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)

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_____ _____

_____ _____

_____ _____

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)