



## ACCREDITATION CHECKLIST

COMPANY NAME: \_\_\_\_\_

**I. Official Forms and Filings**

- Duly Accomplished Information Sheet
- Signed Non-Disclosure Agreement (NDA)
- Duly Accomplished Conflict of Interest Declaration Form
- Letter of Application/ Intent

**II. Business Documentation:**

- Certificate of Business Registration (DTI/SEC)
- Articles of Incorporation and By-Laws (except Sole Proprietorship)
- Updated Business Permit/ Mayors Permit
- VAT Registration Certificate (BIR 2303)
- SSS Registration

**III. Company Information:**

- Company Profile
- Organizational Chart
- General Information Sheet (GIS)

**IV. Operational Details**

- Detailed List of offered products/ services
- List of Completed Projects (if applicable)
- Top 10 List of Clients/ Suppliers
- Map/Sketch and Photos of Office or Plant (location)
- Distributorship Agreement or Appointment Papers from principals

**V. Financial Information**

- Latest Audited Profit & Loss Statement and Balance Sheet (2 Fiscal year)(BIR Stamped)
- Income Tax Returns duly stamped received by the BIR (2 Fiscal Year) (BIR Stamped)
- Bank Account Details / Bank Statements/ Credit Line Certificates
- Sample Invoice (and/or CAS Registration)

**VI. Others (Please specify)**


CHECKED AND NOTED BY IEE- PROCUREMENT DEPARTMENT

**Checked by:**

**Noted by:**

\_\_\_\_\_  
PRINT NAME & SIGNATURE / POSITION

\_\_\_\_\_  
PRINT NAME & SIGNATURE / POSITION

**ADDITIONAL:**

**For Subcontractors**

- PCAB License
- Number of Manpower
- Manpower Basic Rates
- Proof of Latest SSS Contribution Payment (Electronic Collection List Summary of SSS Contribution)
- Proof of Latest Philhealth Contribution
- Certificate of Registration under DO 174 Series of 2017

**For Manpower Service Providers**

- Certificate of No Pending Case from NLRC
- Certificate of No Pending Case from DOLE
- Number of Manpower
- Manpower Basic Rates
- Proof of Latest SSS Contribution Payment (Electronic Collection List Summary of SSS Contribution)
- Proof of Latest Philhealth Contribution
- Certificate of Registration under DO 174 Series of 2017

**For Brokerage Service Providers**

- BOC Certificate of Registration
- (For Broker) PRC ID
- (For Broker) AMO Certificate of Accreditation
- (For Broker) BOC Certificate of Registration
- (For Broker) Fair Trade Enforcement Bureau (FTEB) (Formerly PSB)

**For Logistics Services (Transport Fleet and Handling Equipments)**

- List of Vehicles (Types, Quantity, Plate Number)
- List of Equipments for Loading/Unloading/Positioning
- Rates (As per Basic Requirement)