

2021 SUSTAINABILITY REPORT

Contextual Information

| Company Details | |
|--|---|
| Name of Organization | ABS-CBN CORPORATION |
| Location of Headquarters | Quezon City, Metro Manila |
| Location of Operations | Philippines with offices in the USA, Dubai, London, Australia |
| Report Boundary: Legal entities (e.g. subsidiaries) included in this report* | ABS-CBN CORPORATION AND ITS SUBSIDIARIES |
| Business Model, including Primary Activities, Brands, Products, and Services | CONTENT CREATION, PRODUCTION and DISTRIBUTION (DOMESTIC AND INTERNATIONAL) THROUGH OWNED AND 3 rd PARTY PLATFORMS (DIGITAL and ANALOG) |
| Reporting Period | AS OF DECEMBER 31, 2021 |
| Highest Ranking Person responsible for this report | Chief Strategy Officer/Chief Risk Management Officer |

**If you are a holding company, you could have an option whether to report on the holding company only or include the subsidiaries. However, please consider the principle of materiality when defining your report boundary.*

Materiality Process

Empowering our people

- Employment
- Occupational Health and Safety
- Training and Education

Transforming the customer experience by creating media that matters

- Content Creation
- Content Dissemination
- Audience Interaction
- Media Literacy

Building sustainable and caring communities

- Energy
- Emissions
- Biodiversity
- Water and Effluents
- Waste
- Local Communities

Delivering inclusive and sustainable growth

- Economic Performance
- Indirect Economic Impacts

¹⁴ See [GRI 102-46](#) (2016) for more guidance.

ECONOMIC

Economic Performance

Direct Economic Value Generated and Distributed

| Disclosure | Amount | Units |
|--|-------------------------|--------------|
| Direct economic value generated (revenue) | 21,420 | PhP millions |
| Direct economic value distributed: | | |
| a. Operating costs | 20,776 | PhP millions |
| b. Employee wages and benefits | PhP 12,772 | Php millions |
| c. Payments to suppliers, other operating costs | Part of operating costs | Php |
| d. Dividends given to stockholders and interest payments to loan providers | PhP 1,205 | Php millions |
| e. Taxes given to government | PhP 1,256 | Php millions |
| f. Investments to community (e.g., donations, CSR) | 112 | PhP millions |

Climate-related risks and opportunities¹⁵

Since the 1990s, we have been vigilant in reducing our environmental footprint, ensuring that we do not negatively impact our local communities where we operate: from the management of our energy and water consumption, production of solid waste and wastewater, to forest restoration and management. Today, as part of our enhancement program, we continue to strengthen our data management capabilities and target to further reduce our impact on the environment by intensifying our climate actions together with continuously highlighting climate impact related stories across the content we produce.

¹⁵ Adopted from the Recommendations of the Task Force on Climate-Related Financial Disclosures. The TCFD Recommendations apply to non-financial companies and financial-sector organizations, including banks, insurance companies, asset managers and asset owners.

¹⁶ For this disclosure, impact refers to the impact of climate-related issues on the company.

Procurement Practices

It is the goal of ABS-CBN Corporation and its subsidiaries to comply with the procurement framework established by the United Nations on Sustainable Procurement. Sustainable Procurement (SP) is an approach that incorporates social, economic, and environmental impact considerations and sustainability. Its aim is to ensure that all products and services procured supports local economic development, with the least environmental and most positive social impact, and the best value for money.

For this reason, the enhancement of existing procurement policies is an ongoing process and is geared towards:

- Placement of control aimed at minimizing risks and improving efficiency,
- Maintaining a transparent and competitive process for procuring goods, services, and infrastructure projects based on eligible purchase request,
- Observance of the highest ethical and professional standards in establishing a mutually beneficial relationship with our supplier. Integrity, fairness, and respect will serve at the foundation of this relationship, and

- Proper sourcing and accreditation of suppliers with the same mindset of being responsible corporate citizens. Accrediting suppliers who value Ethics & Corporate Responsibility, Diversity & Inclusion, Gender Equality, Environmental Sustainability, and Community Impact.

Procurement Operating Policies and Procedures (attached)

Vendor Management Policies and Procedures (attached)

Anti-corruption

Our Code of Ethics and Whistleblowing Policies can be found here:

<https://www.abs-cbn.com/governance/policies/code-of-ethics/id-44> and

<https://www.abs-cbn.com/governance/policies/abs-cbn-whistleblowing-policy/id-42>

Training on Anti-corruption Policies and Procedures

| Disclosure | Quantity | Units |
|--|----------|-------|
| Percentage of employees to whom the organization's anti-corruption policies and procedures have been communicated to | 75% | % |
| Percentage of business partners to whom the organization's anti-corruption policies and procedures have been communicated to | no data | % |
| Percentage of directors and management that have received anti-corruption training | no data | % |
| Percentage of employees that have received anti-corruption training | 75% | % |

***Note: For 2021, of the 421 new hires, 315 attended the New Employee's Orientation (Code of Conduct is part of the orientation) and/or a COC orientation by HR was conducted, remaining balance on-going for completion.*

Incidents of Corruption

| Disclosure | Quantity | Units |
|--|----------|-------|
| Number of incidents in which directors were removed or disciplined for corruption | 0 | # |
| Number of incidents in which employees were dismissed or disciplined for corruption | 1 | # |
| Number of incidents when contracts with business partners were terminated due to incidents of corruption | No data | # |

ENVIRONMENT

Resource Management

Energy consumption within the organization:

| Disclosure | Quantity | Units |
|--|------------|-------|
| Energy consumption (renewable sources) | 84,321.8 | GJ |
| Energy consumption (gasoline) | 0 | GJ |
| Energy consumption (LPG) | 20,071.5 | kg |
| Energy consumption (diesel) | 133.73 | GJ |
| Energy consumption (electricity) | 23,693,976 | kWh |

Reduction of energy consumption

| Disclosure | Quantity | Units |
|--------------------------------|-------------|-------|
| Energy reduction (gasoline) | 0 | GJ |
| Energy reduction (LPG) | 0 | GJ |
| Energy reduction (diesel) | 0 | GJ |
| Energy reduction (electricity) | 4, 149, 051 | kWh |
| Energy reduction (gasoline) | | GJ |

Water consumption within the organization

| Disclosure | Quantity | Units |
|---------------------------|----------|--------------|
| Water withdrawal | 0 | Cubic meters |
| Water consumption | 103,212 | Cubic meters |
| Water recycled and reused | 121,432 | Cubic meters |

Materials used by the organization

| Disclosure | Quantity | Units |
|---|----------|-----------|
| Materials used by weight or volume | 0 | |
| • renewable | 0 | kg/liters |
| • non-renewable | 0 | kg/liters |
| Percentage of recycled input materials used to manufacture the organization's primary products and services | 0 | % |

Ecosystems and biodiversity (whether in upland/watershed or coastal/marine)

| Disclosure | Quantity | Units |
|---|----------|-------|
| Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas | 0 | |
| Habitats protected or restored | 0 | ha |
| IUCN ¹⁷ Red List species and national conservation list species with habitats in areas affected by operations | 0 | |

¹⁷ International Union for Conservation of Nature

Environmental impact management

Air Emissions

GHG

| Disclosure | Quantity | Units |
|---|----------|--------------------------|
| Direct (Scope 1) GHG Emissions | 0 | Tonnes CO ₂ e |
| Energy indirect (Scope 2) GHG Emissions | 0 | Tonnes CO ₂ e |
| Emissions of ozone-depleting substances (ODS) | 0 | Tonnes |

Air pollutants

| Disclosure | Quantity | Units |
|--------------------------------------|----------|-------|
| NO _x | 183.61 | kg |
| SO _x | 57.37 | kg |
| Persistent organic pollutants (POPs) | 0 | kg |
| Volatile organic compounds (VOCs) | 5.16 | kg |
| Hazardous air pollutants (HAPs) | 0 | kg |
| Particulate matter (PM) | 5.74 | kg |

Solid and Hazardous Wastes

Solid Waste

| Disclosure | Quantity | Units |
|-----------------------------|----------|-------|
| Total solid waste generated | 10,000 | kg |
| Reusable | 0 | kg |
| Recyclable | 9,800 | kg |
| Composted | 200 | kg |
| Incinerated | 0 | kg |
| Residuals/Landfilled | 0 | kg |

Hazardous Waste

| Disclosure | Quantity | Units |
|---|----------|-------|
| Total weight of hazardous waste generated | 4,344 | kg |
| Total weight of hazardous waste transported | 0 | kg |

Effluents

| Disclosure | Quantity | Units |
|----------------------------------|----------|--------------|
| Total volume of water discharges | 0 | Cubic meters |
| Percent of wastewater recycled | 100 | % |

Environmental compliance

Non-compliance with Environmental Laws and Regulations

| Disclosure | Quantity | Units |
|--|----------|-------|
| Total amount of monetary fines for non-compliance with environmental laws and/or regulations | 0 | PhP |
| No. of non-monetary sanctions for non-compliance with environmental laws and/or regulations | 0 | # |
| No. of cases resolved through dispute resolution mechanism | 0 | # |

SOCIAL

Employee Management

Employees of ABS-CBN are regularly engaged in the various programs and projects of the company through regular communication tools including intranet access, regular email, and team/video communications. Each unit has an HR account officer working in tandem with the unit head and other support divisions in ensuring that all employees are cared for. Over the course of this unusual year, the company quickly shifted to online support and regularly reaching out as the company adopted a work from home protocol to mitigate the impact of the pandemic. This outreach extended to access to the office clinic through teleconsulting, increased online tools to support work from home as well as regular webinars and communications on health, wellness, mental health, and counselling.

Employee Hiring and Benefits

Employee data

| Disclosure | Quantity | Units |
|--|----------|-------|
| Total number of employees | | |
| a. Number of female employees | 2,141 | # |
| b. Number of male employees | 2,621 | # |
| Attrition rate (to include retrenchment) * | 10% | rate |
| Ratio of lowest paid employee against minimum wage | 1:1.27 | ratio |

*Includes involuntary separation (retrenchment, lay-off, redundancy, termination)

Employee benefits

| List of Benefits | Y/N | % of female employees who availed for the year | % of male employees who availed for the year |
|--|-----|--|--|
| SSS | Y | 21% | 20% |
| PhilHealth | Y | 3% | 3% |
| Pag-ibig | Y | 8% | 7% |
| Parental leaves | Y | 1% | 1% |
| Vacation leaves | Y | 34% | 21% |
| Sick leaves | Y | 18% | 12% |
| Medical benefits (aside from Philhealth) | Y | 89% | 94% |
| Housing assistance (aside from Pag-ibig) | N | 0 | 0 |
| Retirement fund (aside from SSS) | Y | 1% | 1% |
| Further education support | N | 0 | 0 |
| Company stock options | Y | 15% | 19% |
| Telecommuting | Y | 85% | 60% |
| Flexible-working Hours | Y | 52% | 37% |
| (Others) | Y | 37% | 31% |

¹⁸ Employees are individuals who are in an employment relationship with the organization, according to national law or its application ([GRI Standards 2016 Glossary](#))

¹⁹ Attrition are = (no. of new hires – no. of turnover)/(average of total no. of employees of previous year and total no. of employees of current year)

Employee Training and Development

| Disclosure | Quantity | Units |
|--|----------|----------------|
| Total training hours provided to employees | | |
| a. Female employees | 8,473.5 | hours |
| b. Male employees | 8,631.5 | hours |
| Average training hours provided to employees | | |
| a. Female employees | 1.86 | hours/employee |
| b. Male employees | 1.47 | hours/employee |

Labor-Management Relations

| Disclosure | Quantity | Units |
|---|----------|-------|
| % of employees covered with Collective Bargaining Agreements | 21%* | % |
| Number of consultations conducted with employees concerning employee-related policies | 80** | # |

*vs. Total Employees group-wide (985 out of 4,762)

** Number of meetings/LMCs with Unions only

Diversity and Equal Opportunity

| Disclosure | Quantity | Units |
|---|----------|-------|
| % of female workers in the workforce | 44% | % |
| % of male workers in the workforce | 56% | % |
| Number of employees from indigenous communities and/or vulnerable sector* | 87 | # |

*Vulnerable sector includes, elderly, persons with disabilities, vulnerable women, refugees, migrants, internally displaced persons, people living with HIV and other diseases, solo parents, and the poor or the base of the pyramid (BOP; Class D and E).

Workplace Conditions, Labor Standards, and Human Rights

The following DOLE Safety and Health Policies are in place:

- Smoke Free Workplace
- Drug Free Workplace
- Hepatitis B Prevention and Control
- HIV AIDS Prevention and Control
- TB Prevention and Control
- Breastfeeding
- Anti-Sexual Harassment
- Annual Physical Exam for employees
- Medical Testing for new hires
- Safety Orientation / Emergency Disaster Preparedness
- COVID 19 protocols

The following DOLE Safety and Health compliance lectures were conducted in partnership with accredited speakers and institutions: Most of the lectures organized and Health Bulletins issued in 2021 were about COVID-19, mental health and adjusting to Work from Home setup due to the pandemic:

- Family Welfare Program

- Parenting in the New Normal
- Maxicare's Parenting during the Pandemic: How to Successfully Work from Home While Parenting
- Online Child Safety: A Guide for Parents and Guardians
- Maxicare's Money Matters: Smart Passive Income Strategies and The Importance of Financial Wellness to Overall Health
- Lecture on Hypertension and HeartDiseases
- Vaccine and COVID 19 lectures
- Mental Health and Wellness
 - Effectively Working From Home and Boosting Immunity & Mental Health
 - Healthy Lifestyle During Pandemic
 - Maxicare's Live the Sweet Life by Managing Diabetes
 - Maxicare's Beating the Holiday Binge
 - Cooking Demo with Astig Vegan
 - Maxicare's Food Truths: Secrets to Building a Healthy Lifestyle through Proper Eating Habits
 - Maxicare's Color It Pink: Breast Cancer Prevention, Detection, and Cure
 - Maxicare's Preventing Colon Cancer: What you need to know (Familial Risk)

The following health bulletins were also communicated to the organization through various employee communications channels:

- Hypertension
- COVID 19 related bulletins
- COVID-19 Vaccines

Occupational Health and Safety

| Disclosure | Quantity | Units |
|--------------------------------|-----------|-----------|
| Safe Man-Hours | 3,486,720 | Man-hours |
| No. of work-related injuries | 8 | # |
| No. of work-related fatalities | 0 | # |
| No. of work related ill-health | 0 | # |
| No. of safety drills | 3 | # |

**home evacuation drills conducted during online WOSH*

Labor Laws and Human Rights

| Disclosure | Quantity | Units |
|---|----------|-------|
| No. of legal actions or employee grievances involving forced or child labor | 0 | # |

Do you have policies that explicitly disallows violations of labor laws and human rights (e.g., harassment, bullying) in the workplace?

Our company policies can be found here:

<https://www.abs-cbn.com/governance/policies/anti-sexual-harassment-policy-amendment/id-82> and <https://www.abs-cbn.com/governance/policies/anti-sexual-harassment-policy/id-89>.

Additional policies included in the company's Code of Conduct:

| | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|--|---|-------------------------|
| 3. Any act constituting threat, intimidation, or coercion against any person while within company property or premises or job sites, whether work-related or not, or in any manner unduly interfering with or obstructing company operations or other employees from performing their work. | 15 working days suspension to dismissal, depending on gravity of case | 30 working days with warning of dismissal | Dismissal |
| 5. Inciting, provoking, or challenging another to a fight under the circumstances described in item number 4 above, but where a fight does not actually occur. | 5 working days suspension. | 15-30 working days with warning of dismissal | Dismissal |
| 7. Discourtesy, insolence, disrespect or insulting behavior or use of defamatory or obscene language in addressing a co-employee or another person, regardless of rank/position within company property or premises or job sites or during company affairs. | 15 working days suspension to dismissal depending on gravity of the case | 30 working days suspension with warning of dismissal | Dismissal |
| 8. Use of libelous, slanderous, or scandalous language or gesture against another person within company property, premises or job sites or during company affairs. | 5-15 working days suspension to dismissal depending on gravity of the case | 16-30 working days suspension with warning of dismissal | Dismissal |

| | | | |
|--|--|-----------|--|
| 9. Making false or malicious statements concerning the good name of the company, its executives, co-employees and products. Rumor mongering, and/or spreading intrigues against another employee which tends to cast dishonor or contempt. | 15 – 30 working days suspension to dismissal depending on gravity of the case. | Dismissal | |
|--|--|-----------|--|

| Topic | With Policy? Y/N | If Yes, cite reference in the company policy |
|--------------|---------------------|--|
| Forced labor | Y | In compliance with Department of Labor rules and Philippine Labor Laws |
| Child labor | Y | In compliance with Department of Labor rules and Philippine Labor Laws |
| Human Rights | Y | In compliance with Department of Labor rules and Philippine Labor Laws |

Supply Chain Management

Do you have a supplier accreditation policy? If yes, please attach the policy or link to the policy:

ABS-CBN Corporation has a supplier accreditation policy which can be found here –

<https://www.abs-cbn.com/governance/policies/supplier-or-contractor-selection-practice/id-52> and <https://www.abs-cbn.com/governance/policies/code-of-ethics-for-suppliers/id-71>

Do you consider the following sustainability topics when accrediting suppliers?

| Topic | Y/N | If Yes, cite reference in the supplier policy |
|---------------------------|-----|---|
| Environmental performance | Y | In compliance with Department of Natural Resources rules and Environmental Laws |
| Forced labor | Y | In compliance with Department of Labor rules and Phil. Labor Laws |
| Child labor | Y | In compliance with Department of Labor rules and Phil. Labor Laws |
| Human rights | Y | In compliance with Department of Labor rules and Phil. Labor Laws |
| Bribery and corruption | Y | Conflict of Interest Policy; Gift Giving Policy |

Relationship with Community

Significant Impacts on Local Communities

Bantay Bata 163. Founded in 1997, Bantay Bata 163 began as a rescue hotline for children at risk. Through the years, its services have evolved to including helping indigent children through medical assistance and scholarships. It has broadened its scope to include the community to help advance its advocacies, empowering the family through education and information campaigns. The Children's Village serves as a halfway home to abused and at-risk children. With the advent of the COVID-19 pandemic, Bantay Bata has urgently included basic mental health service in Hotline 163. It has also expanded to include digital platforms to provide services especially in counselling and in the prevention of online sexual abuse and exploitation. In 2021, Bantay Bata 163 operated:

- Hotline 163 – The Bantay Bata Hotline 163 took calls concerning child abuse, challenges and problems. Individuals inquiring on how to seek help and also for families in need of help also used the same hotline. Hotline partner Globe Telecom, continued to give aid and support by providing Globe Toll Free #163 for all Globe subscribers. During the prolonged pandemic situation, the Hotline 163 became a support in mental health issues.
- Children's Village – The Village is a safe haven and a temporary home protecting children from the variants of coronavirus. Staffed by trained social workers and house parents, most of the children in the Village were re-integrated back to their families with the help of LGUs in 2021.
- Bantay Edukasyon – In 2021 "Beduk" provided educational assistance to a total of 296 children: 47 in elementary, 101 in Junior High, 50 in Senior High, 96 College and 2 Post Graduate students. Most of them came from being rescued from the hotline, while some were accepted into the scholarship because of their economic status.

Although the COVID-19 pandemic prevented holding community-based outreach programs, Bantay Bata operations team were able to help kids cope in their online classes. They seeded training for mental resiliency, and help guide junior and senior high in their career path by closely monitoring them via Zoom meetings and providing online seminars. Parents were also given special seminars in order to empower them to have a small business during this pandemic.

Bantay Kalikasan. Launched in 1998, Bantay Kalikasan (BK), the Foundation's environment advocacy arm, has propelled massive changes towards the protection and sustainability of the environment and the country's natural resources. For two decades, it has initiated different projects such as watershed rehabilitation and management, recovery and recycling of Used Lead Acid Batteries (ULABs) and used oil, advocacy building through Information and Education Campaigns (IEC) and community empowerment. BK's projects include:

- La Mesa Watershed and Ecopark Management is involved in the protection and enrichment of the La Mesa Watershed and the operation of La Mesa Ecopark. La Mesa is the only remaining forest of its size in Metro Manila.
- Bantay Baterya and Langis involves the collection and proper recycling of Used Lead Acid Batteries, used oil and other recyclable wastes of partner companies. The proceeds from the recycling are used to fund BK projects and activities.

- SEA Verde Island Passage (SEA VIP) Project – Science, Education and Advocacy of the Verde Island Passage. The Verde Island Passage, is the "center of the center of marine shore fish biodiversity in the world." Apart from regular education activities pertaining to the conservation and enrichment of the VIP, SEA is also heavily involved in developing citizen scientists among the community to help in reef monitoring.

All of Bantay Kalikasan's projects revolve around the following pillars:

- Environmental Advocacy and Stewardship - This pillar awakens the "steward" in every Filipino – to encourage them to take steps, even small, for the environment.
- o Food Security and Sustainable Livelihood - This pillar provides the necessary inventory/ equipment/infrastructure, and even operating capital needed to start up the social enterprise.
- o Empowered Communities and Building Networks and Ecosystems - This pillar trains the community on managing their own social enterprise in the areas of financial literacy, marketing, operations, and other sustainable business practices. It also includes values transformation of individuals enabling them to make sound decisions based on integrity, truth, and the common good. This pillar also assists the communities to form a recognized organization capable of governing themselves and implementing policies to achieve their common goals. It also equips the communities to become independent organizations capable of tapping government agencies, the academe, and trade associations to launch, manage and sustain their projects.

Sagip Kapamilya (SK) provides relief assistance to victims of calamities and natural disasters. It is likewise engaged in the rehabilitation of typhoon-damaged infrastructure and several disaster risk-reduction projects all over the country. Sagip Kapamilya conducts on-ground operations for major campaigns such as "Tulong - Tulong sa Pag-ahon" for Typhoon Odette. SK leads in delivery of relief in evacuation centers in partnership with the local government units, social workers and volunteer groups. Even as a greater number of the population were being vaccinated, the pandemic continued to disrupt normal activities. During the Christmas season, the Foundation's "Pasko Para sa Pilipino" campaign sought to get food and hot meals to families greatly affected by the pandemic. Sagip Kapamilya also distributed Noche Buena packages to frontliners and families in extreme poverty to bring them light and joy to celebrate Christmas 2021.

Programa Genio (PG) was launched in 2012 to focus on helping every Filipino child discover and develop the inherent "genio" or genius in them. Named in honor of ABS-CBN Founder and Chairman Eugenio Lopez Jr., Programa Genio's goal is to help empower the marginalized and disadvantaged children and youth through quality educational soft programs for them to become skilled and productive citizens of the country. In 2021, Programa Genio focused on assisting marginalized schools cope with the transition to distance learning by providing equipment to schools and learning kits to students. PG also used the digital space to continue to provide training support for teachers and career counselling for senior high school students, most especially those students affected by Typhoon Odette.

Integrated Area Development (IAD) branched out from Bantay Kalikasan to focus on handling 68 People's Organizations, Coops, with at least 5,000 family beneficiaries. In 2021, IAD is present in 11 Regions, 19 Provinces, 35 Municipalities/Cities, and 52 barangays.

- Climate-smart Agriculture, Urban Farming, and Building Environmental Advocacy. Under its BUY-anihan project, IAD also helped farmers from its partner communities move more than 120 tons of rice and vegetables during the community quarantine, allowing the farmers to have revenues of about PhP 5.3 M.
- Panganiban Mangrove Gubat Eco-tourism Project : Sorsogon, a province in the Bicol Region needed assistance in building the Mangrove in Gubat, a town located in the east-coast which consists of 42 barangays, 13 of which are coastal barangay and 29 are found in the lowlands and mountainous area. We were able to help them by partnering with companies that can provide their urgent need most especially during this pandemic.

Customer Management

The company provides Customer management through various touchpoints online (including social media), online customer service portals across various businesses and through a customer hotline catering to domestic and international customers. All these interactions are covered by the company's data privacy rules which are managed by a Data Privacy Officer.

Health and Safety

| Disclosure | Quantity | Units |
|--|----------------|-------|
| No. of substantiated complaints on product or service health and safety* | None | 0 |
| No. of complaints addressed | Not applicable | 0 |

**Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

Marketing and labelling

| Disclosure | Quantity | Units |
|---|----------|----------|
| No. of substantiated complaints on marketing and labelling* | 1 | incident |
| No. of complaints addressed | 1 | incident |

**Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

Customer privacy

| Disclosure | Quantity | Units |
|--|----------------|-------|
| No. of substantiated complaints on customer privacy* | 0 | 0 |
| No. of complaints addressed | Not applicable | 0 |
| No. of customers, users and account holders whose information is used for secondary purposes | Not applicable | 0 |

**Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

Data Security

| Disclosure | Quantity | Units |
|--|----------|------------|
| No. of data breaches, including leaks, thefts and losses of data | 1 | # incident |

Content and Information Security

The company ensures that customer and the organization's information are protected from confidentiality, integrity, and availability risks by applying multiple layers of people, process and technology controls based on industry standards and best practices.

Information and digital contents are protected against malicious disclosure and piracy in close coordination with Technology Groups, Data Privacy Office, Risk Management and Line of Business (LOB). Incident disclosure and reporting are coordinated thru Legal and appropriate regulatory and compliance government agencies.

Information Security

| Disclosure | Quantity | Units |
|--|----------|------------------------------|
| No. of successful* Availability Attacks / Incidents (Ex: Denial of Service) | 1 | 8 Hours |
| No. of successful Confidentiality and Integrity Attacks/Incidents | 0 | Ex: 0 Malwares 0 Phishing |

**2021 Successful attacks are those that impacts confidentiality, integrity or availability of information or services.*

Content Protection/Anti-Piracy

| Disclosure | Quantity | Units |
|---|----------|---|
| No. Digital Content Risks* taken down, deleted, blocked. (pirate links and contents) | 516,809 | Deleted - 501,370 Blocked - 15,439 -Videos - 422,559 -Photos - 43,387 -Posts - 50,863 |

**2021 taken down piracy links and contents*

Product or Service Contribution to UN SDGs

Key products and services and its contribution to sustainable development.

The year 2021 continued to be a challenging year for ABS-CBN Lingkod Kapamilya Foundation Inc. (ALKFI). The advent of the COVID-19 pandemic affected a significant portion of ALKFI's donors and partners leading to significantly decreased donations for its advocacies and programs.

However, ALKFI remained undaunted. True to its core of being in the service of the Filipino, ALKFI did not stop in providing timely and relevant aid to Filipinos all over the country. ALKFI quickly adjusted and innovated its methodology in delivering its services to cope up with the effects of the pandemic and the non-renewal of the franchise. AFI's three main programs, Sagip Kapamilya, Bantay Kalikasan, and Bantay Bata 163 pivoted some of their services to remain relevant especially during the pandemic.

The details of the contributions are found in the section for Significant Impacts on Local Communities in this report.



ABS-CBN CORPORATION

Procurement Policies: Vendor Management

| General Information | |
|---------------------|---|
| Project Title | Procurement Policies: Vendor Management |
| Project Owner | Vendor Management Department |
| Company/ Division | Logistics and Procurement Division |
| Author: | |
| Reviewed by: | Allan U. Cotaoco |
| Last Updated | March 3, 2022 |
| Status | Signed-off |
| Version | V1 |

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Section I: OBJECTIVES

- To minimize the risk through controls and improve efficiency
- To formalize standard policies and procedures to enforce compliance

Section II: SCOPE

This documentation covers the following processes:

- Vendor Sourcing
- Vendor Accreditation
 - a) Vendor Performance Review and Evaluation
 - b) Vendor Sanction Screening and Verification
- Supplier Contractor Relations Policy

Section III: DEFINITION OF TERMS

Purchase Requisition (PR) – a document created online by the requisitioning department to request purchase of non-stock or stock items.

Purchase Order (PO) - issued solely by the Procurement Department, in response to an approved

Purchase Requisition (PR) - committing the Company to a purchase transaction from a vendor as specified therein. The PO describes the items/services being ordered and incorporates appropriate terms and conditions governing the transaction.

Vendor Accreditation – this is a system for qualifying prospective vendors on the basis of a set of screening criteria, such as product/service quality, technical competence, adequacy of facilities/resources, financial stability and track record from existing clients

Vendor Master Database – refers to the database being maintained by Accounts Payable comprising all the vendors with whom the company and its subsidiaries have transacted with. Vendors accredited by Vendor Management form part of this database.

Section IV: AREA OF RESPONSIBILITIES

BUYER / PURCHASER

- Helps in ensuring the completeness and accuracy of the documents submitted by the vendors for accreditation
- Creates requests for the inclusion of new vendors in the Vendor Master Database



PROCUREMENT DEPARTMENT HEAD

- Identifies vendors for evaluation and reviews evaluation results

VENDOR MANAGEMENT SPECIALIST

- Identifies vendors for evaluation, facilitate evaluation, and tabulate evaluation results
- Conducts feedback session with vendors based on evaluation results

VENDOR ACCREDITATION SPECIALIST

- Coordinates with vendors in relation to accreditation
- Creates requests for the inclusion of new vendors in the vendor master database
- Creates requests to change/block/unblock specific suppliers in the vendor master database
- Files vendor documents

VENDOR MANAGEMENT HEAD

- Assesses and makes recommendations on the approval of vendors' accreditation
- Reviews completeness of documents filed for accreditation and approves request as necessary

LOGISTICS DIVISION HEAD

- Approves/disapproves vendor accreditation
- Decides whether to revoke accreditation of vendors if needed

3rd PARTY PRE-QUALIFICATION GROUP

- Ensures the completeness and accuracy of the documents submitted by the vendors for accreditation
- Conducts vendor qualification review and evaluation based on the agreed standards and parameters

FINANCE OFFICER / LEGAL / END-USER

- Conducts assessment and evaluation of the vendor's capacity as needed for accreditation

SSC ACCOUNTS PAYABLE SPECIALIST

- Maintains vendor data in the vendor master database

PROJECT PROPONENT

- Recommends prospective vendors, if any
- Conducts pre-bid and site visit, if applicable
- Discusses technical requirements with the vendor/supplier
- Evaluates technical requirements for closed bids of major projects / construction



Section V: STATEMENT OF POLICIES

I. Vendor Sourcing

1. Procurement Department shall source vendors from both accredited and prospective suppliers/contractors or from recommendations of the project proponent, including consultants and affiliate companies. New suppliers are subject to accreditation policies.
2. In case of ABS-CBN Regional areas, Station Managers may source prospective vendors for the following services. However, criteria for determining the appropriate vendor shall be based on the standards set by the respective SMEs.

| Service Type | SME |
|---------------------------------------|--|
| Safety and Security | Corporate Safety and Security Division |
| Building Construction and Maintenance | Property Management |
| Equipment Maintenance | TOD/Engineering |

The respective SMEs shall conduct an annual assessment of the service/s that the vendors provided, to ensure that the set standards are complied with.

3. Prospective vendors sourced by ABS-CBN Regional shall be subject to accreditation and bidding/quotation policies of the Procurement Department.
4. Procurement Department shall facilitate evaluation requirements of vendors through the following process:
 - a. Accreditation Requirements
 - b. Certification Requirements
 - c. Other applicable permits and licenses
 - d. Minimum Commercial Terms of the supplier/contractor such as the following:
 - Milestone payment/Progress Billing
 - Cash on Delivery (COD)
 - Project/Performance Bond
 - Other Terms and Conditions
5. Vendors with expected transactions amounting to Php 200,000 and above (annual) shall go through the pre-qualification process of the third-party partner (see Annex C for the specific requirements per business business/vendor type).



II. Vendor Accreditation

1. Generally, all vendors shall undergo the third-party pre-qualification process and submit the general accreditation requirements (refer to Annex B) prior to engagement.
2. The following vendor conditions are exempt to undergo the D&B prequalification:
 - a. Vendors with transactions below Php 200,000 annually
 - b. New vendors supplying items/services exclusively. In this case, Vendor Management shall review, on an annual basis at the minimum, the list of vendors offering exclusive items/services to determine if there are other vendors offering the same products/services in the market.
 - c. Suppliers of highly-specialized services (e.g., training, consultancy)
 - d. New vendors for emergency purchases (a post-facto accreditation shall be done)
 - e. New vendors assessed to be one-time (non-recurring purchase)
 - f. Long term Property lessors (e.g., Office site rental, Tower Site rental)
 - g. Energy and Utility Industry Vendors (e.g., Power supply, Telecoms, Gasoline)
 - h. Basic commodity and basic commodity brands
3. Suppliers who are exempted from third party pre-qualification are only required to submit the basic business documents (Mayor's Permit, BIR Registration, Copy of Official Receipt/Collection Receipt/Acknowledgement Receipt and Sales Invoice, and Supplier Information Sheet) to Vendor Management Department for vendor creation (PO-based) or SSC AP (Non-PO based).
4. Additional requirements, apart from the general requirements of the Vendor Management, shall be the responsibility of the requesting party. These requirements shall form part of the agreement with the supplier.
5. Ratings provided by the third-party pre-qualification partner shall be the basis for accrediting a vendor as follows:

| Rating | Accredit Vendor? |
|--|---|
| Low Risk | Yes |
| Average Risk | Yes |
| Above Average Risk | Conditional – for review and approval of the Vendor Management Head and the following (as applicable): <ul style="list-style-type: none">• Procurement's Finance Officer for Financial-related concerns• ABS-CBN Legal for legal concerns• Project proponent for product/service related concerns |
| High Average Risk | |
| With Red Flag/s (regardless of nature; i.e., Financial, legal, etc.) | |



6. The validity of the vendor's accreditation shall vary based on the rating the vendor has obtained. The maximum period of validity shall be as follows:

| Rating | Validity of Accreditation |
|---|---------------------------|
| Low Risk, with no red flags | 3 years |
| Average Risk, with no red flags | 2 years |
| Above Average Risk** | 1 year |
| Above Average Risk** | 1 year |
| With Red Flag/s (regardless of rating) | 1 year |
| *Note: For vendors required to submit sanitary and safety permits, validity of accreditation is 1 year. **Applicable if vendor has been approved to be accredited | |

7. Accreditation of vendors with declared/identified relatives (up to 3rd level of consanguinity or affinity) employed by ABS-CBN, its affiliates, or subsidiaries shall be endorsed to ABS-CBN Controller for approval prior to engagement.
8. Only vendors that are duly accredited by the Vendor Management must be maintained in the procurement vendor master in SAP.
9. A supplier duly accredited by Vendor Management is no longer required to undergo a separate accreditation process should another subsidiary decide to transact with the said supplier.

III. Vendor Performance Review and Evaluation

1. A vendor engaged in periodic contract shall be evaluated at least three (3) months before the fulfillment of the contract or at the end of the year, whichever comes first.
2. The Head of Procurement and Vendor Management shall review the vendors with the highest purchase order amount and most transactions within the year.
3. Evaluation shall be conducted per category through the use of the Supplier Rating Sheet. Suppliers shall be rated as: Very Good, Good, Fair or Poor based on the following criteria:
- Quality;
 - Price;
 - Delivery/Completion; and
 - Service/After Sales
4. Aside from the annual evaluation, process owners shall monitor suppliers' performance during the course of their transactions. They may use the evaluation template to escalate incidences during their regular operations.
5. Vendor Management team shall be responsible for disseminating the results of the evaluation and assessment to the respective vendors.



6. Vendor Management together with process owner shall conduct a feedback session with any vendor who fails the evaluation. The supplier must address the failing evaluation results and identify areas that can be improved/enhanced. All agreements shall be documented for reference purposes. A reassessment shall be scheduled depending on the items agreed upon.
7. Disciplinary actions are prescribed below, shall be carried out for vendors who fail the reassessment or for vendors who fail on the evaluation done at the end of the contract/engagement.

IV. Vendor Sanction Screening and Verification

1. Depending on the nature of the offense and accompanying circumstances, the company shall impose the applicable disciplinary actions to the supplier; vendor maybe put on hold for future requirements (temporary suspension) or delisted/banned.
2. For vendor blocking, Vendor Accreditation Specialist shall coordinate the blocking of such vendors in relevant systems. A vendor can be suspended from doing any business with ABS-CBN Corporation and its subsidiaries on the basis of receipt of evidence of one or more of the following reasons:

| NATURE OF OFFENSE | PENALTY | | |
|---|--|---|--|
| | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE |
| Bridge of agreement | Written warning | 1 years suspension from the pool of accredited supplier | Deletion from the pool of accredited suppliers |
| Failure to meet crucial delivery schedules | Written warning | 1 years suspension from the pool of accredited supplier | Deletion from the pool of accredited suppliers |
| Wrong or poor quality specifications | Written warning | 1 years suspension from the pool of accredited supplier | Deletion from the pool of accredited suppliers |
| Collusion or attempt to manipulate bidding procedures | Deletion from the pool of accredited suppliers | | |
| Providing counterfeit/pirated/fake goods | Deletion from the pool of accredited suppliers | | |
| Submission of fake/false/forged documents, certificates, or information or has resorted to unethical, illegal means in getting accredited | Deletion from the pool of accredited suppliers | | |
| Violation to any of the Ethical Standards required for an ABS-CBN supplier indicated in the Supplier Code of Ethics | Deletion from the pool of accredited suppliers | | |

3. Any of the following Company personnel/department shall be responsible for immediately reporting an offense or vendor misconduct:
 - a. Vendor Management
 - b. Procurement
 - c. Warehouse personnel
 - d. End-users
 - e. Finance and Accounting (payment related)



4. All cases requiring vendor disciplinary action must be submitted to the Vendor Management Team. A Vendor Incident Report (VIR) shall be used in documenting vendor's non-compliance to agreed performance standards (thru memo and email). Vendor Incident Report must be submitted to the Head of Vendor Management within seven (7) working days from the incident date.
5. Investigation shall be carried out by Vendor Management team to validate the reported incident within seven (7) working days from receipt of the VIR.
6. The vendor management team shall issue a show cause notice to the supplier within five (5) working days after the investigation. Supplier will be given seven (7) working days to reply to the notice. Failure of the supplier to respond to the notice within the period will result to an offense.
7. The Supplier, under investigation should submit an explanation letter addressed to the initiating unit for the corrective/preventive possible action. Explanation letter shall address the causes of suspension and stating the corresponding resolution and shall be approved by Head of Logistics.
8. Based on the investigation results and supplier response, Vendor Management team shall prepare necessary recommendation and communicate with legal for consultation. Logistics Division Head shall review the penalty recommendation and give final approval of implementation.
9. Head of Vendor Management shall inform the vendor of the offense committed and the corresponding penalty in writing within five (5) working days.

V. Supplier/Contractor Relations

1. ABS-CBN Corporation Supplier and Contractor Policy upholds accountability, integrity, fairness and transparency in its business dealings with suppliers and contractors in the procurement of goods and services. It shall seek the best value for money without compromising the quality standards and business ethics set by the Company.
2. ABS-CBN Corporation quality policy for procurement activities ensure competitive sourcing and pricing of highest quality of goods and services to support the ABS-CBN Corporation objectives. It shall assess, select and evaluate suppliers and contractors based on the standards of quality, expertise, track record, competitive pricing, delivery timeframe and customer service.
3. ABS-CBN Corporation has integrated 'green' initiatives and sustainable practices in its accreditation procedures. Suppliers are screened using environmental criteria such as waste management, environmental and/or regulatory compliance certificates; labor practices in supply chain covering child labor, forced labor; and human rights criteria. It shall favor suppliers and contractors that observe and respect the ABS-CBN Corporation Code of Conduct.



ANNEXES

Annex A: GENERAL ACCREDITATION REQUIREMENTS CHECKLIST

1. Duly Accomplished Supplier's Information Sheet
2. Company Profile with the following:
 - a. List of Board of Directors and Key Officers / Owners
 - b. List of product lines and price lists / services offered
 - c. Client listing (w/contact persons / telephone nos. / summary of projects)
 - d. Secretary's Certificate, indicating the authorized signatory and representative of the company to transact business with ABS-CBN (fix the indents)
 - e. List of tools and equipment and its respective acquisition dates (if applicable)
 - f. Certificate of Exclusive Distributorship, if principal is foreign
3. Permits and Licenses:
 - a. Bureau of Internal Revenue Registration (BIR Form No. 2303)
 - b. Sample Copy of Official Receipt and Sales Invoice.
 - c. Business Permit / Mayor's Permit
 - d. Certificate of Registration - Department of Trade and Industry (D.T.I.)
 - e. Certificate of Incorporation - Securities and Exchange Commission (S.E.C.)
4. Latest Audited Financial Statement (for the past 3 years)
5. Duly signed and notarized Certificate of Disclosure - list of relatives (up to 3rd level of consanguinity or affinity) employed by ABS-CBN, its affiliates, or subsidiaries.
6. Duly acknowledged and signed Supplier Code of Ethics



SPECIFIC ACCREDITATION REQUIREMENTS CHECKLIST

| INSURANCE / ASSURANCE | |
|--|-----------|
| Regulatory | Mandatory |
| 1. Certificate from Insurance Commission | |

| Travel Agencies | |
|--|-----------|
| Regulatory | Mandatory |
| Photocopy of certificates from the following: 1. Department of Foreign Affairs 2. National Statistics Office 3. Bureau of Immigrations 4. International Air Transport Association (IATA) | |

| FORWARDERS | |
|---|-----------|
| Regulatory | Mandatory |
| 1. List of Vehicles – for domestic, with plate number and date of acquisition a. Owned – minimum of 5 trucks 6 wheeler in size or above b. Leased – copy of contract with 3 rd party for exclusive use of vehicles 2. Warehouse Facility – minimum of 1,000 sqm owned or lease (copy of contract) 3. Proof of Direct Loading Arrangement with Major Carrier (e.g. Carrier Loading Agreement, Accreditation as Forwarding Agent, Bill of Lading, etc.) 4. Accreditation Certificate for the following: a. <i>Domestic</i> i. Civil Aeronautics Board (CAB) b. <i>International</i> i. International Air Transport Association (IATA Cargo) ii. BOC Certificate of Registration iii. Broker Requirements: 1. PRC ID 2. AMO Certificate of Accreditation 3. BOC Certificate of Registration c. Fair Trade Enforcement Bureau (FTEB) (Formerly PSB) | |
| Note to Dun & Bradstreet <u>Brokers will not be accredited separately. The Forwarder will be the one to provide the requirements needed for the brokers that they use.</u> Accreditation Categories: Domestic – if only domestic requirements were submitted ; International - if only international requirements were submitted ; Domestic/International – if all requirements were submitted | |

| COURIER | |
|--|-----------|
| Regulatory | Mandatory |
| 1. DOTC/DICT Permit/ Courier's License | |



| SECURITY SERVICES | |
|--|-----------|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. Certificate of Registration pursuant to Department Order No. 174 2. PNP SAGSD License to Operate (Security Services) | |

| SERVICE CONTRACTORS | |
|--|-----------|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. Certificate of Registration pursuant to Department Order No. 174 2. Contractor's License, if applicable 3. Fair Trade Enforcement Bureau (FTEB) , if applicable | |

| MANPOWER SERVICES/AGENCIES | |
|--|---|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. Certificate of Registration pursuant to Department Order No. 174 2. SSS Registration /Latest Remittances 3. PAG-IBIG Registration/Latest Remittances 4. PhilHealth Registration / Latest Remittances | <ol style="list-style-type: none"> 1. Health Card 2. Life Insurance |

| FINANCING | |
|---|-----------|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. Corporate Governance and Finance 2. Department (CGFD) Clearance | |

| TREATER/RECYCLER | |
|--|-----------|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. Environmental Compliance Certificate (ECC) 2. Transporter Registration Certificate (TRC) 3. Treatment, Storage and Disposal (TSD) 4. Permit to Operate (PTO) 5. Discharge Permit (DP) 6. Certificate of Non-Coverage (CNC) | |

| SPECIAL EFFECTS | |
|---|---|
| Regulatory | Mandatory |
| <ol style="list-style-type: none"> 1. BFE-FED Certificate (for Pyrotechnic & Firearms Effects supplier) 2. Firearms License & Permit to Carry Firearms (for Firearms Effects supplier) 3. Material Safety Data Sheet (MSDS) (applicable to suppliers using pyro and firearms) 4. Firearms Registration (Certificate or Card) 5. For Airsoft - Certificate of Registration 6. License to Own and Possess Firearms (LTOPF) 7. Permit to Carry Firearms Outside Residence | Copy of Insurance Policy (Commercial General Liability) |



| PRODUCTION DESIGN | |
|--|-----------|
| Regulatory | Mandatory |
| 1. PCAB 2. COSH Certificate of Safety Officer (SO1 / SO2) 3. Certificate of TESDA Skilled Worker/s (i.e Scaffolder, Gas Welding) | |

| PPE SUPPLIER | |
|----------------------|-----------|
| Regulatory | Mandatory |
| 1. FDA Certification | |

| HEALTH CARE | |
|--|--|
| Regulatory | Mandatory |
| 1. FDA Certification 2. License to Operate from DOH (LTO) | 1. Proficiency Test Result from DOH and RITM |

| WATER REFILLING STATIONS | |
|---|-----------|
| Regulatory | Mandatory |
| 1. Quality Test Result from DOH accredited laboratory company | |



ANNEX B: CODE OF ETHICS FOR SUPPLIERS

CODE OF ETHICS FOR SUPPLIERS

PURPOSE:

This Code of Ethics (the "Code") is an extension of the values of ABS-CBN Corporation and its subsidiaries and affiliates and reflects ABS-CBN's commitment to sound ethical business practices. It is meant to communicate ABS-CBN's expectations from its Suppliers in all transactions to ensure that procurement ethics are followed.

As used in this Code, the term "ABS-CBN" shall refer to ABS-CBN Corporation and its subsidiaries and affiliates.

GENERAL RESPONSIBILITIES:

This Code sets forth ABS-CBN's minimum requirements from its Suppliers, and Suppliers' personnel. Suppliers are required to conduct their business/es ethically and responsibly, and in full compliance with both the letter and the spirit of the law, this Code, and any other ABS-CBN policy and procedure that may be applicable. It is expected and assumed that all Suppliers shall educate their respective employees, representatives, agents, and subcontractors of this Code of Ethics and ensure compliance.

STANDARDS:

Non-compliance, directly or indirectly, with any directive, rules, or regulation stated in this Code constitutes breach of contract and shall result in immediate termination of the business relationship, and ABS-CBN shall seek any available remedies at law or in equity for such violation.

Below are standards that each Supplier shall be required to comply with:

Business Integrity

The highest standards of integrity shall be upheld in all business transactions. All forms of illegal or inappropriate activity, including, but not limited to, corruption, misrepresentation, extortion, embezzlement or bribery, whether committed or intended to be committed, directly or indirectly, are strictly prohibited.

Supplier shall comply with all rules, regulations, policies, and requirements relating to providing goods, products, and/or services to ABS-CBN. The Supplier shall ensure that it possesses the necessary capabilities and equipment, including sufficient capitalization as required under the law, related to the goods, products, and/or services being supplied to ABS-CBN. Supplier shall ensure its status as a legitimate, valid service provider, duly accredited and/or registered with the appropriate government agencies and/or societies or associations related to the goods, products or services to be supplied. Supplier shall ensure that all registrations and/or accreditations obtained to enable it to provide goods, products, and/or services to ABS-CBN are maintained for the duration of Supplier Agreement(s) with ABS-CBN. Supplier shall ensure it is a member in good standing of these associations or societies. Suppliers shall further warrant that it will only supply goods, products, and/or services of superior quality.

Supplier shall ensure that all records prepared for ABS-CBN, including records of work time and expenses, are accurate, complete, correct, current and consistent with the standards and requirements of the industry to which the Supplier belongs and of ABS-CBN.

Supplier shall not act in concert or engage in anti-competitive conduct with other suppliers or agents, or with any officers, employees, personnel or representatives of ABS-CBN, when participating in any bidding by ABS-CBN for goods, products or services.



Conflict of Interest

ABS-CBN expects Supplier to exercise reasonable care and diligence to prevent any action or condition which may result in a conflict with ABS-CBN's interests, or which may compromise the exercise of independent judgment of ABS-CBN personnel during the delivery of goods or products or execution of work for ABS-CBN. As such, Supplier is required to immediately disclose a conflict of interest or a potential conflict of interest situation and to prevent such a situation from arising.

Close Personal Relationships:

Close personal relationships between Supplier personnel and ABS-CBN employees responsible for monitoring Supplier's performance shall be prohibited in order not to compromise the exercise of independent judgment, or lead to claims of a conflict of interest.

To avoid these problems and foster a positive work environment, Supplier shall ensure that the data indicated in the Supplier Certificate of Disclosure are complete, accurate, and current.

Business Courtesies:

A Supplier is expected to compete solely on the quality and merit of its goods, products, and services. As such, a Supplier, as well as its employees, **shall avoid giving or offering** any business courtesy that may constitute, or could reasonably be perceived as to constitute, unfair and improper business inducements regardless of whether or not that would violate the law, regulations, or policies of ABS-CBN, would cause embarrassment, or reflect negatively on ABS-CBN's goodwill or its employees and personnel's reputation or work principles. Business courtesy includes gifts, meals, refreshments, entertainment, and other benefits of any kind or form, from any Supplier or its personnel, employees, or consultants.

A business courtesy as part of prevalent business practice, may be accepted only if it is occasional and is of nominal value (**not more than \$50 or its Philippine Peso equivalent**). Consequently, a Supplier may, for legitimate business purposes, offer a business courtesy provided that they conform to all of the following criteria:

- It is unsolicited
- It is not a bribe, commission, rebate, or other illegal/illicit payment
- It is not lavish or excessive, not frequent, and does not reflect a pattern of acceptance of business courtesies from the same person or entity
- It is not given in exchange for any business consideration
- It would not embarrass ABS-CBN if disclosed publicly
- It is not intended, nor likely to be perceived by others, to improperly influence business decisions
- It does not create the appearance (or an actual or implied obligation) that the gift giver is entitled to preferential treatment, an award of business, better prices, or improved terms.

In addition, Suppliers may give or offer business courtesies, which should be limited to:

- Gifts of nominal value/simple promotional items and tokens (e.g. calendars, pens, mugs, caps, t-shirts).
- Flowers, food and drinks, gift baskets, and other modest presents that commemorate a special occasion or during holidays.
- Small gifts of nominal value presented during, and invitations extended to ABS-CBN employees or personnel to attend, official business events such as inaugurations, trade fairs, product launches, and exhibits, provided that the immediate superior of said ABS-CBN employee or personnel has been properly and officially notified.



- Infrequent official business lunches or dinners with ABS-CBN employees or personnel, provided that the latter's immediate superior is properly and officially notified.

The following business courtesies are prohibited under this Code, regardless of amount:

- Cash, gift cards, lines of credit, instruments of ownership (e.g. stock certificates) or any other thing of value redeemable for cash
- Jewelry
- Holiday trips, whether for ABS-CBN employees, or any of their family members
- Food and drinks for company sponsored excursions or personal/family use
- Use of service vehicles and/or venue for excursions
- Hospitalization assistance
- Loan/cash advance
- Invitation to act as sponsor in wedding/baptism unless the employee is related to the Supplier-sponsor.
- Other analogous or similar acts

A Supplier shall use good judgment, discretion, and moderation when offering business courtesies to ABS-CBN employees. Except as specified in this Code, employees and personnel of ABS-CBN are prohibited from accepting gifts, favors or invitations for themselves or on behalf of others. As such, Suppliers shall not offer or attempt to offer, bribes, commissions, rebates, goods, or services and/or any other incentive to an ABS-CBN employee to obtain improper advantage or retain business and do or perform any act which contravenes this policy.

Environment, Health and Safety:

Supplier shall provide a safe and healthy working environment for all its employees that includes all necessary and appropriate controls, safety procedures, preventative maintenance, and protective equipment. All business practices shall comply with all relevant local and national laws, codes and regulations. ABS-CBN expects its Suppliers and the Suppliers hereby undertake to continually look for ways to minimize waste, emissions and discharge in their operations, products and services and to establish and maintain a management system or program that encourages continual improvement in environmental, health and safety performance.

Labor / Human Rights / Human Resources/Child Labor:

Suppliers shall only employ workers who meet the applicable minimum legal age requirement. Suppliers shall comply with all other applicable child labor laws. ABS-CBN is committed to the elimination of the "worst forms of child labor," as defined by Republic Act No. 9231. ABS-CBN expects its Suppliers and the Suppliers hereby undertake to support and participate in industry efforts aimed at the elimination of such practices wherever they exist in the supply chain.

Forced Labor:

Suppliers shall not utilize or benefit in any way from forced or compulsory labor, nor utilize factories or subcontractors that force unpaid labor. Suppliers shall support and respect the protection of internationally proclaimed human rights and not willingly or knowingly assist in any violation of human rights, nor benefit from human rights abuses committed by another party, nor remain silent when human rights violations are being committed.



Wages and Hours:

Suppliers shall provide wages at least equal to the applicable legal minimum wage and any associated statutory benefits. If there is no legal minimum wage, Suppliers shall ensure that wages are at least comparable to those at similar companies in the local area or to prevailing industry norms. Working hours should reflect the applicable number of hours prescribed by all applicable laws norms and overtime hours should be paid at the legally mandated rate or at least at the same rate as regular hours worked if there is no mandated rate.

COMPLIANCE:

A Supplier is required to familiarize itself with this Code, to ensure successful business and working relations with ABS-CBN. It is the responsibility of the Supplier to ensure that its employees, agents, representatives, and subcontractors understand and strictly comply with this Code.

Compliance with this Code may be subject to an audit at ABS-CBN's discretion. By becoming an ABS-CBN supplier, vendors or suppliers agree to comply with this Code and to be subjected to audit. Failure to comply with this Code may result in the suspension and/or permanent revocation of a Supplier's accreditation (including the accreditation of its subsidiaries or affiliates) with ABS-CBN, without prejudice to any right, benefit or remedy which may have accrued in favor of ABS-CBN prior to the effectivity of the termination or suspension of accreditation.

Existing laws, statutes, ordinances, rules or regulations of the Republic of the Philippines shall be suppletory to this Code, and any violation thereof shall be subject to sanctions in accordance with said laws, statutes, ordinances, rules or regulations, and ABS-CBN's policies.

The ethical standards required of an ABS-CBN Supplier include compliance the following laws and all other existing laws, statutes, ordinance and rule and regulation of the Republic of the Philippines:

| ETHICAL STANDARDS | SPECIFIC LAW, RULES OR REGULATION |
|---|--|
| 1. Anti-Bribery (Government) | <ul style="list-style-type: none">• Republic Act No. 3019, as Amended – Anti-Graft and Corrupt Practices Act |
| 2. Anti-Discrimination Policy | <ul style="list-style-type: none">• Republic Act No. 10911 – Anti-Age Discrimination in Employment Act |
| 3. Compliance with Environmental Laws | <ul style="list-style-type: none">• Presidential Decree 1586 – Philippine Environment Impact Statement System• Republic Act No. 8749 – Philippine Clean Air Act of 1999• Republic Act No. 9275 – Philippine Clean Water Act of 2004• Republic Act No. 6969 – Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990• Republic Act No. 9003 – Ecological Solid Waste Management Act of 2000• Republic Act No. 9729 – Climate Change Act of 2009 |
| 4. Compliance with Labor Laws 5. Recognition of the Existence of Labor Unions, Collective Bargaining and Freedom of Association of employees | <ul style="list-style-type: none">• Presidential Decree No. 442, as Amended – The Labor Code of the Philippines |



| | |
|---|--|
| 6. Machinery For Employee Grievances | |
| 7. Policy on Health and Safety of Employees | |
| 8. Dangerous Drugs Law | <ul style="list-style-type: none">• Republic Act No. 9165 – Comprehensive Dangerous Drugs Act of 2002 |
| 9. Data Privacy / Confidentiality | <ul style="list-style-type: none">• Republic Act No. 10173 – Data Privacy Act Of 2012 |
| 10. Solicitation of donations and voluntary contributions | <ul style="list-style-type: none">• Presidential Decree No. 1564 - Solicitation Permit Law |
| 11. Refraining from the Use of Child Labor | <ul style="list-style-type: none">• Republic Act No. 7610, as Amended by Republic Act No. 9231 – Special Protection of Children Against Abuse, Exploitation, And Discrimination Act, |
| 12. Refraining from the Use of Forced Labor | <ul style="list-style-type: none">• Republic Act No. 9208 – Anti-Trafficking In Persons Act Of 2003 |

ACKNOWLEDGEMENT AND ACCEPTANCE

This is to certify that I have read and understood ABS-CBN's Code of Ethics for Suppliers. I hereby commit myself and the Company to which I belong, to fully comply with the principles, provisions and requirements of ABS-CBN's Code of Ethics.

I also certify that I am authorized by my Company to sign and accept this document in its behalf.

Supplier/Company Name: _____

Address: _____

Name of Representative: _____

Designation: _____

Signature: _____

Date: _____

Please return SIGNED copy to ABS-CBN CORPORATION. Thank you.



ANNEX C: VENDOR ACCREDITATION MEMO



ABS-CBN CORPORATION

Procurement: Operating Policies and Procedures

| General Information | |
|---------------------|-------------------------------------|
| Project Title | Procurement Policies and Procedures |
| Project Owner | Procurement Department |
| Company/ Division | Logistics and Procurement Division |
| Author: | |
| Reviewed by: | Allan U. Cotaoco |
| Last Updated | March 3, 2022 |
| Status | Signed-off |
| Version | V12 |

Strictly confidential and not for use or disclosure outside ABS-CBN Corporation except under written agreement authorized by Logistics Division.



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PREAMBLE

It is the aspiration of ABS-CBN Corporation and its subsidiaries to comply with the procurement framework established by the United Nations on Sustainable Procurement. Sustainable Procurement (SP) is an approach that incorporates social, economic, and environmental impact considerations and sustainability. Its aim is to ensure that all products and services procured supports local economic development, with the least environmental and most positive social impact, with the best value for money.

For this reason, enhancement of existing procurement policy shall be the preliminary endeavor of this department and is geared towards:

- Placement of control aimed at minimizing risks and improving efficiency,
- Maintaining a transparent and competitive process for procuring goods, services, and infrastructure projects based on eligible purchase request, and
- Observance of the highest ethical and professional standards in establishing a mutually beneficial relationship with our supplier. Integrity, fairness, and respect will serve at the foundation of this relationship.

Section I: OBJECTIVES

- To minimize risks through controls and improve efficiency
- To maintain transparency and competitive procurement process
- To formalize standard policies and procedures to enforce compliance
- To comply* with the procurement framework established by the UN on Sustainable Procurement
 - Social,
 - Economic and,
 - Environmental impact

**-Aspiration of ABS-CBN Corporation and Subsidiaries*

Section II: SCOPE

This documentation covers the Generation (and approval) of Purchase Order:

- Preconditions
- Vendor Selection
- Bidding and Quotation
- Awarding Rules

**Note: This policy does not cover Vendor Accreditation and eAuction Policies and Procedures*

Section III: DEFINITION OF TERMS

Bidder – an organization willing to provide goods and services required as evidenced by a proposal or quotation submitted in response to a company solicitation.



Bidding – the act or process of making bids; an offer; a proposal of a price, as at an auction

CPA – Ceiling Price Acceptance

Contract – a formal written understanding with a vendor to provide goods and services in conformity with documented descriptions and terms.

Contract - a form of Outline Agreement for non-stock items

Expression of Interest (EOI) – is the process of seeking an indication of interest from potential vendor/supplier who are capable of undertaking specific work or provision of material items. A formal registration of interest in providing the company with goods and/or services.

Outline Agreement – a long-term purchasing agreement with a vendor concerning the supply of materials or services subject to specified conditions

- Scheduling Agreement – a form of Outline Agreement for stock items
- Contract – a form of Outline Agreement for non-stock items

PRPO Variance – the deficiency between the winning bid (PO) and the approved purchase request (PR) that requires supplemental budget from the requestor to proceed to the actual purchase of requirement.

Proposal/ Bid – refers to a signed offer submitted by a supplier, manufacturer, distributor, contractor or consultant in response to the Bidding Documents.

Purchase Requisition (PR) – a document created online by the requisitioning department to request purchase of non-stock or stock items.

Purchase Order (PO) - issued solely by the Procurement Department, in response to an approved Purchase Requisition (PR), committing the Company to a purchase transaction from a vendor as specified therein. The PO describes the items/services being ordered and incorporates appropriate terms and conditions governing the transaction.

Quotation – also known as **Proposal** or **Bid**. A statement of the current market price of a commodity or service, usually appearing on the vendor's letterhead and signed by the vendor

Repeat Order – a method of Procurement that involves a direct Procurement of Goods from the previous winning bidder, whenever there is a need to replenish Goods.

RFI – Request for information, is a common business process whose purpose is to collect written information about capabilities of various suppliers.

RFQ – Request for quotation, is a business document used in soliciting price and delivery quotations that meet minimum quality specifications for a specific quantity of specific goods and/or services.



RFP – Request for proposal, is a business document that announces and provides details about a project, as well as solicits bids from appropriate contractors. It is intended to request for the total service cost hence RFP is detailed than RFQs.

Scheduling Agreement – a form of Outline Agreement for stock items

SCAR – Supplier's Cash Advance Request

Vendor Accreditation – this is a system for qualifying prospective vendors on the basis of a set of screening criteria, such as product/service quality, technical competence, adequacy of facilities/resources, financial stability and track record from existing clients

Section IV: AREA OF RESPONSIBILITIES

BUYER / PURCHASER

- Requests for quotations from prospective/accredited vendors
- Evaluates received quotations and negotiates with the vendors
- Prepares and submits comparative analysis report on prospective vendors
- Creates purchase orders
- Accomplishes SAP Scheduling Agreement / Contract for outline agreements and PR/PO variance form as necessary
- Issues bid documents and expression of interest for shortlisted vendors to participate in biddings
- Tabulates bids and schedules the opening of sealed bids, if applicable
- Creates tender reports for closed bid of major projects or construction, if applicable
- Requests for the revised proposal from the winning Vendor / Bidder
- Endorses failed bid to Bidding Committee
- Endorses new vendors to Vendor Management

PROCUREMENT DEPARTMENT HEAD

- Reviews and approves purchase orders and outline agreements (refer to the board approved approval matrix)

PROCUREMENT SECTION HEAD

- Reviews and approves purchase orders and outline agreements (refer to the board approved approval matrix)

PURCHASING COORDINATOR

- Prints and logs approved POs
- Prints and sends scheduling agreement / contract
- Print and sends delayed penalty agreement, when needed
- Generation of procurement performance report
- In-charge of revolving fund and release of funds to the buyer if necessary

LOGISTICS & PROCUREMENT HEAD

- Reviews and approves/disapproves SAP scheduling agreements / contracts, justification for emergency purchases, and outline agreements (refer to the board approved approval matrix)
- Decides whether to revoke accreditation of vendors if needed



- Performs offline negotiation together with the assigned Buyer in cases wherein bidder(s) decided not to join (through rejection ceiling price) the eAuction process.

FINANCE OFFICER / VENDOR MANAGEMENT

- Conducts assessment and evaluation of the vendor's capacity as needed for accreditation
- Triggers the review of the contracting capacity risk (NFCC)

PROJECT PROPONENT

- Ensures that approved P or signed budget memo and signed project brief are available
- Issues technical bid documents
- Conducts pre-bid and site visit, if applicable
- Discusses technical requirements with the vendor/supplier
- Evaluates technical requirements for closed bids of major projects / construction
- Issues technical evaluation result to Procurement
- Validates revised proposal of winning vendor based on the eAuction result

BIDDING COMMITTEE REPRESENTATIVES

- Participates in the opening of the sealed bids in the absence of assigned Bid Com.

BIDDING COMMITTEE

- Reviews and approves the selection of the winning bidder

QUANTITY SURVEYOR

- Assist the Project Proponent during project planning to come up with reliable cost reference/budget
- Assist the Project Proponent in the technical validation of revised proposal submitted by the winning eAuction vendor (>500K & Up), in needed

Section V: STATEMENT OF POLICIES

I. General Statement

1. Procurement of goods, services, and infrastructure projects shall be competitive and transparent and therefore shall ensure that all pertinent information and requirements are available, complete, and clear; prior to any procurement activity.
2. Anything beyond this policy shall require the approval of the authorized approvers. These authorized approvers shall be based on the board-approved PO approval matrix or designated approvers (refer to Annex C).
 - Those exemptions through approved justification memo includes, but is limited to the following:
 - Strong preference by the end-user due to the technical requirement
 - Urgency of Need
 - Emergency Purchases
 - Repeat order (within 3 months/framed contract)
 - Exclusive Distributor



II. Pre-Conditions (Purchase Requisition)

1. Procurement of goods, services and infrastructure projects shall be competitive and transparent and therefore shall ensure that all pertinent information and requirements are available, complete and clear; prior to any procurement activity.

The said requirements include but not limited to:

- Approved PR and/or budget memo,
 - Signed project brief/signed SOW (Capital Project)
 - Signed project documents (Non-Tech)
 - Signed memo (Technical)
 - For Construction projects, Project proponent shall seek the assistance of Quantity Surveyor (QS) during:
 1. Planning Stage
 2. Technical Evaluation
 3. Technical Validation (after eAuction result)
 - Quality Surveyor shall assist in the technical and commercial evaluation but not in the price negotiation
2. All disbursements shall be withdrawn from an approved budget and shall be subject to an approval prior to any spending. Any unbudgeted disbursements, beyond template or any deviation from policy shall go through the unbudgeted approval process before any spending takes place.
 3. Creation of Purchase Requisition (PR) in the sourcing system shall be done before the purchase to ensure that it is within approved budget. The approved PR shall trigger the Procurement Department to proceed with the quotation/bidding process.
 4. Recurring purchase requisitions for goods, such as stock items or other consumables/supplies, shall be covered by a contract (refer to Section VI: Procedures). As such, purchase orders within the agreed contract duration shall no longer require quotation and bidding.
 5. All purchase requirements shall be requested through a purchase requisition and, as such, shall undergo the standard purchase order procedures (refer to Section VI: Procedures 1, 2, 3, and 7) of the Procurement Department. In line with the objective to expedite the purchasing process, non-PO transactions are allowed following the guidelines below:
 - a. Purchase of recurring services (e.g., utilities, maintenance, housekeeping and janitorial services, rentals, etc.) and production-related expenses (e.g., catering services and equipment rentals, etc.) will be processed as a non-PO transaction.
 - b. Prior to engagement, vendors of non-PO transactions shall still be subject to accreditation and bidding/quotation policies, and shall be covered by a contract initiated /handled by Project Proponent.



III. Vendor Selection

1. Procurement Department shall source vendors from accredited suppliers only. Vendor accreditation process shall be handled by the Vendor Management.

IV. Bidding and Quotation

1. Purchase requisitions shall be executed as follows:

| Procurement | Amount (in Philippine Peso) - Annual Estimated Transactions |
|---|--|
| Acquisition through accredited suppliers, no auction needed** | 10,000 and below Non-Capex items and services (i.e., nails, miscellaneous items, etc.) |
| At least three (3) Request for Quotations (RFQ) | >Php 10,000 to < 500,000 |
| eAuction | ≥Php 500,000 to < Php 5 Million |
| | ≥Php 5 million and above |

For ABS-CBN Regional, purchases amounting to Php 50,000 and below are not required to follow the above minimum three-RFQ requirement. On the other hand, for purchases above Php 50,000 and getting at least three RFQs is not possible, the Station Manager shall prepare a justification memo subject to approval of the Regional Finance Officer and the Division Head.

Note: **In cases wherein cash payment is required by winning vendor, refer to Section VI: Procedures for Cash Purchase Process as well as the following guidelines:

- ABS-LOG-PR-2017-M10001_Procurement Revolving Fund Guidelines
- ABS-LOG-PR-2017-M10002_Purchase Card Policy

2. In cases where bidders are sourced/recommended by the project proponent through the Vendor Management, at least one additional (1) bidder shall be sourced by Procurement Department unless the vendor/s recommended by the proponent is/are the only vendor/s available to serve the requirement.

3. The following shall proceed directly with contract processing (i.e., exempted from the bidding process):

- Exclusively distributed products/services including spare parts/repairs/location
 - i. Supported by certification/clear statement of the unique performance factors of the product or supplier specified. Unique factors shall be verified by the following:
 - ii. Quantity Surveyor (QS) - for construction
 - iii. SME – for technical/ non-technical items/services
- Change order for the same vendor with the same scope/SOW provided that the original contract is already awarded to that vendor and project is already ongoing.



4. For purchases requiring quotation only, quotes shall be requested from at least three (3) accredited vendors except in the following instances:
 - a. Number of vendors for items from foreign sources will depend on the available local distributors or dealers
 - b. Professional / Technical services where the competencies are known and competition will not result in any price or performance advantage
 - c. Repeat order for items within three (3) months from the date of the most recent request for quotation
 - d. Emergency purchases
5. Bidding with variance shall be subject to the approval of the Division/Department Head and the respective Finance Officer and shall be applicable to the scenarios below:

| Applicable to: | If PO Variance vs PR Amount is: | Then: |
|----------------|---------------------------------|-----------------------------|
| ≥ Php 100,000 | 5% above the PR amount | Prepare PR/PO Variance Form |
| >Php 100,000 | ≥ Php 5,000 | |

Approval shall be documented through the use of PR/PO Variance Approval Form.

6. Failed or disqualified bids shall be endorsed by the Buyer to the Bidding Committee for further assessment.

V. Bidding through eAuction

1. Bidding through eAuction shall be approved based on the board-approved approval matrix (refer to Annex C).
2. For major projects, the Net Financial Contracting Capacity (NFCC) of the vendor shall be considered when awarding projects or contracts to a vendor to address the concentration capacity risk. The NFCC should at least be equal to the approved budget. The Vendor Management and the Procurement Finance Officer (FO) shall trigger the review of the contracting capacity risk. Refer to Annex D – for the contracting capacity formula.
3. A bid is disqualified for any of the following reasons:
 - a. Major non-compliance to specifications as recommended by technical reviewer or SME
 - b. Pricing error that have a major impact on the bid outcome, as notified by the Buyer.
 - c. Non-compliance to work instructions that have a major impact on the bid outcome.
 - d. Omission in statement of work as recommended by Project Proponent and SME
 - e. Incomplete and late bid submission
4. A bid is deemed failed when one of the following conditions is met:
 - a. Leakage or bid integrity is compromised
 - b. All bids have major non-conformance(s)



- c. All bids are 15% above the approved budget
- d. Only one (1) qualified EOI response

VI. Emergency Purchases

1. A justification memo shall be accomplished by the requestor for emergency purchases. An emergency purchase is defined as a purchase arising from an unexpected and immediate need that may result in significant financial loss or health and safety implications if not served. This memo shall be approved in accordance with the Unbudgeted Approval Matrix (refer to Section VII: Annex).

2. The vendor accreditation and bidding/quotation steps are suspended for emergency requirements. For new vendors serving emergency requirements, a post-facto accreditation shall be done, unless the purchase is assessed to be a one-time (non-recurring) purchase.

3. New vendors engaged during the emergency situation shall be endorsed to Vendor Management.

VII. Purchase Ordering

1. All purchase orders shall be duly approved before processing (See Annex B for the Approval Matrix).

2. PO price variance amounting to either 5% (for POs above Php 100,000) or Php 5,000 (for POs worth Php 100,000 and below) against the approved amount in the PR shall be subject to the approval of the Division/Department Head and the respective Finance Officer. Approval shall be documented through the PO Variance Approval Form.

3. Advance payment or down payments shall be avoided whenever possible. All Down payment shall be made after prior approval. (see annex B and C, PR/PO approval matrix) and shall not exceed to 30% of the contract price.

a. For the following services where requirement of down payment is a standard industry practice shall not exceed to 50% of the contract amount:

- Hotel and restaurant services
- Use of conference/seminar and exhibit area
- Lease of office space
- Membership dues
- Supplier who offer substantial discounts
- Supplier of medical supplies and
- Supplier of personal protective equipment (PPE)

b. Procurement of goods required to address contingency arising from natural calamities in areas where a "State of Calamity" has been declared by appropriate authorities shall not exceed 15% of the contract price.

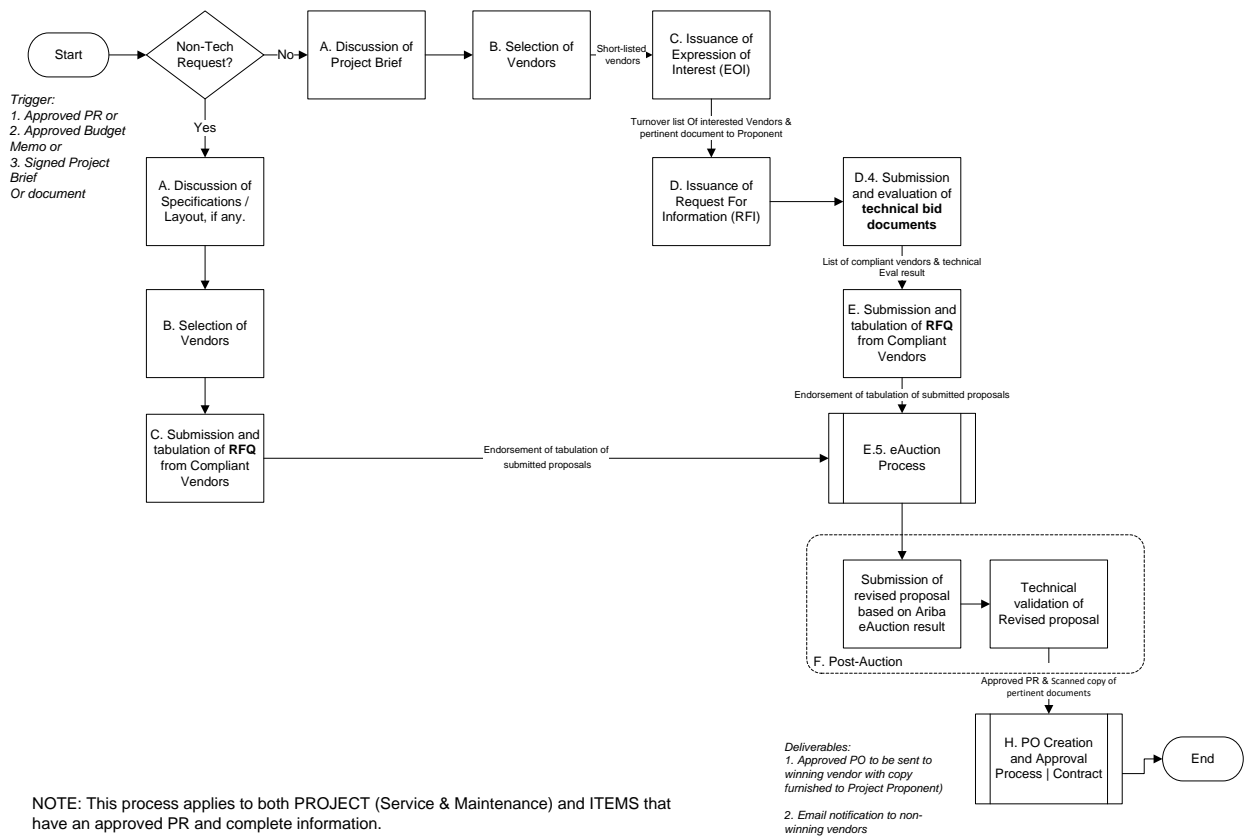
Exceeded amount from the down payment shall require the approval of Logistics and Procurement Head.



Section VI: PROCEDURES

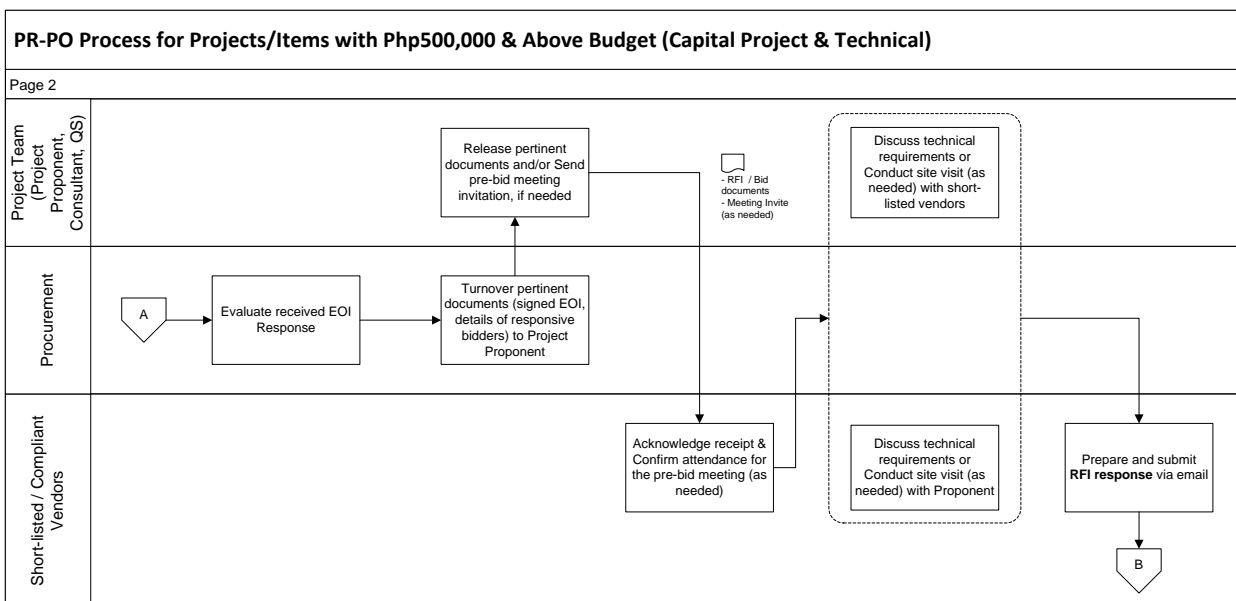
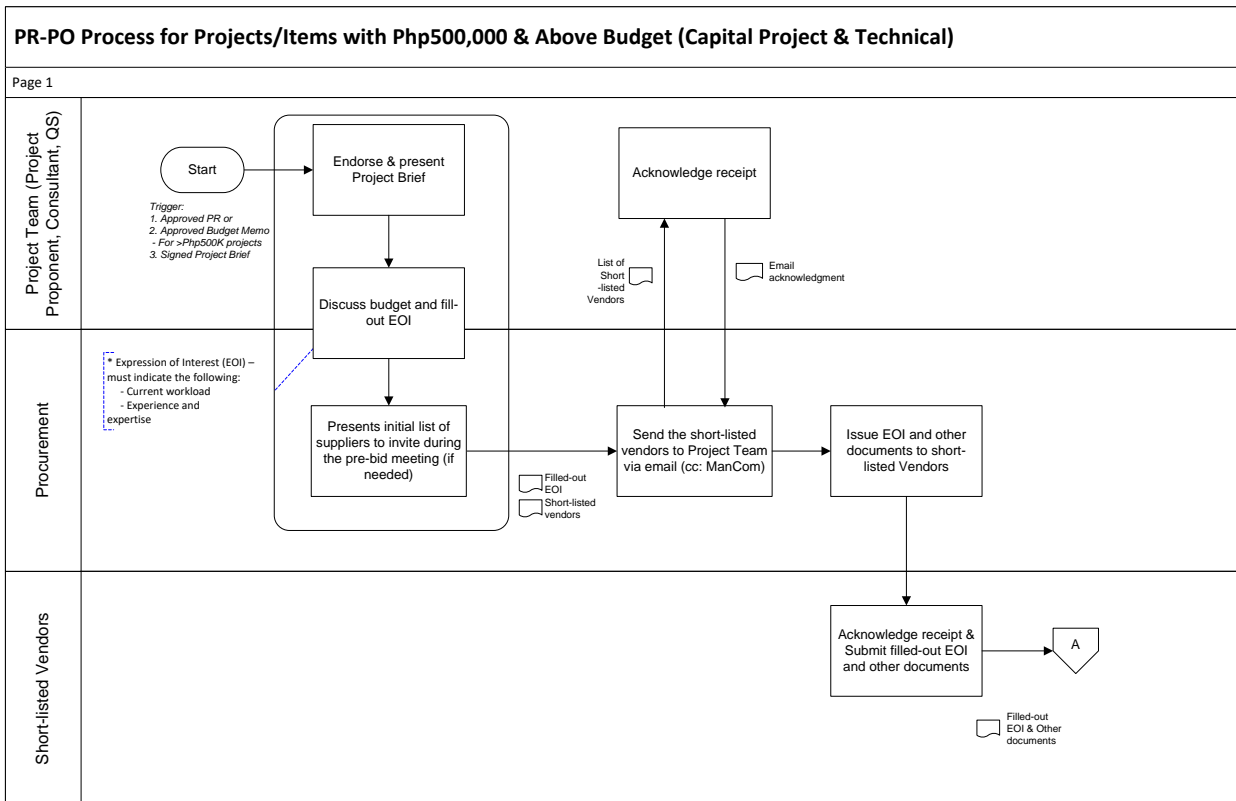
1. **Major/Minor Bidding through eAuction:** High-Level Process for Projects/Items with Php500,000 & Above Budget.

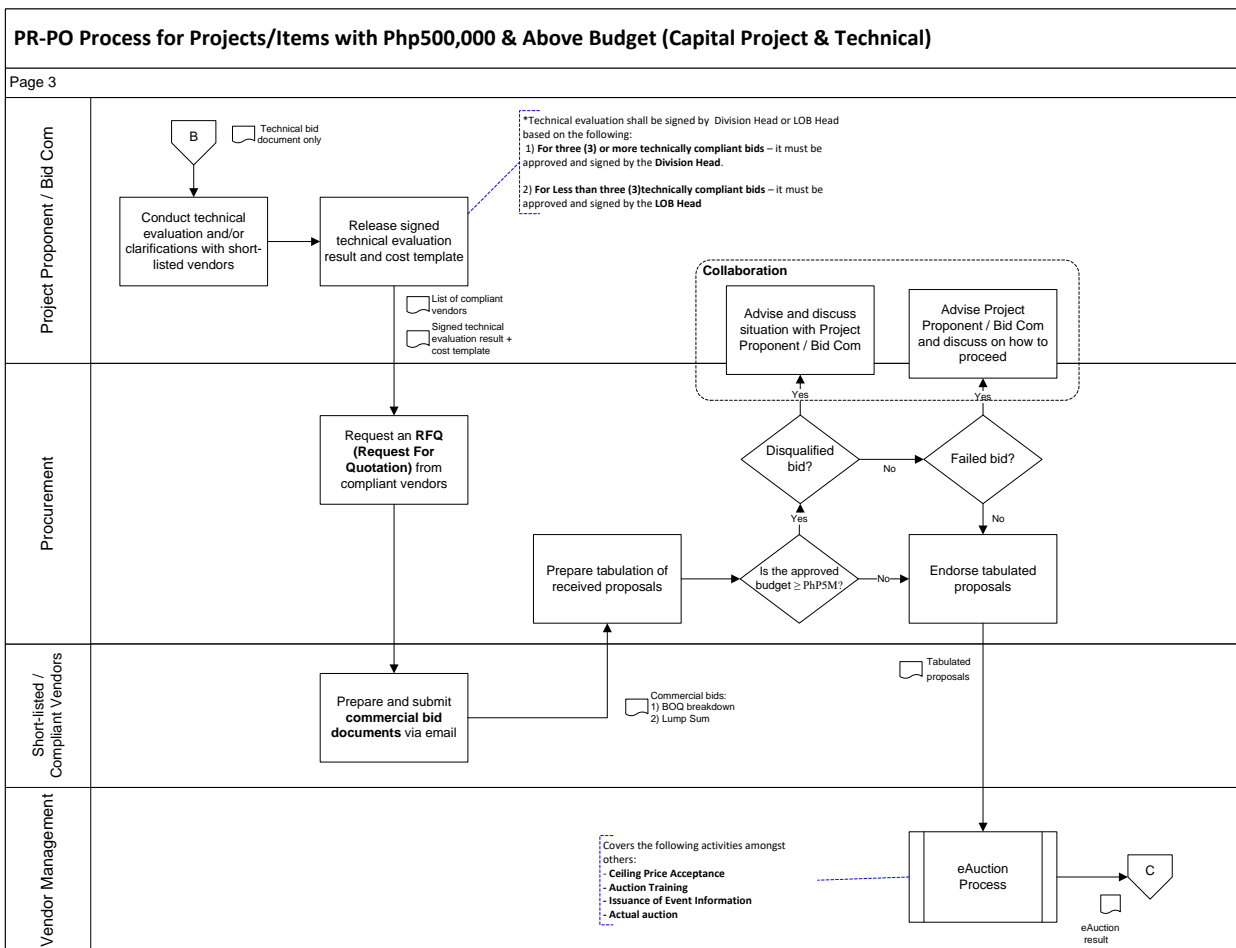
High-Level Process for Projects/Items with Php500,000 & Above Budget

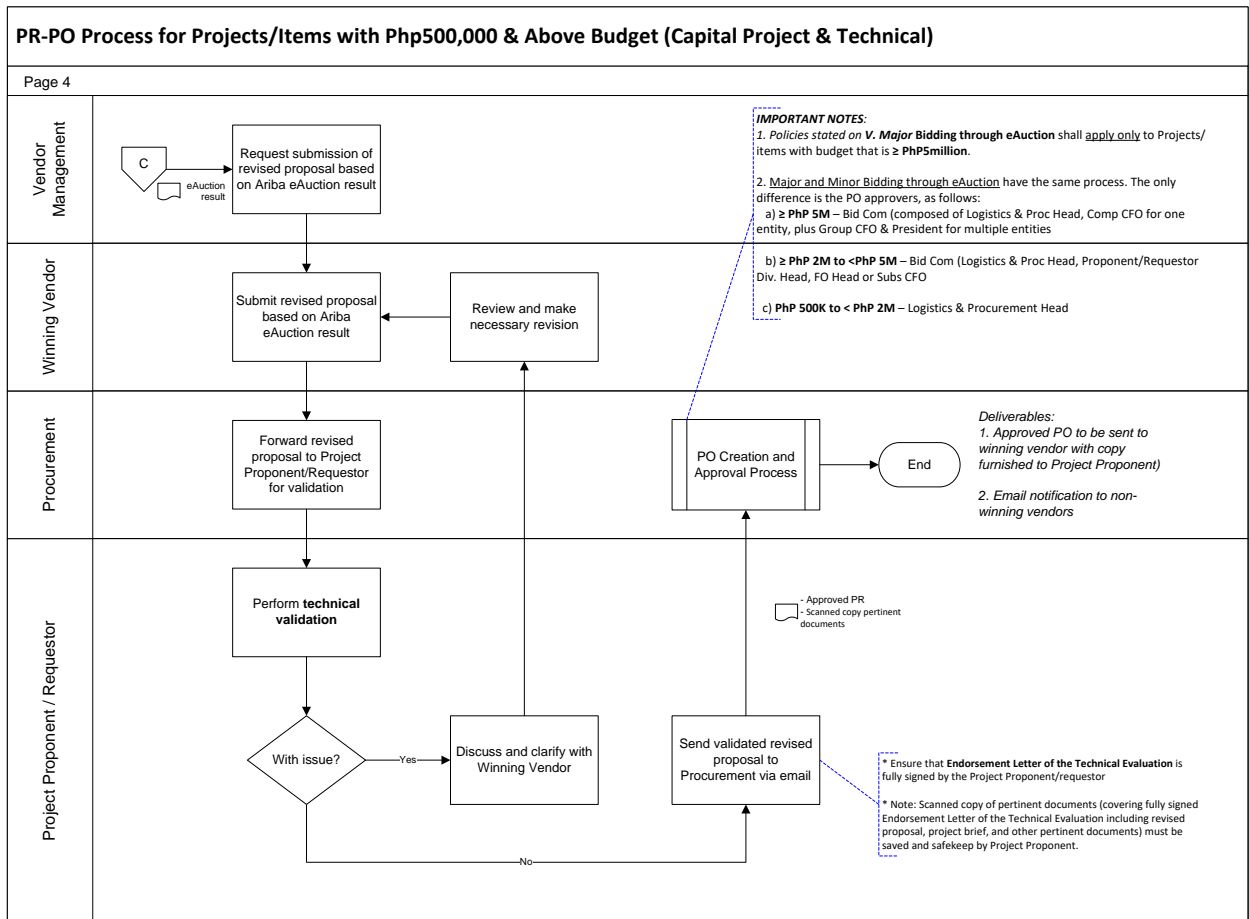




Procurement Policies and Procedures

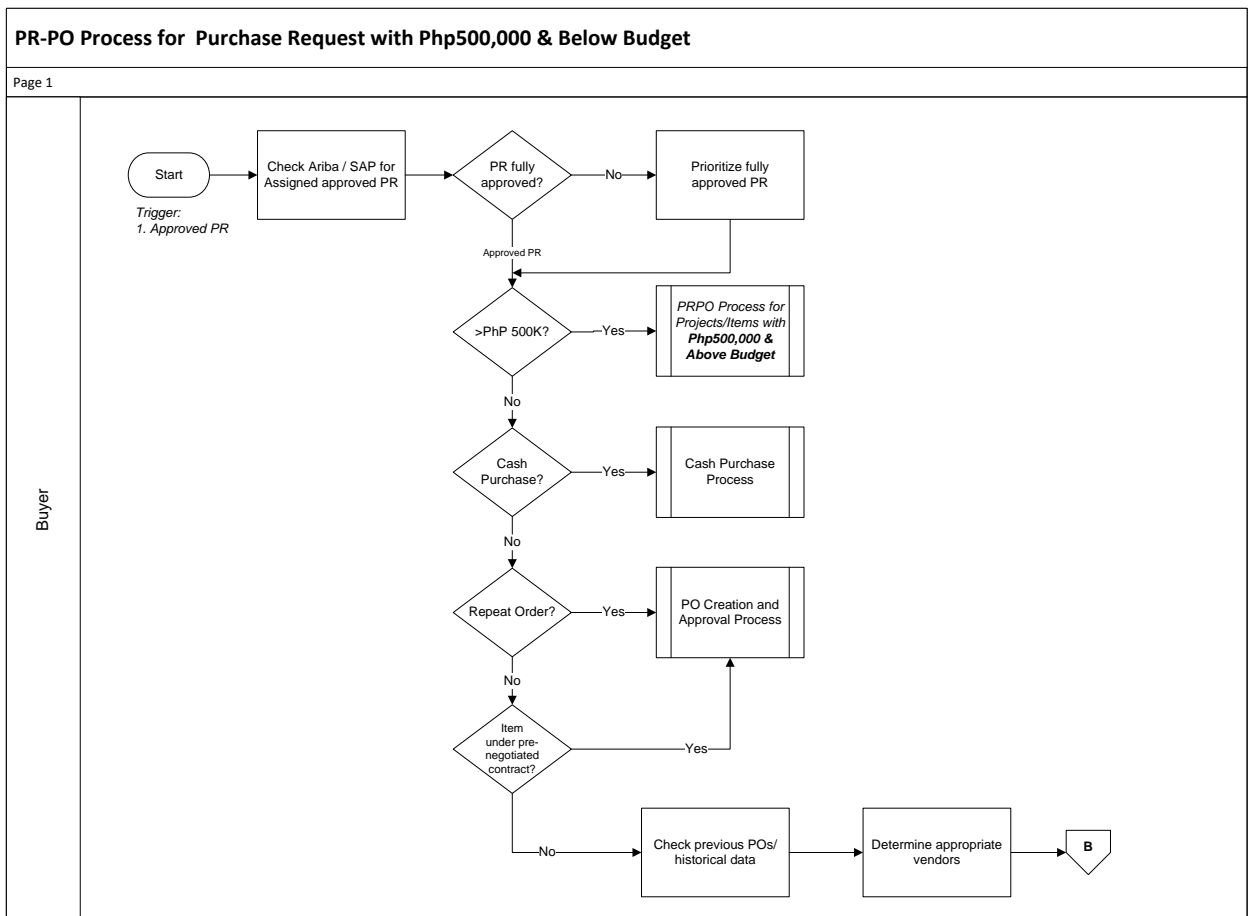
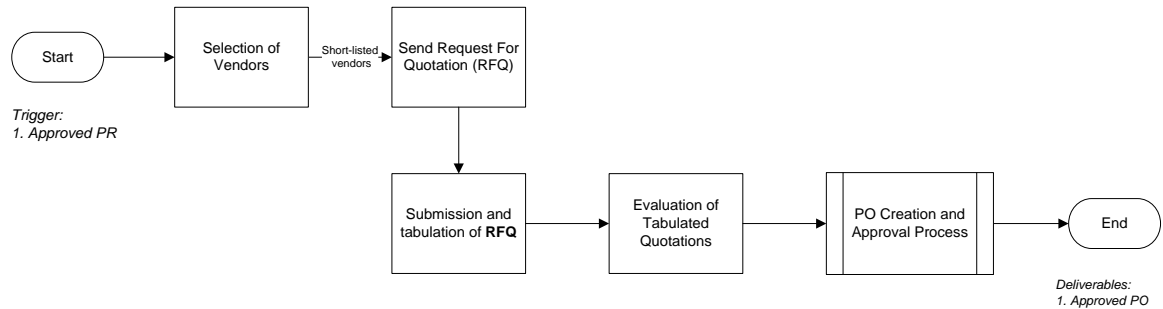






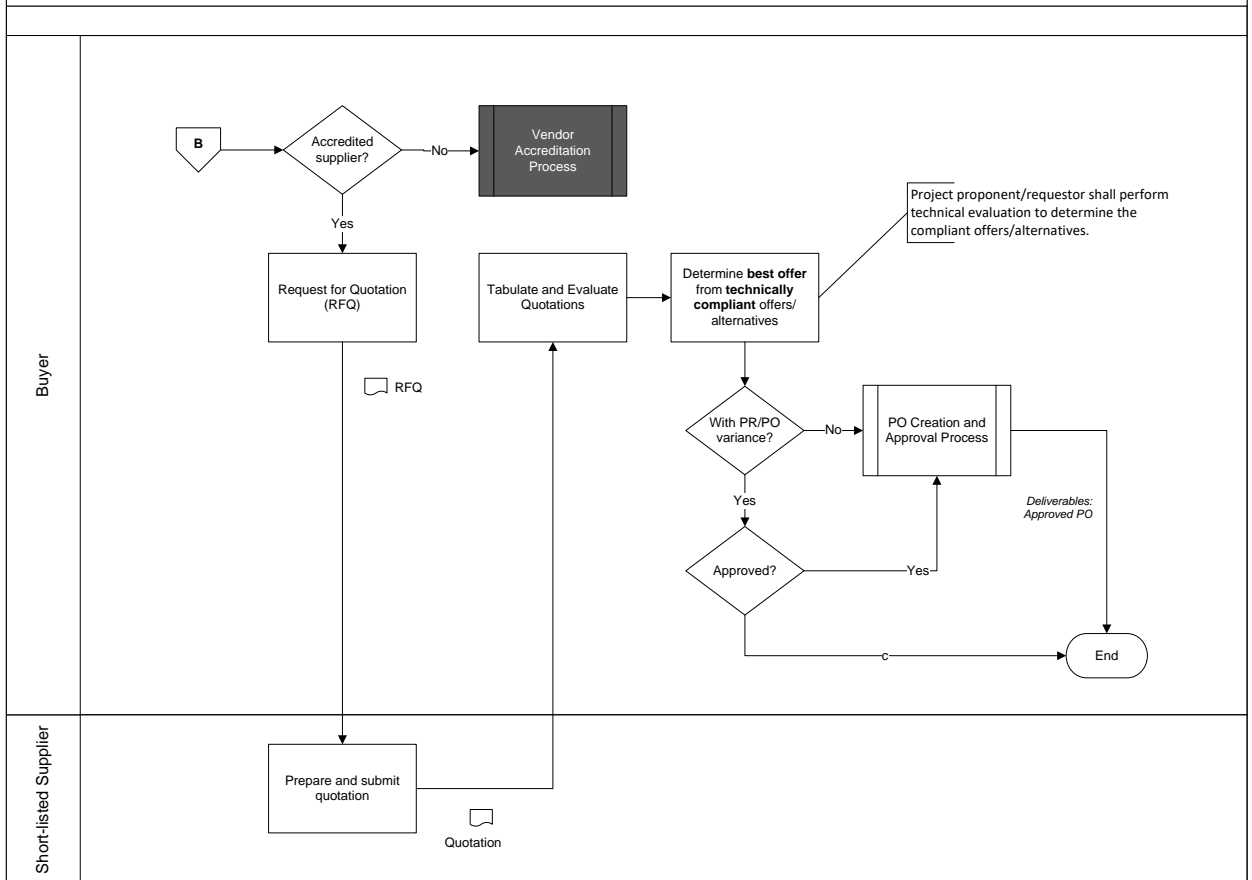


2. High-Level Process for Items with Php500,000 & Below Budget



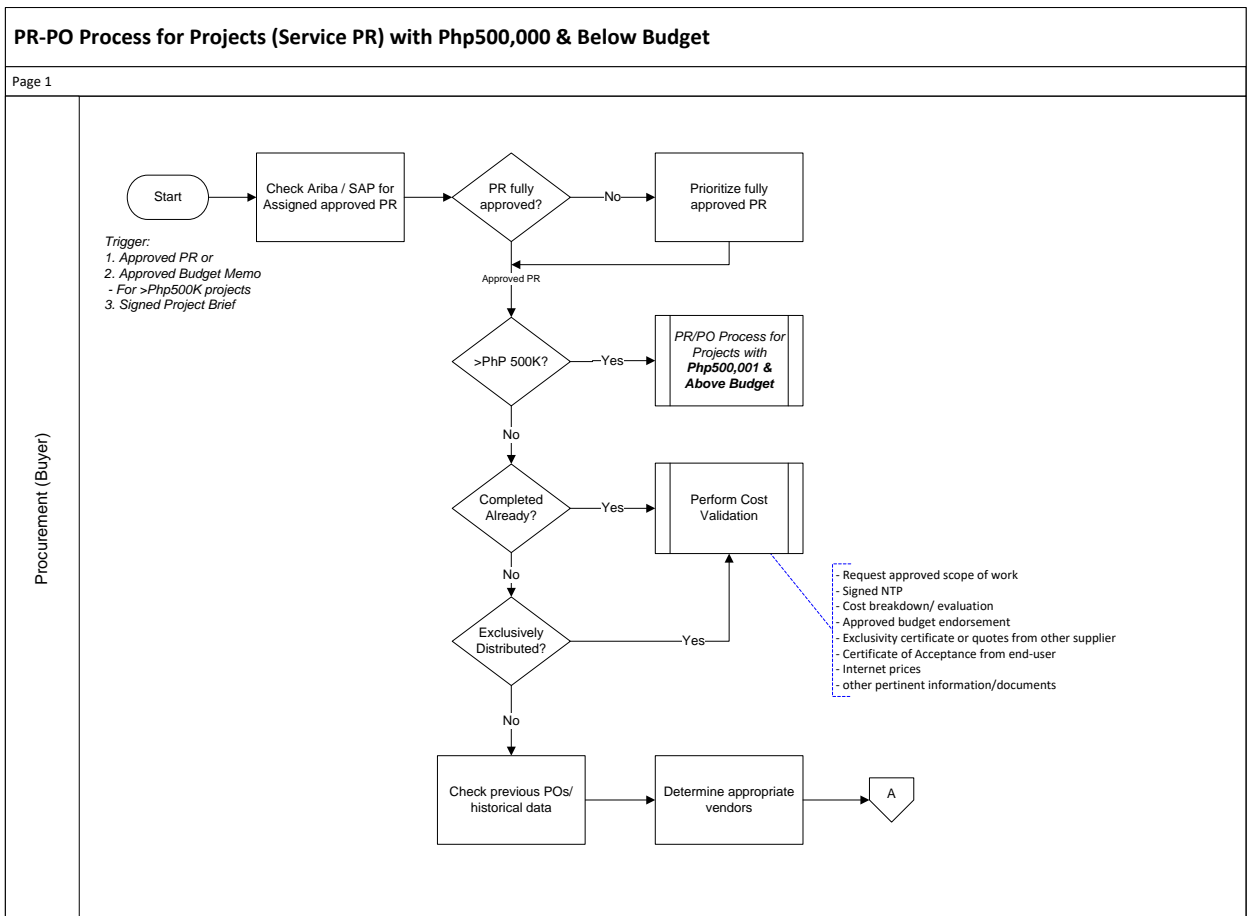
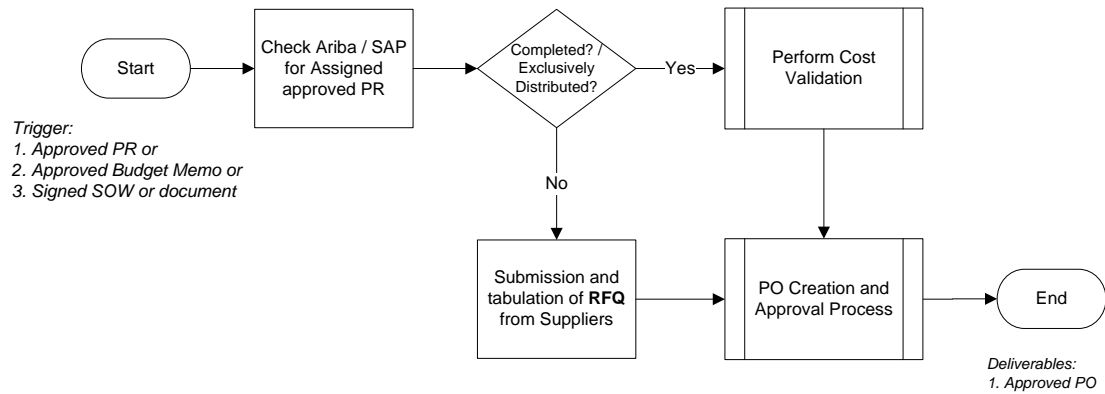


PR-PO Process for Purchase Request with Php500,000 & Below Budget



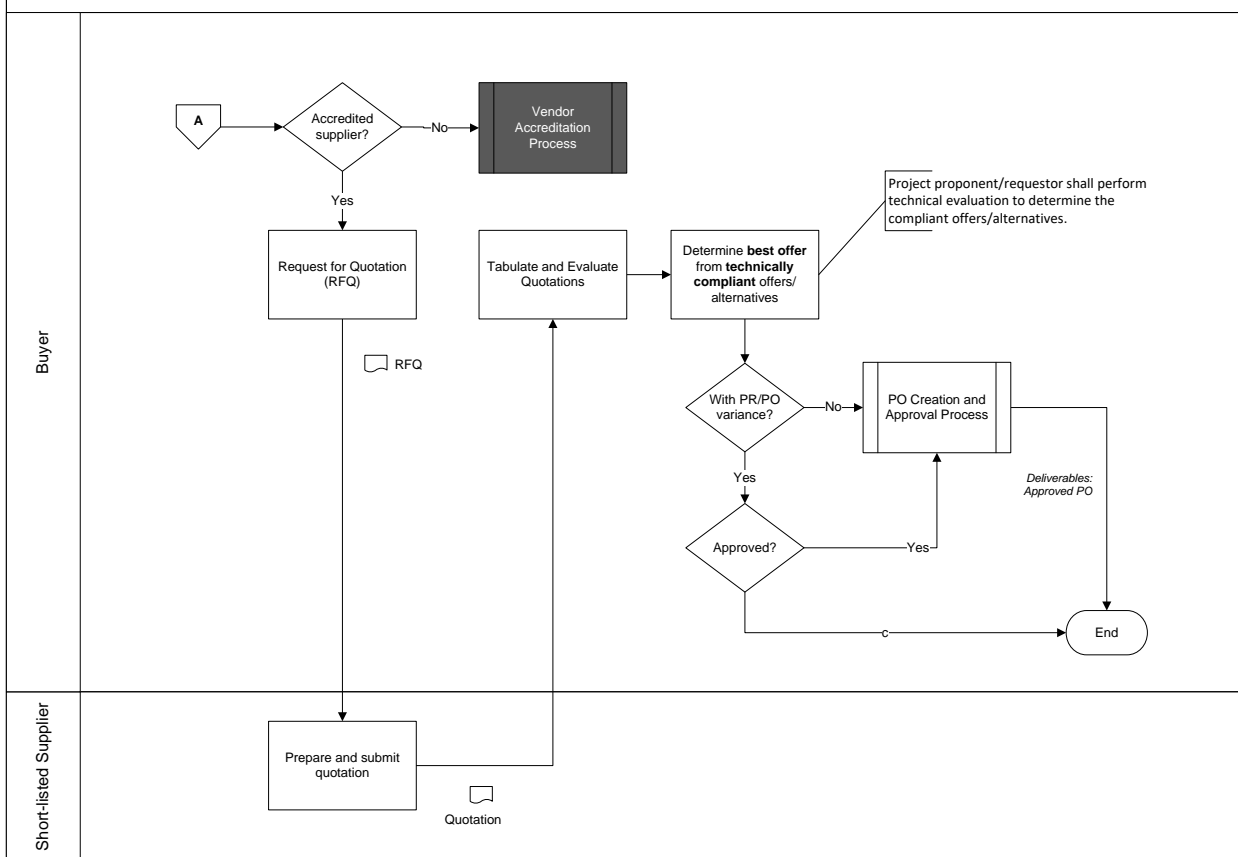


3. High-Level Process for Projects (Service PR) with Php500,000 & Below Budget



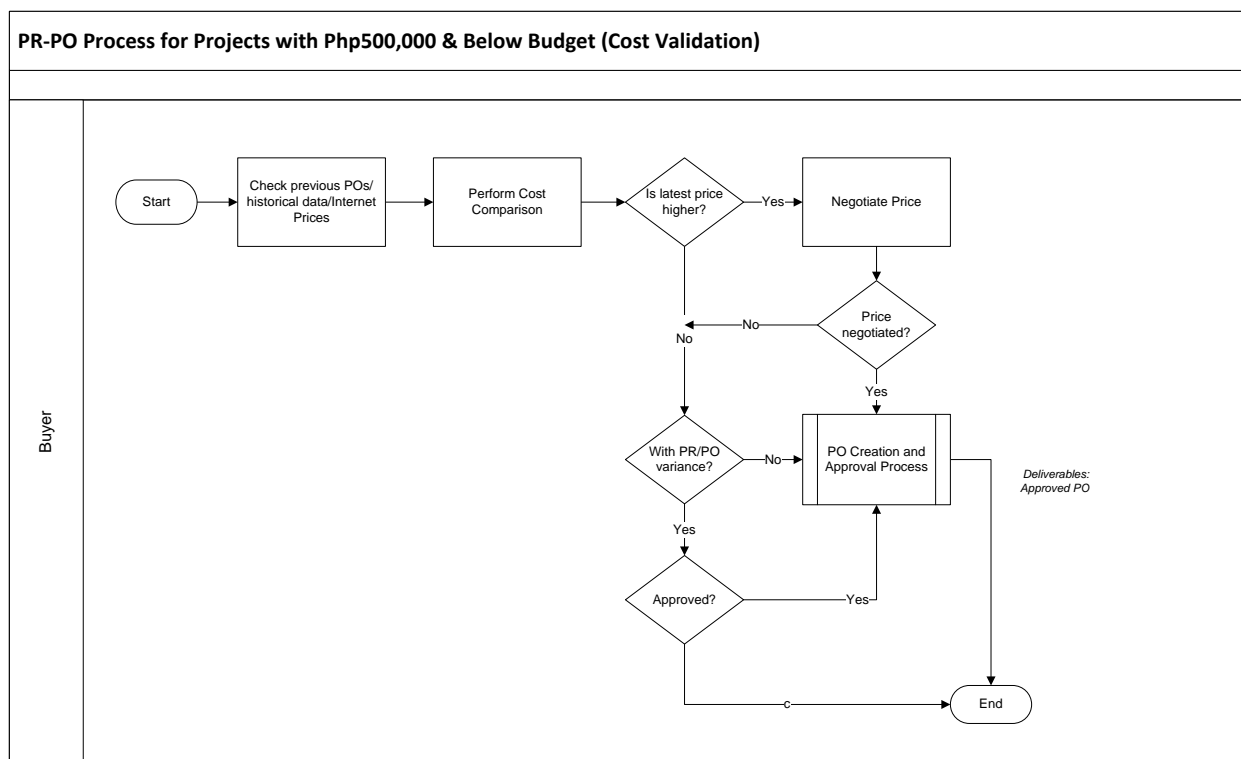


PR-PO Process for Projects (Service PR) with Php500,000 & Below Budget



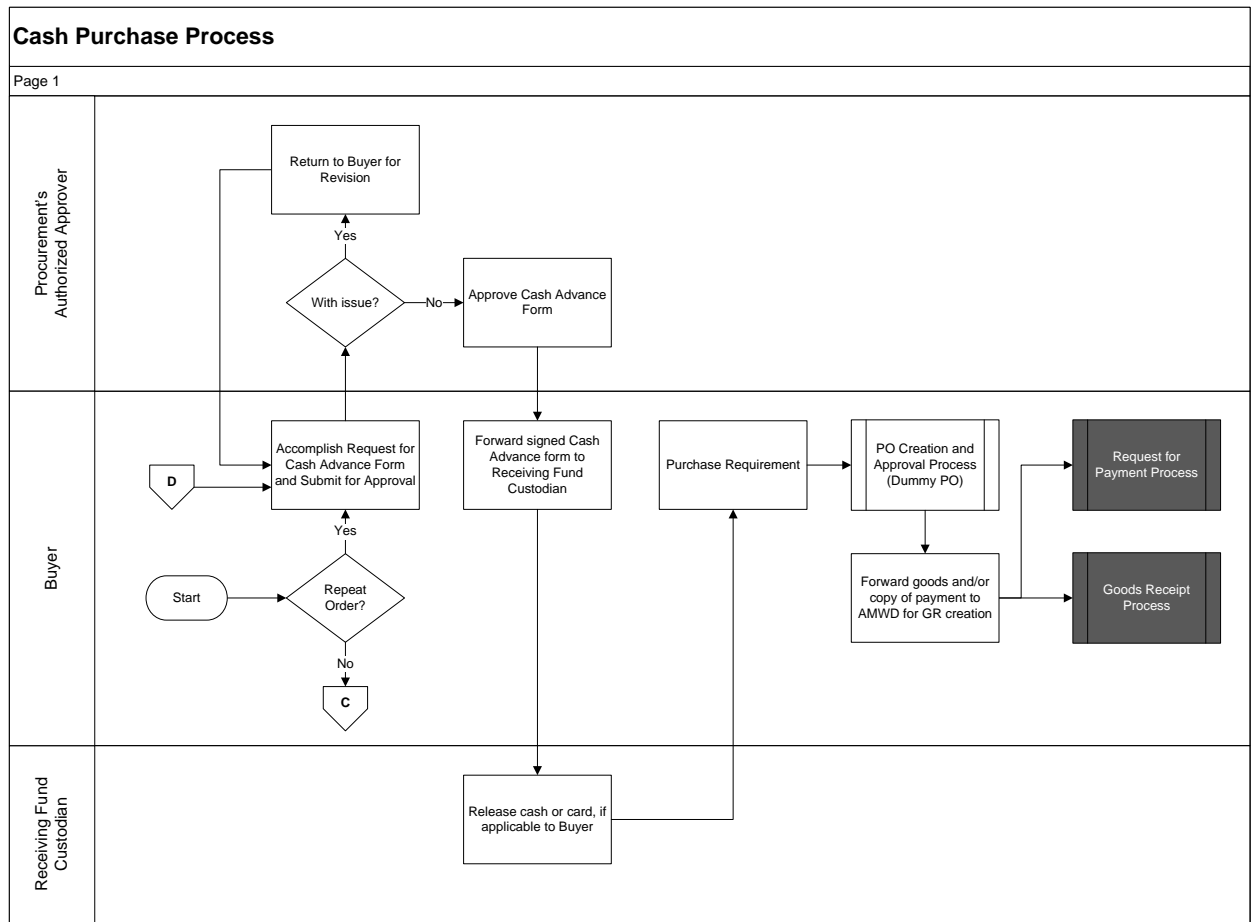


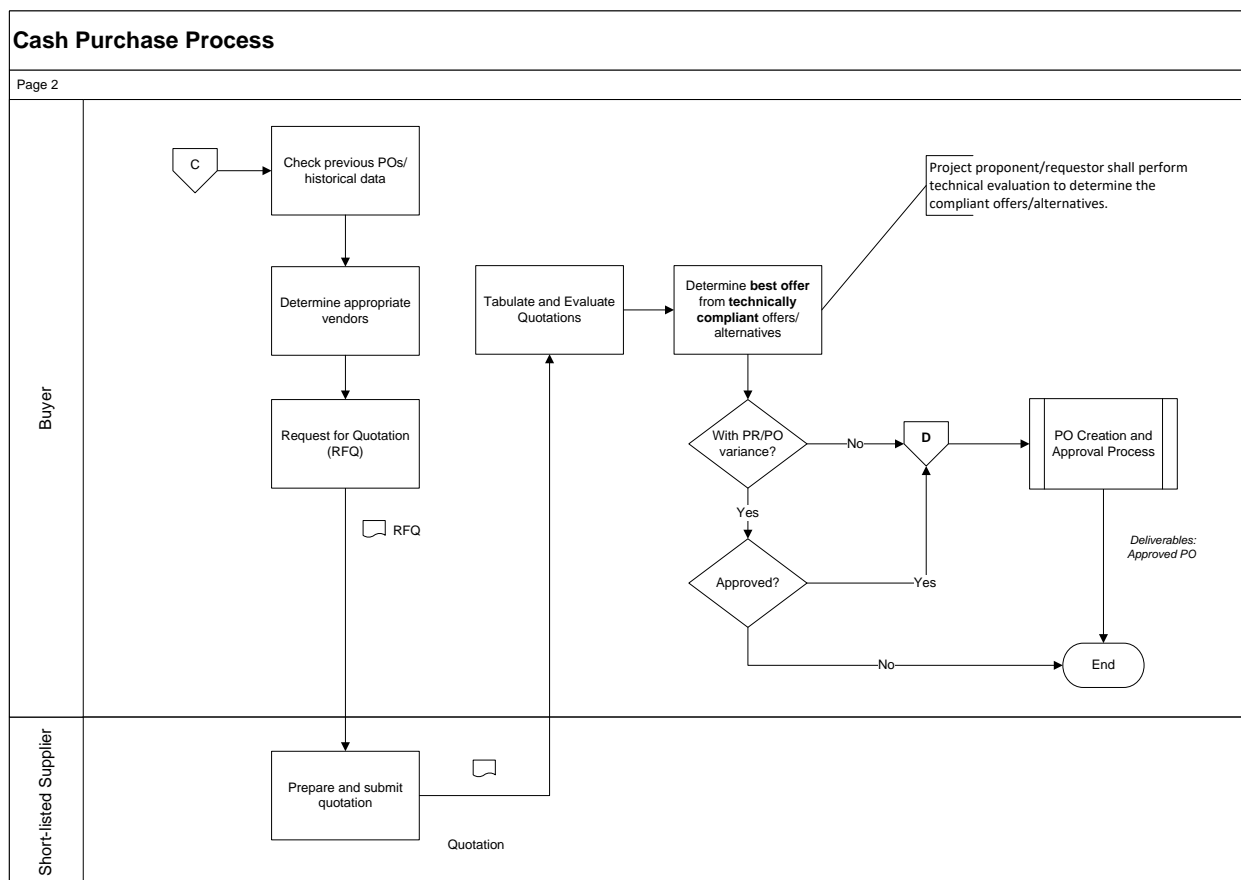
4. Cost Validation (for completed projects)





5. Cash Purchase Process



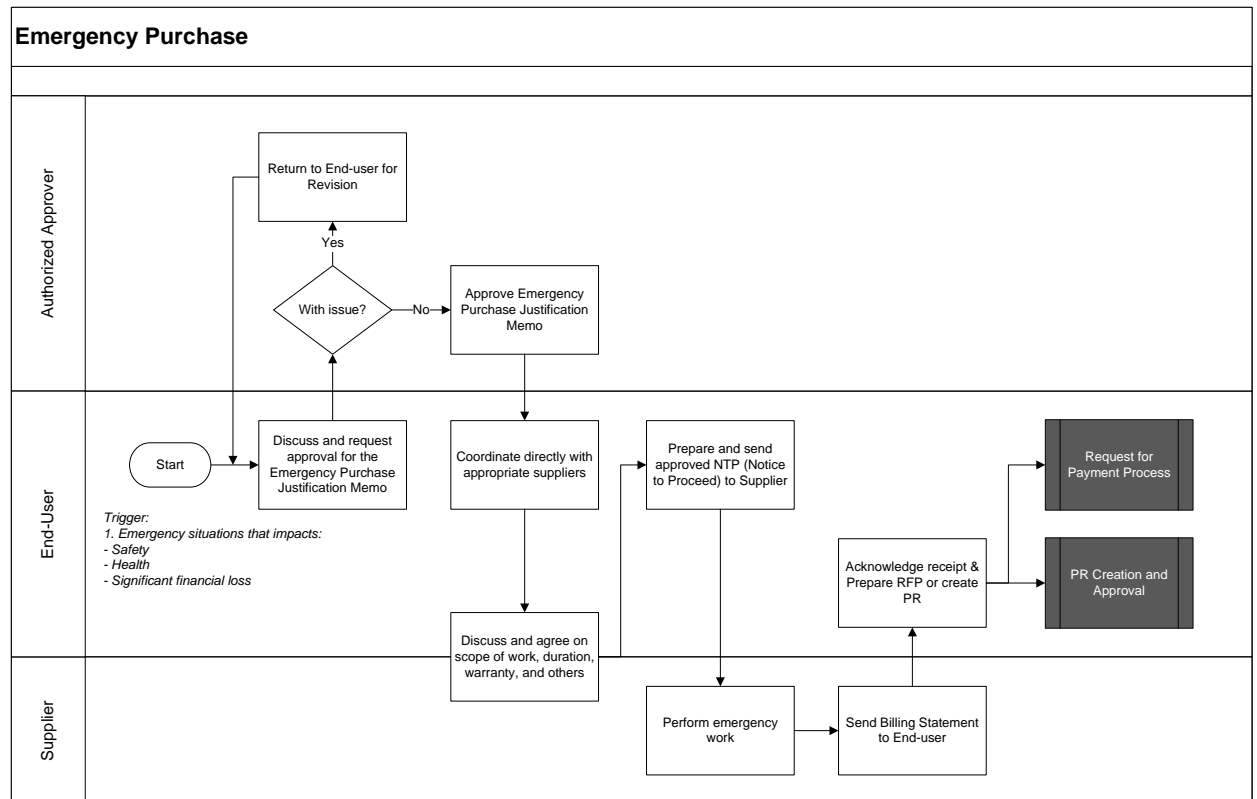


Note: Refer to the following Cash Advance and Purchase Card guidelines:

- ABS-LOG-PR-2017-M10001_Procurement Revolving Fund Guidelines
- ABS-LOG-PR-2017-M10002_Purchase Card Policy

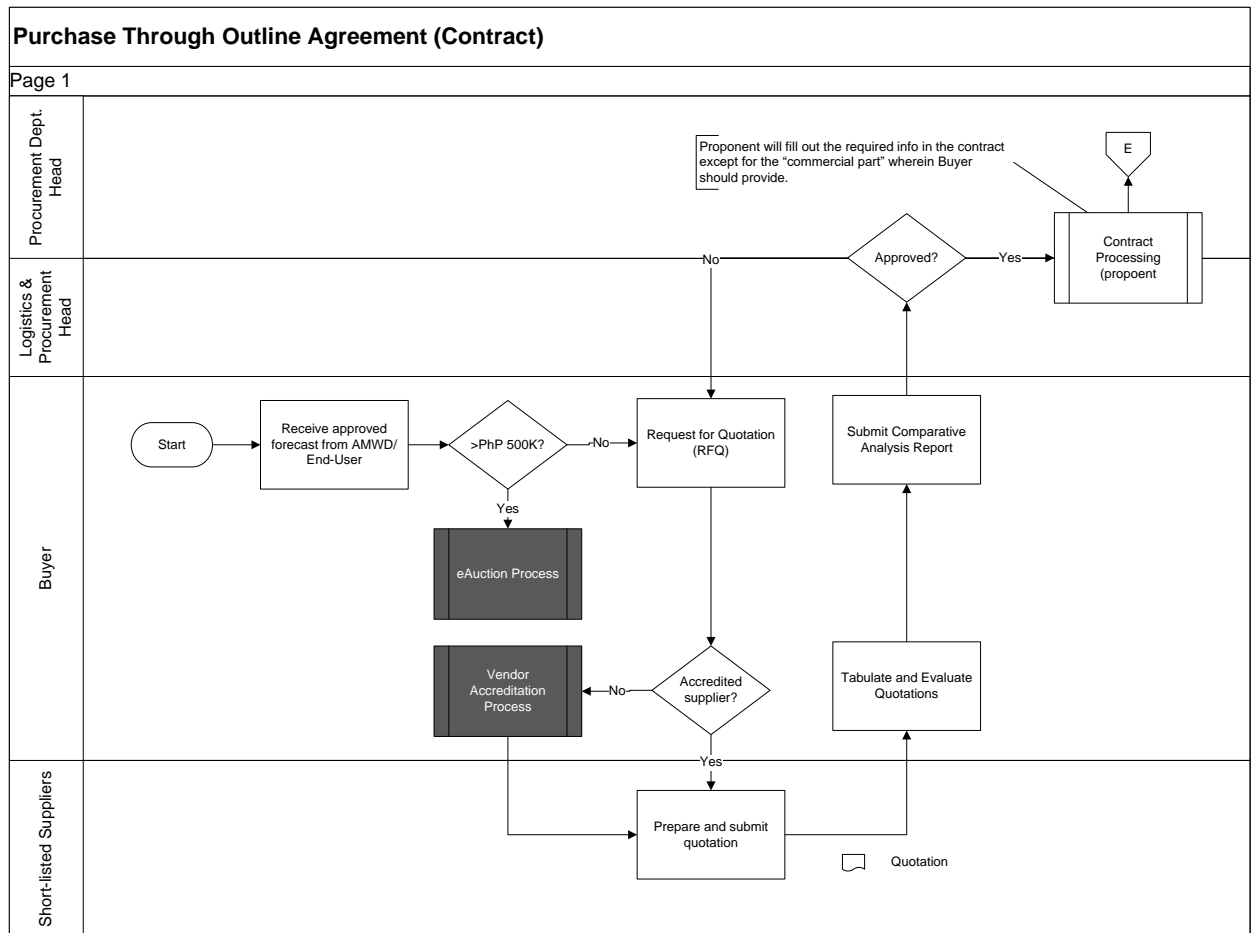


6. Emergency Purchase





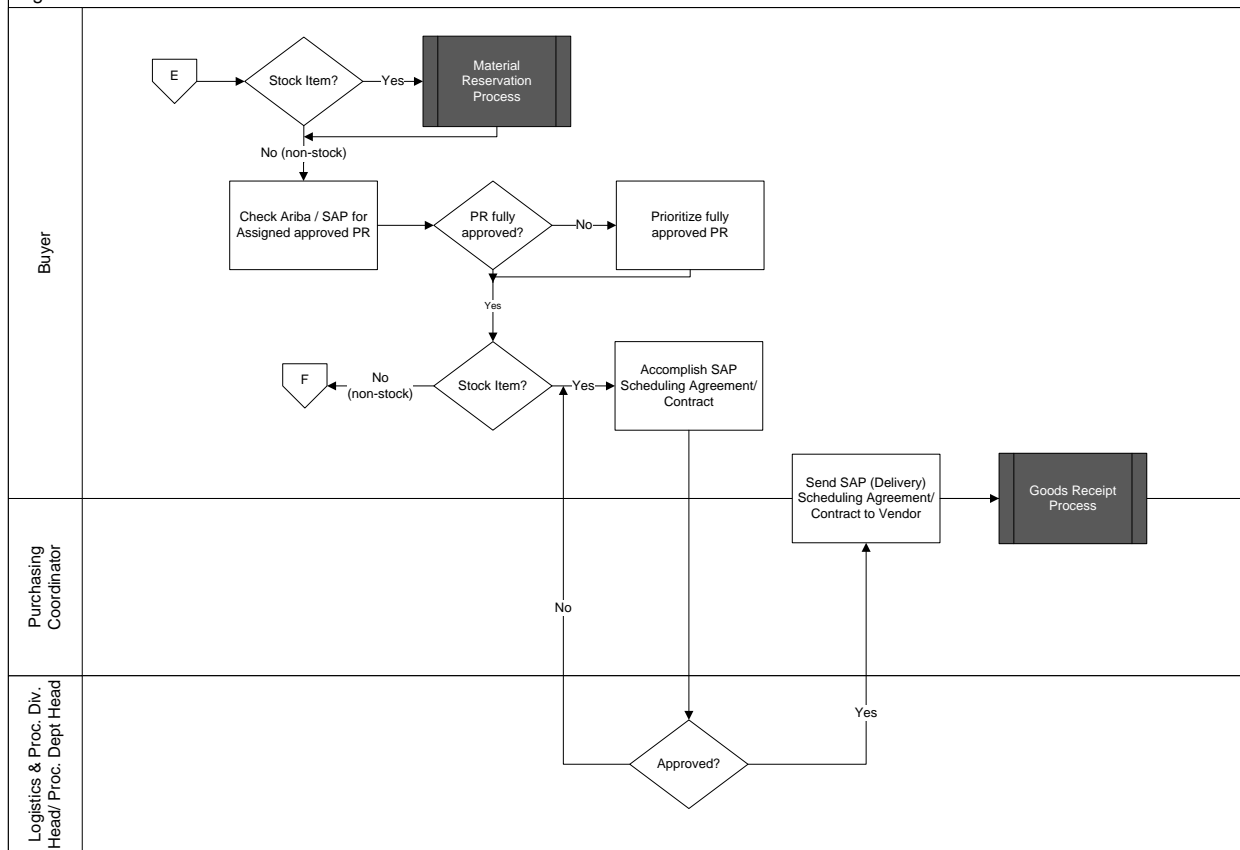
7. Purchase Through Outline Agreement (Contract)





Purchase Through Outlined Agreement (Contract)

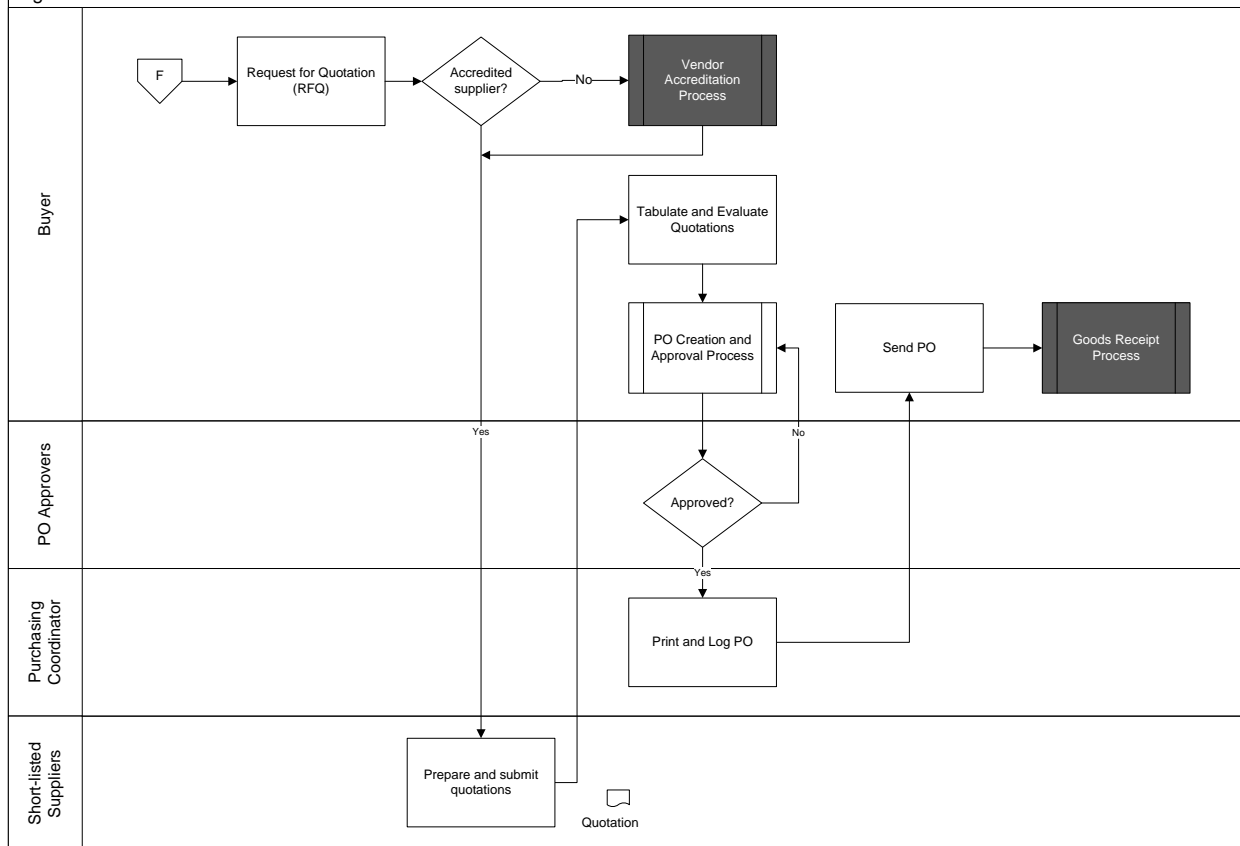
Page 2





Purchase Through Outlined Agreement (Contract)

Page 3





8. Request for Exemption Approval Process

