

## SUPPLIERS ACCREDITATION GUIDELINES

In the exigency of service, to facilitate the judicious use of limited government funds and resources and to prevent abuse and deception, the Accreditation process for Subic Bay Metropolitan Authority (SBMA) local procurement requirements is hereby instituted. Beginning January 2006, all local procurement of the SBMA whether through public bidding, sealed or open canvass or negotiated contract shall only be undertaken with accredited suppliers. However, other suppliers who are not yet accredited may still participate in public bidding provided that they comply with all the specific project requirements.

An Accreditation Committee was constituted to screen applicants and qualify suppliers. The committee shall deliberate on blacklisting and de-accreditation of SBMA suppliers.

- I. Accomplish **authenticated** or **certified true copy** of the original pertinent documents required.

**Accreditation Requirements**

**A. Letter of Request for Accreditation addressed to Head, Procurement & Property Management Dept. (PPMD)**

**B. Fully Accomplished Suppliers Registration Form (ISODF-PPMD-25)**

**C. Information Sheet (ISODF-PPMD-111)**

1. *Manager/Proprietor*

2. *Authorized Company Representative*

**D. Minimum Requirements**

a.) Notarized Company Profile\* (*should follow the standard format provided below*)

b.) SEC/DTI Registration, *whichever is appropriate*

c.) Articles of Incorporation/Partnership, *if applicable*

d.) Valid Municipal/City Business/Mayor's Licenses and Permits

e.) VAT Registration certificates (*BIR Form-2303*) and receipts of payments (*BIR Form-2550Q*) remitted for the last two (2) years.

f.) Audited/Comparative Financial Statement for the Last Two (2) Years (*BIR stamped/received*)

g.) Latest Annual Income Tax Return (ITR) (*BIR Form-1702*)

h.) Tax Clearance (*BIR Form-17.14B*)

i.) G o v ' t E -Procurement System (GEPS) Registration Certificate ([www.procurementservice.net](http://www.procurementservice.net))

j.) Authorized and/or Exclusive Distributorship/Dealership

k.) Certificate of Non-blacklisted with any Government Agency. (*ISODF-PPMD-114*)

l.) Certificate Authorizing PPMD to verify all accreditation documents provided (*ISODF-PPMD-113*)

m.) Affidavit of Authenticity and Completeness of Documents and information presented (*ISODF-PPMD-112*)

**E. Additional Requirements**

**a.) For Drug and Other Health Commodities Suppliers**

i. Certificate of Product Registration (CPR) of product lines (for drugs and medicines) carried by the supplier

ii. Accreditation Certificate from DOH as drug supplier or as medical/hospital/laboratory equipment supplier

iii. Bureau of Food and Drugs (BFAD) Certification of CGMP Compliance

**b.) For Veterinary Products/Services**

i. Bureau of Animal Industry (BAI) Certification

c.) **For Consulting Services / Civil Works\*\***

- i. Valid Joint Venture/Consortium Agreement  
*(in case of joint venture/consortium)*
- ii. Statement of Successfully Completed Projects and/or On-going Projects with the following minimum information.
  - Name & Location of Project
  - Date, Type, Amount, Duration of Contracts
  - Certificate of Satisfactory Completion *(if already completed)*
- iii. Types and Number of Equipments Owned (under lease or purchase agreement)
- iv. Consultant's Statement on Its Technical Competence, Experience, Staff Capabilities supported by curriculum vitae, Professional Regulation Certificate (PRC), and citizenship if applicable.
- v. Certificate of Good Standing issued by the Philippine Domestic Construction Board (PDCB)\*\*
- vi. Philippine Contractors Accreditations Board Certificate\*\*

**\*Company Profile Format**

- *Should be duly notarized and contain the following primary information.*
  - Registered Business Name
  - Photograph and Sketch of Business Address
  - Business Address
  - Tel./Fax/Mobile Nos.
  - Tax Identification No.
  - GEPS Accreditation No.
  - Years in Business *under its present business name*
  - Plant Address
  - Warehouse Address
  - Type of Business Org. (*Corporation, Partnership, Single Proprietorship, Other*)
  - Line of Business (*Manufacturer, Exclusive Distributor, Dealer, Reseller, etc.*)
  - Principal Products/Services
  - Capitalization
    - Authorized Capital
    - Subscribed Capital
    - Paid-up Capital
  - Present Net worth
  - Years in Business as a contractor/supplier
  - Previous Business Name/s, *if applicable*
  - Previous Business/Plant/Warehouse Address
  - Organizational Chart
  - Name of Authorized Representative  
*Official Title/Position*
  - List of Three (3) Major Projects Done / Clients Served, Contact Person & Contact Nos.
  - List of Three (3) Major Suppliers Contact Person & Contact Nos.
  - Trade/Bank References & Contact Nos.
  - Signature of Proprietor/Manager  
*Res. Cert. No.*  
*Issued at:*  
*Date Issued*

- II. Compile pertinent documents in a folder properly and orderly labeled/indexed, with a Table of Contents in the fore page.
- III. Submit the documents **personally** to the duly **authorized** PPMD Accreditation Officer.
- IV. Pay **P 1,500.00 registration fee** at the SBMA Treasury Office, Bldg. 229, SBFZ and present Official Receipt to the PPMD.
- V. **Only** application with **complete** requirements will be **processed**.
- VI. Processing of application will take **10** to **15** working days from receipt of all required documents.
- VII. Issuance of Accreditation Certificate will take **5** working days upon **site inspection**. However, a Notice of Ineligibility/Disapproval/Deferment will be issued for non-compliance.
- VIII. Depending on its present net worth, accredited supplier may participate only in the following mode/s of procurement.

Class	Present Net Worth	Procurement Mode			Alternative Mode	
		Record of Canvass (below P50,000)	Sealed Canvass (P50,000 – P249,999)	Public Bidding (P250,000 above)	Negotiated Purchase	Repeat Order
<b>A</b>	above P500,000					
<b>B</b>	P250,000-P500,000			X		
<b>C</b>	below P250,000		X	X		

- IX. Accreditation is valid for one (1) year from the date of issue. However, valid mayor’s permit, latest ITR, & Tax Clearance should be submitted within the first quarter of the succeeding year.
- X. Blacklisting and de-accreditation shall be in accordance with Section 69.4 of the Implementing Rules and Regulations Part A (“IRR-A”) of Republic Act No. 9184 (“R.A. 9184”), otherwise known as the “Government Procurement Reform Act.”

*“The procedures for the blacklisting of manufacturers, suppliers, distributors, contractors, or consultants for Government Projects shall be undertaken in accordance with the guidelines to be issued by the GPPB.”*

**Prepared by:**

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**Approved by:**

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 Dept. Manager