



## INTRODUCTION

Purchase requisition (PR) are raised by various departments on a daily basis to meet their operational needs, events, conferences, seminars etc.

Request for Collaterals is frequent & common among all department requesters from Public Healthcare Institutions (PHIs).



Examples are posters, banners, brochures, wall murals, digital works & etc.

## OBJECTIVES

To improve process flow efficiency in order to meet the diverse set of requirements for design and printing projects from PHIs.

- Facilitate a quicker turnaround for the procurement process for each request.
- Optimise savings due to economies of scale for bulk negotiation.
- Cost containment to mitigate the rising inflation rate due to raw materials and manpower cost.



## METHODOLOGY

An open sourcing event (**National-Lite Contract**) was called for the Design &/or Printing of Collaterals.

In designing the award strategy, the suppliers were strategically segmented to 3 groups to allow requester to tap on the term contracts according to their specific requirements and budgets.

- Basic – 4 Suppliers
- Standard – 2 Suppliers
- Premium – 4 Suppliers



❖ **National-Lite Contract - PHIs from the 3 clusters (SingHealth, NHG and NUHS) can leverage on the awarded rates according to the established requirements from SingHealth HQ.**

## RESULTS

The segmentation of suppliers for the **143** items allows all the requesters from the PHIs to tap onto these suppliers.

10 suppliers were awarded and segmented into 3 groups:

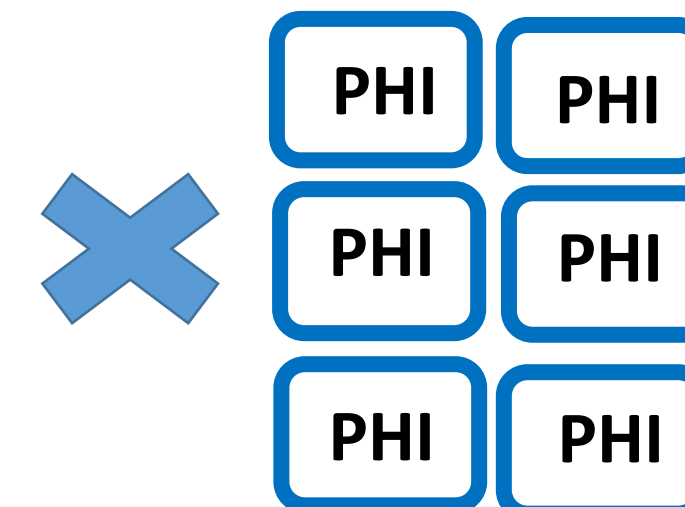
- Basic - Budget friendly for straight forward design & printing projects
- Standard - Mid price range for moderate complexity and/or better-quality design and printing services
- Premium - High price range for complex design, strong concepts and/or high- quality design and printing services



With the establishment of the **National-Lite Collateral Panel Contracts**:

1. Procurement can avoid **15** similar sourcing events for SingHealth HQ. This equates to a saving of **2040** man-hours which can be channelled to other sourcing events. This synergy can be multiplied across the PHIs.

15 SHHQ Sourcing Events = 2040 Man Hours



### ASSUMPTION

10 PHIs X 2040 Man Hours

equal to

**20,400 Man Hours**

Potential Man-days Saved for SingHealth HQ – \*17 man-days

- \* 4 working days for preparation of RFP package
- \* 4 working days for tabulation of submission
- \* 5 working days for clarification, evaluation & negotiation
- \* 4 working days for award approval
- Total: 17 man-days (estimated basing on complexity of RFP)

2. Projected savings derived from 10 PHIs. Below are the frequent & common requests.

**Total Projected Annual Savings For 10 PHIs = \$1,200 to \$96,000**

Items	Negotiated Savings Across All Suppliers	*Total Qty Per Year for 10 PHIs	Projected Savings Per Year for 10 PHIs
Banners	\$10 to \$300 per piece	120	\$1,200 to \$36,000
Brochures	\$50 to \$600 per piece	120	\$6,000 to \$72,000
Posters	\$10 to \$200 per piece	120	\$1,200 to \$24,000
Wall Mural	\$10 to \$800 Per piece	120	\$1,200 to \$96,000

\* Basing on 1 piece per mth as the projection

3. Requesters will also enjoy faster turnaround time for each of their purchase request.

## CONCLUSION

With segmentation of suppliers through **National-Lite Panel Contracts**, PHIs can reduce the sourcing turnaround time and maximise efficiency by leveraging on these contracts.

Most importantly, it optimizes the savings (dollar value-add) to meet diverse set of needs.