.1 Supplier Risk Management Enterprise Operating Guideline (SRM EOG)

4 APPENDICES

Request Details – this information determines the complexity of the engagement ▼

* **1. Select Your Business Group** - if you are a project manager select the business group that will own and manage the supplier/solution.
 ES SLF Asia SLF UK

* **2. Select Your Business Unit**

* **3. Engagement Description**
A short description of the supplier engagement. Indicate why required, if it is part of a bigger initiative, type of engagement (e.g. new purchase, renewal, contract amendment, termination or supply market analysis).

* **4. Estimated total cost / spend or budget amount converted into CAD over the length of the contract**
*Estimated total cost/ spend or budget amount over the length of the contract, such as product/service and related support , maintenance, consulting services etc. For example, SLF has entered a three year agreement for PC maintenance @ \$1,000,000 / year = \$3,000,000 total value for the life of the contract. For perpetual calculated based on 5 year term.
 NOTE: This is a mandatory field*

 CAD

* **5. Supplier Name(s)** - Supplier name or supplier(s) being considered

[CLICK HERE TO SEE THE RESULTS OF THE ASSESSMENT AND ACTIONS REQUIRED](#)

APPENDIX 2: VENDOR ACCREDITATION REQUIREMENTS



DOCUMENT TYPE	EXISTING CORPORATIONS	NEW CORPORATIONS
Corporate Document	Latest GIS	SEC Registration & AOI
Tax Document	BIR 2303	BIR 2303
Business Permit	Update Business Permit	Update Business Permit
Info Sheet	Revised SIS	Revised SIS
Payment Documents	Sample Invoice / OR	Sample Invoice / OR
ID	ID of authorized person to transact	ID of authorized person to transact
Compliance Document	DDQ (if transaction is more than PHP500k or has at least 6-month contract)	DDQ (if transaction is more than PHP500k or has at least 6-month contract)
Others	Authority to Sell (if applicable) Company Profile (optional) Latest FS (as needed)	Authority to Sell (if applicable) Company Profile (optional) Latest FS (as needed)

DOCUMENT TYPE	PARTNERSHIPS	SOLE PROPRIETORSHIP
Registration Document	AOP	DTI
Tax Document	BIR 2303	BIR 2303
Business Permit	Update Business Permit	Update Business Permit
Info Sheet	Revised SIS	Revised SIS
Payment Documents	Sample Invoice / OR	Sample Invoice / OR
ID	ID of authorized person to transact	ID of authorized person to transact
Compliance Document	DDQ (if transaction is more than PHP500k or has at least 6-month contract)	DDQ (if transaction is more than PHP500k or has at least 6-month contract)
Others	Authority to Sell (if applicable) Company Profile (optional) Latest FS (as needed)	Authority to Sell (if applicable) Company Profile (optional) Latest FS (as needed)



DOCUMENT TYPE	INDIVIDUALS
Registration Document	-
Tax Document	TIN ID / TIN Document
Business Permit	-
Info Sheet	Revised SIS
Payment Documents	Sample Invoice / OR
ID	Any Other Government ID (if TIN ID is not submitted)
Compliance Document	DDQ (if transaction is more than PHP500k or has at least 6-month contract)



APPENDIX 3: SUPPLIER INFORMATION SHEET



SUPPLIER INFORMATION SHEET

Note: If this form will be filled out electronically, just click on the appropriate box for those info provided with checkboxes.

SUPPLIER INFORMATION

NAME: _____

OFFICE / WAREHOUSE ADDRESS: _____

TELEPHONE NO(S): _____

BUSINESS ORGANIZATION: Corporation Partnership Sole Proprietorship

TAX IDENTIFICATION NUMBER: _____

NATURE OF TRADE: Manufacturer / Principal Authorized / Sole Distributor
 Wholesaler Retailer / Reseller
 Trader Importer
 Others (pls specify) _____

NO. OF YEARS IN BUSINESS: _____

NO. OF PERSONNEL: _____

PRODUCT LINES / BRANDS / SERVICES RENDERED: _____

KEY PERSONNEL AND CONTACTS AUTHORIZED TO TRANSACT WITH SUN LIFE:

Name	Title / Position	Signature
_____	_____	_____
_____	_____	_____

Do you have relatives who have worked with us at one time or another, or are presently employed with SUN LIFE? If so kindly state name and relationship. Yes No

Name	Relationship
_____	_____
_____	_____

Do you have board member/s, owner's or key business representative that are presently affiliated with SUN LIFE as Financial Advisor? If so, kindly state name and relationship/position in your company. Yes No

Name	Relationship
_____	_____
_____	_____

DECLARATION

This certifies that the information provided is true and correct. This also authorizes Sun Life to validate information with the concerned authorities/parties.

By providing Sun Life with the above personal data, I explicitly authorize and consent to Sun Life's use of said data for purposes of evaluating our performance as a supplier; availing of our products and services; and other lawful or legitimate commercial or business purposes necessary for the performance of, or in relation to, a contract or service to which I or the Supplier is a party. I further represent and warrant that (a) the Supplier has advised its incorporators, shareholders, directors, officers, representatives, trade references and other individuals whose personal data is indicated above of the purpose/s of collecting personal data, and (b) obtained the necessary consent and authority to disclose personal data from your incorporators, shareholders, directors, officers, representatives, trade references and other individuals to Sun Life, pursuant to the Data Privacy Act, its Implementing Rules and Regulations, and related issuances.

Signed by: _____

Position: _____

Date: _____

TO BE FILLED OUT BY SUN LIFE

DOCUMENTS CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Company Profile/ List of Goods/ Services | <input type="checkbox"/> Valid Business Permit (Local Permit) |
| <input type="checkbox"/> Latest General Information Sheet, GIS (for Corporations) | <input type="checkbox"/> Sample copy of Invoice and Official Receipt |
| <input type="checkbox"/> SEC Articles of Incorporation (for newly incorporated Corporations) | <input type="checkbox"/> Certification of Authority to Sell (for Resellers/Distributors) |
| <input type="checkbox"/> SEC Articles of Partnership (for Partnerships) | <input type="checkbox"/> Copy of valid ID of Authorized Personnel to transact and declarant |
| <input type="checkbox"/> DTI Registration (for Sole Proprietorships) | <input type="checkbox"/> Latest Audited Financial Statement (if applicable) |
| <input type="checkbox"/> BIR Certificate of Registration | <input type="checkbox"/> Accomplished Due Diligence Questionnaire / AML Questionnaire |

EVALUATION RESULT

- Accept
 Reject
 Others

Comments: _____

Approved by:

Business Unit/Supplier Relationship Manager: _____ Date: _____
 Print Name and Signature

Procurement Manager: _____ Date: _____
 Print Name and Signature

APPENDIX 4: APPROVAL MATRICES
PO TRANSACTIONS

AMOUNT	APPROVERS
Up to PHP150,000	Procurement Manager
Above PHP150,000 Up to PHP1million	Procurement Manager + Financial Controls Head
Above PHP1million Up to PHP10million	Procurement Manager + Financial Controls Head + Chief Financial Officer or Chief Operations and Digital Enterprise Officer Or if not available, any one (1) of the alternate signatories
Above PHP10million Up to PHP25million	Procurement Manager + Financial Controls Head + Chief Financial Officer OR Chief Operations and Digital Enterprise Officer + Chief Financial Management Officer Or if not available, any one (1) of the alternate signatories
Above PHP25million	Procurement Manager + Financial Controls Head + Chief Financial Officer + Chief Operations and Digital Enterprise Officer OR Chief Financial Management Officer + President, SLOCPI

NON-PO TRANSACTIONS

AMOUNT	APPROVERS
Up to PHP150,000	Line Manager
Above PHP150,000 Up to PHP1million	Line Manager + Head
Above PHP1million Up to PHP3million	Line Manager + Head + PLT Chief
Above PHP3million Up to PHP5million	Line Manager + Head + PLT Chief + FP&A
Above PHP5million	Line Manager + Head + PLT Chief + FP&A + CFO