

**VENDOR INFORMATION FORM**

Business/Company Name:		Contact Person:	
Nature of Business:		Tax Identification Number:	
Telephone Nos.	Fax No.	Email	Website

Scope of Accreditation (List of Goods/Services to be accredited)

Goods : \_\_\_\_\_  Exclusive  Not Exclusive

Manufacturer  Distributor  Wholesaler  Retailer

Classification:

Services: \_\_\_\_\_  Exclusive  Not Exclusive

General Contractor  Specialty Contractor  Others \_\_\_\_\_

(Special Instruction: For multiple goods and services, use a separate sheet if necessary)

	Address	Telephone No.	No. of Employees
Head office			
Factory/Warehouse			
Branch/es			

Business Structure  Single Proprietorship  Partnership  Corporation

Licenses & Others

DTI Registration No.	Sec Registration No:	SSS No:
VAT Registration No:	PCAB License NO:	

**Bank References**

Bank/Creditor	Unused Credit Line	Security/Collateral	Address	Contact person/ Contact No.

**Insurance References**

Bonding/Insurance Company	Type of Coverage	Coverage Amount	Collateral	Contact person/ Contact No.

**Top five (5) customers**

Name	Address	Goods/Services Supplied	Volume of Business/ year	Terms of Payment	Contact Person/ Contact No.

**Top five (5) suppliers**

Name	Address	Goods/Services purchased	Credit Line	Terms of Payment	Contact person/ Contact No.

**Completed major projects/contracts within the last five (5) years**

Name of Project	Owner	Scope	Contract Price	Year Completed	Contact person/ Contact No.

**On-going major supply contracts/projects**

Name of Project	Owner	Scope	Contract Price	% completed/ Target Comp.	Contact person/ Contact No.

**Major construction / production equipment presently owned**

Equipment	Quantity	Years used	Total book Value	Rated Capacity

**Affiliates / Subsidiaries**

Name	Address	Nature of Business

**I hereby certify that the information given above are to the best of my / our knowledge true and correct  
Attached are the copies of our Articles of Incorporation, DTI Registration and other requirements.**

\_\_\_\_\_  
Name / signature of authorized representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Accreditation Requirements Checklist	Important Instructions
<ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Intent</li> <li><input type="checkbox"/> Company Profile including profile of affiliate companies, if any</li> <li><input type="checkbox"/> Articles of Incorporation/Partnership and by-laws</li> <li><input type="checkbox"/> SEC Registration/General Information Sheet</li> <li><input type="checkbox"/> Audited Financial Statements (last two years)</li> <li><input type="checkbox"/> BIR Certificate of Registration (Form 2303 or 1556)</li> <li><input type="checkbox"/> Mayor's Permit/Business Permit/Sanitary Permit</li> <li><input type="checkbox"/> DTI Registration &amp; all attachments/annexes</li> <li><input type="checkbox"/> VAT Registration</li> <li><input type="checkbox"/> Office / Warehouse / Factory Location Map</li> <li><input type="checkbox"/> List of products/services &amp; major clients</li> <li><input type="checkbox"/> PCAB License (if construction contractor)</li> <li><input type="checkbox"/> DOLE 18-A Certificate of Registration (for manpower outsourcing service provider)</li> <li><input type="checkbox"/> List of Equipment and Manpower (for contractors)</li> <li><input type="checkbox"/> List of completed &amp; on-going projects (for contractors)</li> <li><input type="checkbox"/> Table of organization including list of officers with designation</li> </ul> <p><b>Additional Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Environment, Health and safety requirements certificates</li> <li><input type="checkbox"/> Proof of Ownership of major Equipment</li> <li><input type="checkbox"/> Certificate of Exclusivity (if applicable)</li> <li><input type="checkbox"/> Quality management Documents (e.g ISO) if applicable</li> <li><input type="checkbox"/> Declaration of Assets</li> <li><input type="checkbox"/> Sample Demo units, etc., if applicable</li> <li><input type="checkbox"/> Product Pricelist</li> </ul>	<ol style="list-style-type: none"> <li>1. The letter of Intent should be addressed to the Chair of the Accreditation Committee</li> <li>2. The Financial Statement should be in two comparative years, submitted in complete pages as audited by a CPA for both years and stamped received by the BIR or its authorized board bank representatives.</li> <li>3. The accreditation documents shall be submitted in a long pressboard folder. <ul style="list-style-type: none"> <li>- The Vendor Accreditation Form shall comprise the first three pages, followed by the accreditation documents w/c shall be arranged according to the order indicated in the accreditation requirements checklist.</li> <li>- Put an index tab with your company name on the upper right edge of the folder. There should be an index tab arranged in descending order for every requirement. Please make the font size of the company name (in index tab) bigger than those of the requirements.</li> <li>- Additional documents, which you deem necessary, such as photos, company/products brochures, etc. should be placed in the latter pages.</li> </ul> </li> </ol> <p><b>NOTE:</b>  <b>Failure to fill-up all the fields on the Vendor information Form and to submit the necessary documents may delay the processing and/or may be ground for denial of your application.</b></p>