### REVISION HISTORY

<table>
<thead>
<tr>
<th>Description of Change</th>
<th>Author</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mandatory review</td>
<td>Joy Bondoc</td>
<td>03</td>
</tr>
<tr>
<td>• Change title from General Purchasing Policies and Procedure to Maintenance, Repair and Operations Procedure</td>
<td>Joy Bondoc</td>
<td>03</td>
</tr>
<tr>
<td>• Convert into Business Process Mapping (BPM) format.</td>
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</tr>
</tbody>
</table>
1.0 PURPOSE:

1.1 Define and institute a set of Purchasing Policies and Procedures to guide employees in the requisition and purchase of all Maintenance, Repair & Operating Supplies, production/manufacturing supplies, equipment, instruments, Buy as Required materials and services such as repairs of machines, construction and or for rehabilitation of facilities, rental of service equipment, etc. in support of the company’s operations.

2.0 SCOPE:

2.1 This procedure covering all purchasing activities related to the requisition and purchase of all Maintenance, Repair and Operating (MRO) Supplies, production/manufacturing supplies, equipment, instruments, BAR (Buy as Required) materials and services such as repairs of machines, construction and/or for rehabilitation of facilities, rental of service equipment, services pertaining to subcontracting works and processes etc. required by IMI, and the controls to ensure that all purchasing activities are done in an efficient and trustworthy manner.

2.2 Suppliers, contractors, waste haulers, treaters and/or recyclers where their products and/or services will affect IMI product quality.

2.3 This manual will also cover the scope of processing purchases of specific commodities through specified vendors of the Ayala Procurement Net (APN), which can be identified, aggregated and standardized under the guidelines and procedure of the APN Policies and Procedures.

3.0 REFERENCE DOCUMENTS:

3.1 IMI Quality Manual (Doc. No. 00 1 95 001) – latest revision


3.3 APN Policies and Procedures

4.0 DEFINITIONS AND ACRONYMS:

4.1 AAD - Authority to Accept Delivery
4.2 APN - Ayala Procurement Net
4.3 BAR - Buy as required
4.4 CAPEX - Capital Expenditures
4.5 CMG - Commodity Management Group
4.6 CRD - Central Receiving Dept
4.7 CR - Capex Request
4.8 CPA - Contractor’s Performance Appraisal
4.9 EHSMS - Environment Health & Safety Management System
4.10 HSPM - Hazardous Substances Process Management
4.11 LSG - Logistic Support Group
4.12 MOG - Materials and Ordering Group
4.13 MOQ - Minimum Order Qty
4.14 MPQ - Minimum Packaging Qty
4.15 MSDS - Material Safety Data Sheet
4.16 MRO - Maintenance, Repair and Operations
4.17 OHSAS - Occupational Health and Safety Standard
4.18 PCAB - Philippine Contractors Accreditation Board
4.19 RFQ - Request for Quotation
4.20 PED - Plant Engineering Dept
4.21 PICCS - Philippine Inventory Control of Chemical Suppliers
4.22 PO - Purchase Order
4.23 PR - Purchase Request
4.24 TDS - Technical Data Sheet
4.25 SRI - Supplier Replenishment Inventory

5.0 POLICIES:

5.1 The MRO group has the authority and sole responsibility for purchasing all Maintenance, Repair and Operating supplies, production/manufacturing supplies, equipment, instruments, Buy as Required materials and services such repairs of machines, construction and/or for rehabilitation of facilities, rental of service equipment, services pertaining to subcontracting works etc required by the company. Authority to negotiate and commit the corporation for any material or product, sources of supply, payment and delivery agreement is delegated to duly authorized Buyers within set authority limits.

5.2 Business relations will be maintained with suppliers who have demonstrated their ability to supply superior products or services. However, additional suppliers who can furnish assistance to IMI in terms of new and improved materials, processes or services will be sought for possible inclusion in our vendors list.

5.3 All purchases will be made by means of properly authorized PO or thru petty cash, and must be supported by corresponding approved PR for the goods or services required.

5.4 All purchasing transactions, including online transactions, are to be conducted in accordance with the company’s policies and procedures, as well as applicable government laws.

5.5 In all relationships with suppliers, all employees are expected to use common sense, solid judgment, and a high level of integrity. We similarly expect all suppliers to honor these statements of policies.
6.0 PROCEDURE

6.1 PURCHASE REQUEST TO PURCHASE ORDER PROCESS

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>FLOW / PROCESS STEPS</th>
<th>PROCEDURE DETAILS</th>
<th>INTERFACES / RECORDS / RELATED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>Receive Purchase Request</td>
<td>Receive approved purchase request through SAP business workplace. Approval is through Signing Authority Limits Policy.</td>
<td>SAP Business Workplace Purchase Request</td>
</tr>
<tr>
<td>Buyer</td>
<td>Check specifications / requirements</td>
<td>Check specification requirements through drawing, brochure, samples, etc. For chemical requirements: - should be included in PICCS (Philippine Inventory Control of Chemical Suppliers) list, or shall be included on the list of chemical, fuel, oil and waste inventory. - requisitioning department shall ensure that the chemicals requested are non-ODS.</td>
<td>SAP Business Workplace Purchase Request</td>
</tr>
</tbody>
</table>

Exceptions are as follows:

**Rush or Urgent:**
- Total value of all the items to be procured in a single order not exceed P2,000.
- Items are exclusively supplied by a single distributor or vendor, canvass sheet can be waived accompanied by memo.
- There is only one approved vendor among the several possible suppliers, particularly those Engineering approved or as specified brands/models.
- The item being requisitioned comes from a supplier who has assisted in the product development.
- Preferred or nominated supplier by the requestor / end user.
- SRI (Supplier Replenishment Inventory) agreement with suppliers.
- APN (Ayala Procurement Net) contract price agreement. Canvas sheet can be waived but replaced with the copy of the APN contract price list.
- Repeat orders, provided initial order was done with proper canvassing. Prices, terms and conditions must not changed. But must be subjected to canvassing after 3 months from the first order placed.
- Petty cash shall only be used for emergency / rush purchases of spare parts, supplies and other buy as required (BAR) items with the approval of MRO manager. It can also be used as payment for laundry services, water analysis services and other related services.

Buyer

Canvasing (Rush / Urgent)

NO

Waive selection of three (3) supplier

YES

Selection of 3 supplier

Buyer

Price Valuation Checking

Buyer

Update Supplier's Masterlist to include New Entrant Supplier. Require existing Supplier to submit their updated profile.

Supplier's Masterlist
Revision and Cancellation of Purchase Requisition as follows:

- Change in quantity: If less than the original quantity or if more than, due to MOQ (Minimum Order Quantity), MPQ (Minimum Packing Quantity) or requested.
- Change in specifications: The requestor must indicate correction on the PR.
- Addition of new line item: Revision and cancellation of the PR shall be done by the requisitioning department duly signed by the authorized signatory based on Signing Authority Limit Policy.
- For items requiring budget / CAPEX approval, a duly approved budget / Capex Request (CR) must support the PR, stating items budgeted and amount budgeted for each item.
- Approval from signing authority limit required through email or memo.
- Revision of PR based on the changes.

Note: For items requiring budget / CAPEX approval, it should be duly approved by the assigned signatory stated in Signing Authority Limits.

For the New entrant supplier, supplier name shall be uploaded to SAP system once selected as qualified supplier.

Prepare completely filled-up purchase order containing all the necessary information needed in the form.

- Date required stated by the requisitioner can be changed by Purchasing department based on the following set-up purchasing lead time.
  - Local
    - Stock items (commonly use): 9 days
    - Non-stock items (seasonal or one time purchase): 30 days
    - Fabrication (made to order): 45 days
  - Imported
    - 15 days

Request Certificate of Conformance when specifically mentioned in the PR.
Attachment of contract where applicable (e.g. for building construction & subcontracted services).
Buyer shall ensure that a recommendation letter from the requestor shall be attached on the PO for those items that requested to have evaluation / approval prior to PO issuance.

Refer to signatory Authority limit for the approval of generated purchase order.

Re-assess PO once there is problem / discrepancies noted.

Send approved purchase order thru Fax, email and external sending.
Supplier must send the confirmation of PO thru email / verbal acknowledgement.

SAP Business Workplace Purchase Request

Purchase Order

Purchase Order

Purchase Order
6.2 Supplier Selection, Qualification and Accreditation Flow

**Responsibility**

**Flow/Process Steps**

**Procedure Details**

**Interfaces/Records/Related Documents**

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**Buyer**

- **Supplier sourcing**
  - Supplier sourcing is through walk-in, exhibit, internet, referral.
  - Coordinate supplier for the submission of the requirement.

**Supplier**

- **Submit requirements**
  - Submit complete requirement as stated in Qualification Requirement.
  - For Materials with HSPM requirements:
    - All materials with direct contact on the product shall be required to submit HSPM requirements.
  - These documents shall be checked initially by MRD for initial screening of completeness prior submission to respective business unit for verification process and filing.
  - For suppliers recommended by users and for APN suppliers, they must go thru IMI accreditation and submit the following:
    - Government Permits
    - Financial Statement
    - SEC registration

**Buyer**

- **Complete?**
  - Check if all of the requirements submitted by the supplier were complete. If incomplete requirements, coordinate to supplier for the completion of all the requirements.

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**End User**

- **Buyer Coordinate with**
  - Accounting group for the payment of the commodity delivered.

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**Buyer**

- **Payment**
  - Coordinate with Accounting group for the payment of the commodity delivered.

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**Buyer**

- **Delivery**
  - For RUSH item without Purchase Order yet or if the delivery of items is beyond the set time of SPI, an Authority to Accept Delivery (ADD) form shall be issued upon delivery. Delivery of materials related to restricted substances shall be clearly identified on the delivery receipt.
  - Authority to Accept Delivery (ADD), Purchase Order (PO), Delivery Receipt.
Buyer

Update Supplier List

Update supplier list once requirement were complete for future reference. Conduct orientation to suppliers, contractors, waste haulers, treaters or recyclers orientation meeting on the scheduled date or during the site visit.

Memorandum of agreement shall be discussed to all chemical supplier, waste haulers, treaters and/or recyclers.

Supplier List

Conduct Site visits for waste haulers, treaters and/or recyclers, contractors, suppliers who have local manufacturing facilities, and whose materials and products to be supplied or are being supplied to IMI are critical to operations of IMI.

An assessment team shall composed of the following:
   a. Purchasing Manager or Buyers
   b. Representative from Business Divisions or support group (as per customer request)
   c. Safety Engineer/Designer Engineer for accreditation of waste haulers, treaters and/or recyclers and contractors.

Exemptions:

Visits will be optional for new entrant suppliers once these suppliers have submitted a legitimate and complete set of their company profile and financial statements that will serve as an accreditation requirement. Site visits will still be done if requested by end-users.

Assessment Team

YES

Assess supplier based on the result of assessment visit. For services, visit assessment checklist should be part of the assessment. Accreditation may include technical assessment of the facilities and capabilities of the suppliers if IMI representatives so indicate.

Assessment Checklist

Visit Assessment Checklist
Supplier Evaluation Environmental Questionnaire

Update Supplier List

Tabulate Assessment Result

Tabulate and compile the overall assessment results and should be review and approved by MRO Manager.

Assessment Checklist
Assessment Summary

MRO Supervisor
MRO Manager

Memo

MRO Department

Qualification

Notify the qualified supplier through a written memo signed by MRO Manager or MRO Senior Supervisor. Accreditation will be extended provided there are no major contractual violations ranging of responsibilities or malicious and deceitful intent / actions to the detriment of IMI.

Memo

6.3 Supplier Evaluation Flow

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>FLOW / PROCESS STEPS</th>
<th>PROCEDURE DETAILS</th>
<th>INTERFACES / RECORDS / RELATED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buyer</td>
<td>Data Gathering</td>
<td>Evaluate supplier based on rating evaluation on a semi-annual basis. Refer to attachment evaluation form for the rating criteria.</td>
<td>Evaluation Form Rating criteria</td>
</tr>
<tr>
<td>Buyer</td>
<td>Tabulate Data Gathered</td>
<td>Evaluate supplier based on rating evaluation form for the rating criteria.</td>
<td>Evaluation Form Rating criteria</td>
</tr>
<tr>
<td>Coordinator Buyer</td>
<td>Evaluate supplier</td>
<td>Evaluate supplier based on rating evaluation form for the rating criteria.</td>
<td>Evaluation Form Rating criteria</td>
</tr>
</tbody>
</table>

Other supplier / contractor performance based on Quality, Delivery, Responsiveness, Environmental Rating, EHMS-OSHAS CAR for any noncompliance noted and Cost performance for services applicable.

Evaluation Checklist
Supplier Evaluation Guidelines
Buyer
Pass Evaluation?
YES
Inform supplier / Contractor / service providers

Disqualified or issue Corrective Action Report
Evaluation Result
Evaluation Checklist

Buyer
Inform supplier for the result of evaluation

Buyer
Conduct follow-up verification audit upon completion of corrective action for non-maintenance of corrective action for three consecutive deliveries, supplier will be disqualified.
Evaluation Checklist

Buyer
Inform supplier for the result of evaluation
Evaluation Result

Buyer
Inform supplier / Contractor / service providers

Buyer
Extend accreditation
Accreditation will be extended provided there are no major contractual violations of responsibilities or malicious and deceitful actions to the detriment of IMI.

END

6.4 General Bidding Process Flow

RESPONSIBILITY

FLOW / PROCESS STEPS

DETAILS

INTERFACES / RECORDS / RELATED DOCUMENTS

Business Unit or Support Service Unit

Forward Purchase Request and/or Request for Quotation (RFQ)

MRO Supervisor - Buyer Planning

Receive Purchase Requisition and/or Request for Quotation (RFQ)

Prepare an estimate by MRO Planning group (with MRO group) to determine the price of materials to be used in the cost estimate.

MRO Supervisor - Buyer

Check specifications / requirements

Identify type of commodity for RPO:
- Shall sign, Notes and Instruction to Bidders and Non-Collusion Affidavit - Change Order initiated on the current Projects
- Prepare Change Order Notice Form for all additional work/drawings duly approved and authorized by BU/PR Approval and Planning Head
- Planning group to evaluate if all the technical compliance of the contractor's submitted proposal
- MRO Supervisor to review and assess the quote submitted by the contractor, then negotiate with the contractor for optimum price of the project that would be favorable to IMI
- MRO Supervisor has the option to suggest and recommend an "owner-supplied" items subject to an issuance of a corresponding approved Purchase Requisition.
- Submit all the necessary documents to MRO for PPO Processing.

Identify type of commodity

Identification of commodity for BID:
- Construction
- Services
- Non-Collusion Affidavit
- Non-Collusion Agreement
**Change Order Notice Form (HQ)**

**Guideline for Approvals**

- **End-user Planning**
  - Prepare "Change Order Notice Form" for all additional work changes duly approved and submitted by BU PR approve and Planning Head.
  - Planning Group to Evaluate and assess the technical compliance of the contractor’s submitted proposal.
  - MRO Supervisor to review and assess the quotation submitted by the contractor, then negotiate with the contractor for optimum price of the project that would be favorable to IMI.
  - MRO Supervisor has the option to suggest and recommend an “owner supplied” item subject to an issuance of a corresponding approved Purchase Requisition.
  - Submit all necessary documents to MRO for PO Processing.

- **E-Bidding Procedure**
  - First Pre-Bid
    - Identify at least 3 suppliers/contractors
  - Identify bidding method
  - Generate Change Order Notice Form
  - Evaluate and assess contractor’s proposal
  - Submit docs to MRO

- **Sealed Bidding Procedure**
  - First Pre-Bid
    - Identify at least 3 suppliers/contractors
  - Identify bidding method
  - Generate Change Order Notice Form
  - Evaluate and assess contractor’s proposal
  - Submit docs to MRO

- **Canvassing Procedure**
  - First Pre-Bid
    - Identify at least 3 suppliers/contractors
  - Identify bidding method
  - Generate Change Order Notice Form
  - Evaluate and assess contractor’s proposal
  - Submit docs to MRO

**Contractor Performance Approval (CPA)**

**End-user Planning Change Order initiated on the Current Projects:**

- Prepare "Change Order Notice Form" for all additional work changes duly approved and submitted by BU PR approve and Planning Head.
- Planning Group to Evaluate and assess technical compliance of the proposal.
- MRO Supervisor to review and assess the quotation submitted by the contractor, then negotiate with the contractor for optimum price of the project that would be favorable to IMI.
- MRO Supervisor has the option to suggest and recommend an “owner supplied” item subject to an issuance of a corresponding approved Purchase Requisition.
- Submit all necessary documents to MRO for PO Processing.

**E-Bidding Procedure**

1. First Pre-Bid
   - Identify at least 3 suppliers/contractors
2. Identify bidding method
3. Generate Change Order Notice Form
4. Evaluate and assess contractor’s proposal
5. Submit docs to MRO

**Sealed Bidding Procedure**

1. First Pre-Bid
   - Identify at least 3 suppliers/contractors
2. Identify bidding method
3. Generate Change Order Notice Form
4. Evaluate and assess contractor’s proposal
5. Submit docs to MRO

**Canvassing Procedure**

1. First Pre-Bid
   - Identify at least 3 suppliers/contractors
2. Identify bidding method
3. Generate Change Order Notice Form
4. Evaluate and assess contractor’s proposal
5. Submit docs to MRO

**End-user Planning**

- Identify at least 3 suppliers/contractors
- Identify bidding method
- Generate Change Order Notice Form
- Evaluate and assess contractor’s proposal
- Submit docs to MRO

**MRO Supervisor Planning**

- Planning Committee meeting shall be held.
- Contractors shall submit their bids.
- Planning Team and End-user in the email will discuss with Contractors regarding the scope of Works while the End-user for the projects timeline and Purchasing for the昆方t of Works.
- Contractors shall submit their final bids within the specified timelines.
- MRO Supervisor will evaluate the bids and select the contractor based on the lowest bid.
- The contractor shall be notified of the award Within 7 days of the evaluation process.

**MRO Supervisor Planning Committee**

- Planning Committee meeting shall be held.
- Contractors shall submit their bids.
- Planning Team and End-user in the email will discuss with Contractors regarding the scope of Works while the End-user for the projects timeline and Purchasing for the昆方t of Works.
- Contractors shall submit their final bids within the specified timelines.
- MRO Supervisor will evaluate the bids and select the contractor based on the lowest bid.
- The contractor shall be notified of the award Within 7 days of the evaluation process.
6.5 E-Bidding Process Flow

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<tr>
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<th>EDITED DETAILS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MRO Supervisor</td>
<td>Check Contractors Attendance</td>
<td>Disqualify contractor that did not arrived in the bidding area since the number of bidders had reached the minimum of three participants and exceeded thirty minutes of the agreed start of E-bidding time. Extend the agreed start time of E-bidding if participants had not reached the minimum of three contractors.</td>
<td>Email communication sent to contractors about E-bidding schedule, date and time</td>
</tr>
<tr>
<td>MRO Supervisor</td>
<td>Contractors Orientation</td>
<td>Conduct an orientation to all identified contractors who have signed a Contractor Agreement Terms &amp; Conditions, Non-Bidder Agreement, Non-Disclosure Agreement, Non-Collusion Affidavit. Likewise, all contractors will be required to sign the Terms and Conditions for the E-bidding process.</td>
<td>Contractor Agreement Non-Bidder Agreement Non-Collusion Affidavit Non-Disclosure Agreement</td>
</tr>
<tr>
<td>MRO Supervisor</td>
<td>Assign user name and password</td>
<td>Assign User Names and Passwords for every contractor participating in the E-bidding process.</td>
<td>Contractors listing on E-Bid data</td>
</tr>
<tr>
<td>MRO Supervisor Planning</td>
<td>Inform Contractors of the starting price &amp; price decrement</td>
<td>Add to inform MRO Supervisor the starting price based on PED Planning estimate emailed to them Likewise, its price decrement shall be updated online by MRO Supervisor.</td>
<td>Planning estimates emailed to MRO Supervisor</td>
</tr>
<tr>
<td>MRO Supervisor Contractors</td>
<td>Submit bids online</td>
<td>Submit corresponding bids provided that their bids should be less than the lowest bid as indicated on the screens of each contractor. Time limit for the E-Bidding will be set at five (5) minutes.</td>
<td>Contractors starting price estimates</td>
</tr>
<tr>
<td>MRO Supervisor Planning</td>
<td>Bidders complete if (at least 3 contractors enter the bid)</td>
<td>Identify at least 3 contractors to enter the E-bid. If only 1 or 2 bidders entered a bid the E-bid should be either: (1) Considered failed and new E-bid or a sealed bid shall be conducted subject to approval by the Bidding Committee. (2) Accepted subject to approval by the Bidding Committee or PO approving authority. If Failed Bid occurs, PED Planning will review and evaluate the scope of work with the contractors to arrive in uniform understanding of material take-offs and implementation details. If Failed Bid occurs and the project is an urgent requirement, PED Planning will meet the contractors for review of Scope of Works and after completion, MRO Supervisor will advise Bidding committee to ask the contractors to submit their bids by Sealed Bid. Disqualified contractors who did not enter bid price during E-Bid if submitted Sealed bid price is lower than the price of the Contractors who enter E-Bid.</td>
<td>Planning Estimates Contractors Proposal</td>
</tr>
</tbody>
</table>
6.6 SEALED BID FOR CONSTRUCTION FLOWCHART

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>FLOW / PROCESS STEPS</th>
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<th>INTERFACES / RECORDS / RELATED DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRO Supervisor PED</td>
<td>Assess the request</td>
<td>Assess type of request if project (Construction), services or commodity. Assess the need to hire an external consultant to perform in-house estimates when internal expertise is not available.</td>
<td>Letter of Invitation tho email PED Planning Estimates</td>
</tr>
<tr>
<td>MRO Supervisor</td>
<td>Provide “Invitation to Bid”</td>
<td>Provide an “Invitation To Bid” thru email to all participating contractors. Design &amp; Construct Project without in-house estimate but PED Planning can provide the scope of works, the bidding method would be Sealed Bid only. Purchasing must ensure that the costing used by the winning contractor is within the present market price.</td>
<td></td>
</tr>
<tr>
<td>Contractors MRO Supervisor</td>
<td>Submit Sealed Bid</td>
<td>Physically submit two copies of commercial and technical Sealed Bid to MRO Supervisor in a two separate envelopes. MRO Sup to drop the bids on a Sealed Bid Box located in the Purchasing office. Disqualify contractor that did not submit their proposal on the agreed time once the number of proposals submitted had reached the minimum of three (3) contractor. Extend the agreed time of submission if proposal on hand had not reached the minimum required number of contractors. Other works which are not directly related to construction including, but not limited to, installation of Vinyl jr tiles will be processed thru Sealed Bid.</td>
<td>Notes &amp; Instruction to Bidders Non Collusion Affidavit Site &amp; Inspection Certificate</td>
</tr>
</tbody>
</table>

Additional 4 minutes will be added on the bidding time once a bid is submitted on the last 4 minutes. This may go on indefinitely as long as there is a bid submitted on the last 4 minutes of the bidding session.

Online E-bid

E-bidding closed

Bid results

Print "Post-Bid Analysis". IT Helpdesk to email MRO Sup for the E-bid results. MRO Sup to summarize result of E-bid and have the respective Bidding Committee confirm.

Confirmation of the winning bid

Bid results

Letter of Invitation Declined bidders (if any) Results of E-bid
Opening of Sealed Bids can push thru even if less than three (3) proposals were submitted considering that project was first conducted thru E-Bid but was a failed bid.

Only MRO Sup/Manager with the presence Internal Auditor or Finance Representative are authorize to open the sealed bid box.

If the Scope of Work and the in-house estimates are both not available, Sealed Bid will be used for determining the winning contractor with the involvement of the Bidding Committee comprise mainly of the MRO Manager, Internal Audit or Finance Representative and the End-user.

Sealed Bid Box

Opening Commercial bid if all Technical Bid were already compliance, with the presence of MRO Manager/Sup, End user, Internal Audit or Finance Representative. However, IMI Team has the option to open Commercial Bid should contractors still cannot comply up to third submission of the Sealed bid process.

Commercial bid

7.0 SUPPLEMENTARY INFORMATION / ATTACHMENT

7.1 Supplier Information Sheet
7.2 Authority to Accept Delivery
7.3 Visit Assessment Checklist
7.4 Visit Assessment Checksheet
7.5 Non-Disclosure Agreement
7.6 Conflict of Interest
7.7 Non-Collusion Affidavit
# SUPPLIER INFORMATION SHEET

<table>
<thead>
<tr>
<th><strong>Business Identification</strong></th>
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<tbody>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Office Address</td>
<td>Factory Address</td>
</tr>
<tr>
<td>Tel No.</td>
<td>Facsimile</td>
</tr>
<tr>
<td>Tax Account No</td>
<td>Internet ID</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Type of Products/Services offered</strong></th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th><strong>Length of Business Operations</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Ownership</td>
<td>Single Proprietorship</td>
</tr>
<tr>
<td>Nature of Operation</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Schedule of Operation</td>
<td>24 Hours Daily</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contact Person</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Tel No</td>
<td>Cell Phone No.</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Bank Account References</strong></th>
<th></th>
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<table>
<thead>
<tr>
<th><strong>Current Customer Base (Top 5 only) and respective length of business relations</strong></th>
<th></th>
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</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Total Number of Employees</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Educational Background of Employees</strong></th>
<th></th>
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</thead>
</table>
### Information on the Organization (attach copy please)

<table>
<thead>
<tr>
<th>Organizational chart</th>
<th>Principal officers</th>
</tr>
</thead>
</table>

### Company Core Competencies/Expertise

### Equipment/Machinery/Facilities/Technology at Hand

### Quality System in Place | Business Permits Obtained
---|---

### Government Registration Obtained | Accreditations/Trade Affiliation

### Type of Customer Service/After Sales Support | Product Warranties/Guarantees

### Information on Company Business Viability (All information is treated with confidentiality)

<table>
<thead>
<tr>
<th>Capitalization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Revenues (previous year)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Audited financial statements for the last 2 years is requested

<table>
<thead>
<tr>
<th>Gross Sales per Employee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income per Total Assets (%)</td>
<td></td>
</tr>
<tr>
<td>Net Income per Gross Revenues (%)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Officer's Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

The information entered herein are certified as true and correct. We respect the Company's initiative to verify any statements to serve their own purpose.

The following items are to be provided together with this Supplier Information Sheet: Conflict of Interest (COI); Non-Disclosure Agreement (NDA); DTI/SEC Registration; Mayor's Permit/Business Permits; BIR/TIN; PEZA Certification; Sanitary Permit; Company Profile with Company Vision/Mission/Values/Operating Policies and Principle; Organizational Chart; Article of Incorporation & by-Laws; Product Brochure and Financial Statements (preferably audited) for the last 2 years;
## AUTHORITY TO ACCEPT DELIVERY

**Requesting Party**

**Control No.**

**Division/Department**

**Date**

<table>
<thead>
<tr>
<th><strong>To Guard on Duty</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please check appropriate box</td>
</tr>
</tbody>
</table>

**PO to follow**

- Please accept delivery of the following items even without approved PO.
- The assigned PO is ____________________

**Justification**

**URGENT DELIVERY**

Delivery beyond 5:00pm / 12:00nn (Saturday).
Please allow entry to the company.

**Justification**

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>PO</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

**Requested By**

**Noted By**

**Approved By**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
## VISIT ASSESSMENT CHECKLIST

**Date**

<table>
<thead>
<tr>
<th>Broken/Forwarder Visited</th>
<th>Date of visit</th>
</tr>
</thead>
</table>

### Service/Technical Assessment (40%)
- Cost Effective & Defect Free products & services
- Training, Education & experiences of personnel
- Experience of management personnel
- Company brochures vs. actual capabilities
- World class facilities, equipment & technology
- Delivery & Dispatch
- ISO certified
- Citation received

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Organizational Assessment (35%)
- Organizational System
- Sufficient personnel to handle administrative works
- Admin and workers relation
- Documentation system (Complete & accurate)
- Office representation is impressive
- Safety program
- Quality policy / programs

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Value Added Services (25%)
- Housekeeping (5S)
- Communication equipment (e.g., 2-way radio, cellphone, etc.)
- Accreditations
- Wide variety of services
- After sales service support / warranty

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Grand Total
- 0

**Remarks**

---

**Assessed By**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

---

**Form No. 423 1 95 001-17**

**DCC024-DT (04/08)**

**COMPANY CONFIDENTIAL INFORMATION**

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When printed, this document is uncontrolled unless properly identified as controlled.
## VISIT ASSESSMENT CHECKSHEET

### Supplier Visited

<table>
<thead>
<tr>
<th>Tel No.</th>
<th>Fax No.</th>
<th>Contact Person</th>
<th>Address</th>
</tr>
</thead>
</table>

### MANAGEMENT (15%)

<table>
<thead>
<tr>
<th>Remarks</th>
<th>NA</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are actions or analysis taken for out of control points found during data gathering?</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Is the maintenance of the equipment planned and conducted in a satisfactory manner and at periodic intervals?</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Is there a DCC?</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Document readily retrievable.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### QUALITY ASSURANCE (20%)

#### General

1. Monitoring the performance of the company against quality targets.
2. Is this subject to review and reported to top management?
3. Is there continuous improvement on the quality system?
4. Are the environmental objectives achieved?
5. Are the environmental objective and targets achieved?
6. Are there quality programs introduced in the company?
7. Are the environmental objectives and targets achieved?
8. Are there any R & D group working towards the design?
9. Membership in industry organization.

### Training

- Training / certification system provided to employees.
- Are the training design, curriculum and methodology documented?
- Are methods and application techniques being controlled?
- Are methods and application techniques being controlled?
- Are actions or analysis taken for out of control points found during data gathering?
- Is there a system to verify that final product meets specified requirements?

### Inspection

- Are inspection and testing authorities defined?
- Are there specification in performing inspection?
- Are incoming materials verified and inspected according to requirements/methods?
- Are certificates of conformance available for not undergoing incoming inspection?
- Is there a system to verify that final product meets specified requirements?
- Do you have a recall system for defective materials?
- Are inspection and testing records maintained?
- Are there a suitable identification for materials inspected?

### Statistical Techniques Method

- Are the needs for statistical process control identified?
- Are methods and application techniques being controlled?
- Are methods and application techniques being controlled?
- Are actions or analysis taken for out of control points found during data gathering?

### Document Control

- Training / certification system provided to employees.
- Are obsolete documents clear identified?
- Are obsolete documents clear identified?
- Are obsolete documents clear identified?

### Remarks

- Are the needs for statistical process control identified?
<table>
<thead>
<tr>
<th>&gt;Title</th>
<th>Maintenance, Repair and Operations Procedure</th>
<th>Document No.</th>
<th>741103001</th>
<th>Revision</th>
<th>03</th>
<th>Page</th>
<th>18 of 23</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>PRODUCTION / MATERIAL CONTROL (15%)</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Is there a PC/MC organization?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Is there a designated storage area available for all materials?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Do you have a system for checking the condition of materials on stocks?</td>
<td></td>
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<tr>
<td>4. Do you practice First - In - First - Out (FIFO) system?</td>
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</tbody>
</table>

Sub-Total 0 0 0 0 0 0

<table>
<thead>
<tr>
<th><strong>CUSTOMER SATISFACTION (10%)</strong></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Is there an effective method of receiving customer's feedback?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2. Handle customer complaints?</td>
<td></td>
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</tr>
<tr>
<td>3. Is there an organization that respond to customer issues?</td>
<td></td>
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<tr>
<td>4. How do you check effectiveness of the corrective and preventive actions taken?</td>
<td></td>
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</tr>
<tr>
<td>5. What is the acceptable CpK level in your company?</td>
<td></td>
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</tbody>
</table>

Sub-Total 0 0 0 0 0 0

<table>
<thead>
<tr>
<th><strong>ENGINEERING (15%)</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Process Control</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1. Are process characteristics and parameters monitored to ensure compliance?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Are the environmental conditions suitable for production?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are there written process instruction? Identification and Traceability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Is traceability of product or service maintained through receipt, store, delivery and installation if necessary?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calibration and Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Do you have a masterlist of all inspection, measuring, test and calibration equipment?</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are these calibrated periodically?</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>3. Is there a suitable indicator or record used to identify calibration status?</td>
<td></td>
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</tbody>
</table>

Sub-Total 0 0 0 0 0 0

<table>
<thead>
<tr>
<th><strong>FACILITIES (10%)</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Company safety policy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are housekeeping procedures fully implemented?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. Factors considered in maintaining a clean room environment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. What are the measures being taken for security control/ fire prevention?</td>
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<td></td>
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</tbody>
</table>

Sub-Total 0 0 0 0 0 0

<table>
<thead>
<tr>
<th><strong>FINANCE (15%)</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sales improvement in last 3 years.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Profitability in last 3 years.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Debt / equity ratio in 3 years.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Sub-Total 0 0 0 0 0 0

General Remarks

<table>
<thead>
<tr>
<th><strong>Rating Guidelines</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OUTRIGHT FAILURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. POOR; Immediate Corrective action required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. SATISFACTORY; greater than 5 identified concerns areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. VERY SATISFACTORY; minimal area for improvement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. EXCELLENT; world class</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assessed By

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*Note: Suppliers rating as 3 and above is considered to be accredited, while, suppliers rating below 3 is not accredited.*
Non-Disclosure Agreement

Integrated Microelectronics, Inc. (hereinafter called IMI) having its principal place of business at North Science Avenue, Laguna Technopark, Inc., Biñan, Laguna, Philippines and ____________________________, having its principal place of business at ____________________________, hereby agree as follows:

1. Purpose. IMI and __________ intend to engage in discussions and negotiations concerning the establishment of a business relationship between IMI and __________. In the course of such discussions and negotiations, it is anticipated that IMI may disclose or deliver to certain of IMI's customers Confidential Information for the purpose of enabling IMI to evaluate the possibility of such business relationship. IMI and __________ have entered into this Agreement in order to assure the confidentiality of such Confidential Information in accordance with the terms of this Agreement.

2. Definition. “Confidential Information” includes information, product/component samples, technical data, or know-how relating to IMI/IMI customers. Any and all Confidential Information shall be documented in a tangible, usually written form, and shall be marked to indicate its confidential nature and its origin. Any information which is orally disclosed by IMI shall constitute Confidential Information if it is documented and submitted in written form to __________ within 30 days after disclosure.

3. Disclosure. __________ shall hold in confidence and shall not disclose to any person or entity, any Confidential Information received from IMI, except as may be necessary to carry out the best efforts to prevent undue termination of a business relationship with IMI, or to the extent that it treats similar materials of its own.

4. Use. __________ shall use Confidential Information only for the purpose for which it was disclosed and shall not employ Confidential Information for its own benefit or the benefit of any other without prior written consent of IMI. __________ shall disclose Confidential Information only to __________, IMI's customers, who know such Confidential Information in the course of the performance of the Agreement and who are bound to protect the confidentiality of such Confidential Information.

5. Limitations of Obligations. The obligation specified in paragraphs 3 & 4 shall not apply to any portion of the Confidential Information which:

   (a) is or becomes public knowledge other than through the unauthorized disclosure by __________;
   (b) is rightfully received from a third party who has the right to disclose the information; or
   (c) is approved for release by prior written consent of IMI/IMI's customer.

6. Property Right. __________ agrees not to make any copies of the Confidential Information without prior written consent of IMI. All Confidential Information shall be, and shall remain, the property of IMI including any copies thereof.

7. Return of Materials. Upon request of IMI or upon termination of this agreement, __________ shall return promptly to IMI all Confidential Information along with all copies made thereof and all documents or things containing any portion of any Confidential Information.
8. Remedies. ________________ acknowledges that compliance with the provisions of this Agreement is necessary to protect the proprietary interests of IMI/IMI customers. Further, ________________ acknowledges that any unauthorized use or disclosure to any third party in breach of this Agreement will result in irreparable and continuing damage to IMI/IMI customers and agrees that, in the event of such breach, IMI shall be authorized and entitled to obtain immediate injunctive relief and any other rights or remedies to which IMI may be entitled. In addition, in the event that the court of competent jurisdiction shall decide that ________________ has materially breached this Agreement, ________________ shall reimburse IMI the costs of any court proceedings, reasonable attorney’s fees.

   (a) It is hereby understood that disclosure by ________________ of Confidential Information to hereunder shall not be operative in any manner, either express or implied, under any patent, copyrights or any other rights of IMI/IMI customers other than use of Confidential Information for the sole purpose only.

   (b) This Agreement shall be construed in accordance with the laws of the Philippines.

   (c) This Agreement supersedes all agreements, written or oral, between ________________ and IMI relating to the subject matter of this Agreement. This Agreement may not be modified, changed or discharged, in whole or in part, except by an agreement in writing signed by ________________ and IMI.

DATED:

INTEGRATED MICROELECTRONICS INC.

BY: Ms. Joy A. Badez
TITLE: Worldwide MRO Manager

BY: ________________
(Signature of supplier/contractor/technical provider)
DECLARATION OF COMPLIANCE WITH THE CONFLICT OF INTEREST POLICY OF IMI ELECTRONICS, INC.

I, ________________, being a supplier/contractor/employee provider of Integrated IMI Electronics, Inc., do hereby declare my compliance with the Conflict of Interest Policy of IMI.

I understand that all supplier/contractor/employee providers have a responsibility to IMI, to its shareholders and to one another. Although this study does not prevent any supplier/contractor/employee provider from engaging in personal relationships, I understand and agree that IMI prohibit conduct that actually constitutes conflict of interest, as well as conduct that could be perceived as creating a conflict of interest with IMI interest. I shall therefore always exercise sound judgment and shall be guided by the highest standards of honesty and integrity in all my interactions and dealings affecting IMI and its affiliates and/or subsidiaries.

I hereby declare that I shall not abuse my position(s) as a supplier/contractor/employee provider for personal advantage or to provide any action contrary to IMI's ethical standards. I further understand and agree that IMI is subject to scrutiny from many different individuals and organizations, and I shall always strive to avoid even the slightest appearance or perception of impropriety.

In relation to the above-listed matters, I hereby declare, agree, and commit as follows:

Transparency. I shall not engage in any business without the knowledge of the proper authority, or perform back-door selling or conduct with any personnel or staff of IMI and use the same for my business advantage.

Business Interests. As a supplier/contractor/employee provider of IMI, I shall not profit from any engagement in transactions that actually constitute or could be perceived as creating conflict of interest (i.e., engaging outside interests or extend financial or extended services of a company business).

I shall make a full disclosure to IMI in the event that I have a financial interest engaged in:

The following are my personal and/or business interests engaged in:

[Insert list of interests]

In the same manner, I shall disclose any of my relatives or immediate family members working for IMI (indicate the name of the relative).

Other Information. Because other contact or interests may arise, I fully understand that I would be required to attempt to list all possible situations. If a proposed transaction or situation raises any question or doubt in my mind, I understand and will refer this to the Chief Finance Officer or Head of the Human Resources before entering into the relationship or situation in question.

I further understand that all supplier/contractor/employee providers of IMI shall annually submit to the Head of the Human Resources a statement which contains that they have read and understand this policy, and they have consented to comply with this policy.

In the event of any actual or possible conflict of interest situation, I hereby undertake to disclose the same and obtain clearance from the Chief Finance Officer and/or Head of Human Resources. I understand that failure on my part to disclose or obtain clearance for any actual or possible conflict of interest situation will result in disqualification of my business opportunities with IMI.

The foregoing declaration shall be binding upon me as long as I am a supplier/contractor/employee provider of IMI.

I, ________________, have hereunto affixed my signature over my printed name this ______ day of ______, 20__ in __________. (Signature) __________________________

[Signature of supplier/contractor/employee provider]
EXHIBIT 10

NOTE: Proposals will not be considered if this affidavit is not executed and included with Bidder's proposal.

<AUTHOR>
ADDRESS

*CONTRACTOR/VENDOR NON-COLLUSION AFFIDAVIT

DATE OF PROPOSAL:
RE: INQUIRY NO.:
NAME OF CONTRACTOR/VENDOR SUBMITTING PROPOSAL:
PROJECT AND GENERAL DESCRIPTION OF WORK:

WHEREAS, the above-named Contractor/Vendor submits herewith to the <Author> the attached proposal and that the proposal is genuine; that the same is not sham or collusive; that all statements of fact therein and that such proposal was made in the interest or behalf of any person, partnership, company, association, organization, or corporation of which he is named or described.

Contractor/Vendor further states and swears that the Contractor/Vendor has not directly or indirectly by agreement, communication or conference attempted to induce another person to tender a bid or to make a demand, offer or contract of any kind or in any manner whatsoever that would be to his or her or his or her Company's advantage or that he or she has not in any manner, directly or indirectly, sought or attempted to induce or to induce any person or his or her Company to make a demand, offer or contract of any kind or in any manner whatsoever that would be to his or her advantage.

Contractor/Vendor further states and swears that he or she has not in any manner, directly or indirectly, sought or attempted to induce or to induce any person or his or her Company to make a demand, offer or contract of any kind or in any manner whatsoever that would be to his or her advantage.

a. did not directly or indirectly, induce, cause, or agree with anyone else that said bidder or anyone else would submit a false or sham bid.
b. did not directly or indirectly, cause, or agree with anyone else that said bidder or anyone else would submit a false or sham bid.
c. did not, in any manner, directly or indirectly, seek by agreement, communication, or conference with anyone to raise or fix the price of said bidder or of anyone else, or to raise or fix an overhead, profit or cost element of his, its or their price or that of anyone else.
d. did not directly or indirectly, submit this, its, or their bid price or any further statement or the contents thereof, or authorize information or data relative thereto to any competitor, partnership, company, association, organization, bid, or offer, for or on the business of another or to any person or persons who have a partnership or other financial interest with said bidder in his, its, or their business.

______________________________
Title __________________________
For Contractor

SUBSCRIBED AND SWORN TO before me this the _______ day of ______, 19____

______________________________
Notary Public
County of _______________________

Sample Only

Form No. 423 1 95 001-17
Rev. 02

COMPANY CONFIDENTIAL INFORMATION
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Notice of No Change on Material Composition

To: Integrated Microelectronics Inc.
North Science Avenue
Laguna Technopark Inc.
Biñan, Laguna 4024

This is to notify IMI that the materials used for the production of your product/s have not changed hence our existing Supplier HSF Declaration and Laboratory Test Report (if RoHS requirement) are still valid as reference for Compliance to Hazardous Substance Free Program.

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<thead>
<tr>
<th>Product/ Material/ Part Name</th>
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It is the responsibility of the supplier to provide an update if there will be changes on the materials used in the production of the product.

Supplier Name: ____________________________
Supplier Address: ____________________________

Contact Division/ Dept.: ____________________________
Contact Person: ____________________________
Telephone: ____________________________
Fax: ____________________________
E-mail: ____________________________

Signature: ____________________________
Date (dd/mm/yy): ____________________________