



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 DPWH
J-6-88

March 10, 1988

DEPARTMENT ORDER)

NO. **34** *72*
5/5

Series of 1988)

SUBJECT: REVISED GUIDELINES ON THE
APPLICATION/RENEWAL FOR
ACCREDITATION OF PROSPECTIVE
SUPPLIERS IN THE DPWH

In line with the Department's policy to streamline the procedure in the application/renewal for accreditation of prospective suppliers, the following policy, guidelines and procedures are hereby reiterated/established for strict implementation and compliance:

1. Sources of Supply

Any local manufacturer, exclusive distributor of manufacturer, authorized distributor, regular dealer, service establishment, which is either a single proprietorship, partnership or corporation, Filipino-owned or controlled, and duly licensed as such are considered possible sources of supply.

1.1 Local Manufacturer - Any person or concern operating and maintaining a local factory or plant which processes raw materials, thru the use of manpower, machinery and/or mechanical equipment, into finished products of the general character of those needed to be supplied. Preferably, the local manufacturer should be a holder of a Philippine Standard (PS) Certification Mark License issued by the Bureau of Products Standard, Department of Trade and Industry.

1.2 Exclusive Distributor of Manufacturer - Any person or firm which owns, operates and maintains a store, warehouse or other establishment in which the supplies of general character described in the specifications and required under the sole distributorship contract are brought, kept in stock, and sold to the public in the usual course of business with a Philippine Standard (PS) Certification Mark License as provided for under 1.1. The distributor shall have a written exclusive distributorship agreement with the manufacturer as principal. In case the principal is a local manufacturer the agreement shall be duly notarized. If the principal is a foreign manufacturer, the agreement shall be duly authenticated by the Philippine Embassy/Consulate in the foreign source country.

- 1.3 Authorized Distributor - Any person or firm who is authorized to represent an exclusive distributor, which is a foreign company based in the Philippines and is prohibited to engage in retail trade pursuant to R.A. 1180. The authorized dealer shall have a duly notarized distributorship agreement with the alien exclusive distributor and must maintain a store and warehouse in which supplies involved are kept available in stocks.
- 1.4 Regular Dealer - Any person or entity which owns, operates, or maintain a store, warehouse or other establishments in which supplies are kept and sold to the public in the usual course of business with a Philippine Standard (PS) Certification Mark License as provided under 1.1.
- 1.5 Service Establishment - Any person or entity who owns, maintains or operates any type of business which is principally engaged in the furnishing of non-personal services such as, but not limited to, repairing, cleaning, redecorating or renting of personal property, including the furnishing of necessary spare parts, or other supplies as part of the services to be performed.

Should there be two or more establishments owned and/or controlled by a single proprietor, partnership or corporation, only one establishment shall be accredited, except when such establishments are supplying different line products.

2. Accreditation Requirements

Suppliers/Service Establishments desiring to qualify as such must file an application, under oath, with the Purchasing Unit concerned. The application must contain, among others, the following information supported by pertinent documents.

2.1 Supplier's Prequalification Statement - Annex "A"

- 2.1.1 Manufacturer's Confidential Qualification Statement - Annex "B"
- 2.1.2 If Exclusive/Authorized Distributor, Exclusive/Authorized distributorship agreement with the Manufacturer/Foreign Exclusive Distributor.

2.2 Business Data

2.2.1 In case of Manufacturer

- 2.2.1.1 Office/Plant/Warehouse - size and facilities
- 2.2.1.2 Personnel - Technical Employees and Factory Workers
- 2.2.1.3 Equipment and Tools - Itemized List
- 2.2.1.4 Products - List of Products being Manufactured
- 2.2.1.5 Certified true copy of Philippine Standard (PS) Certification Mark License

2.2.2 In case of Exclusive/Authorized Distributor

- 2.2.2.1 Office/Store/Warehouse - size and facilities
- 2.2.2.2 Personnel - Office Employees and Field Salesmen
- 2.2.2.3 Supplies being carried in stock in the usual course of the business
- 2.2.2.4 Distributorship Agreement- Notarized or with acknowledgement of Philippine Consul in case of Foreign Manufacturer.
- 2.2.2.5 Accreditation with the Department of Trade and Industry

2.2.3 In case of Regular Dealer

- 2.2.3.1 Store and/or Warehouse
- 2.2.3.2 Personnel - Office Employees and Salesmen
- 2.2.3.3 Items of Supplies carried in the course of business

- 2.2.3.4 Sources of Supply
- 2.2.4 In Case of Service Establishment
 - 2.2.4.1 Office/Shop - Size and Facilities
 - 2.2.4.2 Personnel - Office Employees and Technical Employees
 - 2.2.4.3 Service Equipment/Tools-Itemized List.
 - 2.2.4.4 Services Offered.
 - 2.2.4.5 Accreditation with the Department of Trade and Industry.

3. Procedures

- 3.1 Secure application from the Procurement office concerned.
- 3.2 File application together with Supporting Documents
- 3.3 Review and Initial Evaluation of Application Requirements.
- 3.4 Issuance of Memorandum to Inspectorate Team to Inspect Supplier's Establishment.
- 3.5 Inspection of Establishment
- 3.6 Submission of Inspection Report
- 3.7 Forward application and supporting documents together with the Inspection Report to the Sub-PBAC
- 3.8 Sub-PBAC's deliberation/evaluation of the application requirements and Inspection Report
- 3.9 Preparation of the Supplier's Identification Certificate (SIC)
- 3.10 Approval/Disapproval of Supplier's Identification Certificate by the Secretary or authorized approving official.
- 3.11 Issuance of approved Supplier's Identification Certificate or Notice of Disapproval to the applicant supplier.

3.12 Filing of original application and copy of approved Supplier's Identification Certificate with the Procurement Office concerned.

(Please see attached Procedural Flow Chart).

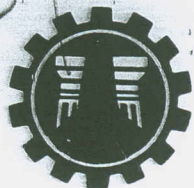
The same documentary and procedural requirements shall be applied in the renewal of SIC(s).

All previous Department issuances inconsistent with the provisions of this Department Order are hereby deemed modified or superseded accordingly.

This Department Order shall take effect immediately.



J. NERY FERRER
Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

ANNEX "A"

SUPPLIER'S PREQUALIFICATION STATEMENT

_____ Date _____

I, _____, of legal age with postal address at _____, after having been duly sworn in accordance with the law, hereby depose and say:

1. That I am the _____ of the _____
(Designation)
_____ duly authorized to make this
(Name of Firm)

statement, as evidenced by the attached written authority from the proprietor/governing board of the Firm (Annex_____).

2. That I hereby present the following information in response to the invitation for application for Prequalification of Firm for the supply of _____
for projects of the Department of Public Works and Highways.

A. GENERAL INFORMATION

1. Name of Firm _____

- a. Main Office Address _____
- b. Telephone no./s _____
- c. Warehouse/Bodega Address _____
- d. Plant/shop/factory address _____
- e. Other business/office address _____

2. Types of Firm's organization (Please check).

- ☐ Single Proprietorship ☐ Corporation
- ☐ Partnership ☐ Others (indicate)

3. a. Person managing the affairs of firm's organization.

b. Designation _____

c. Original and Certified copy of his appointment/designation (Annex_____)

4. a. Person authorize to transact business with the Department (DPWH)

b. Designation

- c. Original and certified copy of his designation and authority to act on behalf of the organization, together with one passport size pictures and specimen signature (Annex _____)

d. Telephone Number: _____

B. LEGAL ASPECT

1. Place where firm was registered _____
2. Date of registration _____
3. Original and certified copy of Certificate of Registration of Business Name with corresponding application for registration. (Annex _____)
4. Original and Certified true copy of Suppliers Identification Certificate issued by the DPWH or any other government agency (Annex _____)
5. Original and certified copy of current Mayor's Permit and Municipal license (Annex _____).
6. Original and certified copy of current Privilege Tax Receipt (Annex _____)
7. If firm is sole proprietorship:
 - a. Original and certified copy of valid Certificate of Registration from the Ministry of Trade and Industry (Annex _____)
 - b. Name of Owner: _____
8. If firm is a partnership
 - a. Original and certified copy of deed or Articles of Partnership (Annex _____)
 - b. Partners: _____

NAME/S

VALUE CONTRIBUTION

_____	_____
_____	_____
_____	_____
_____	_____

9. If firm is a corporation:

- a. Original and certified copy of Certificate of Registration from SEC
- b. Original and certified copy of Articles of Incorporation. (Annex _____)
- c. List of stockholders and other financially interested in the corporation owning 5% or more of the stocks and other interest.

NAME	TYPE OF STOCK AND/OR INTEREST	VALUE	EXTENT OF FINANCIAL CONTROL
-----	-----	-----	-----
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d. Members of Governing Board of the Corporation

NAME	DESIGNATION
-----	-----
-----	-----
-----	-----
-----	-----

10. Check Firm Category

- () Local Manufacturer
- () Exclusive Distributor of Manufacturer
- () Authorized Distributor
- () Regular Dealer
- () Service Establishment

11. If Firm-Applicant is an exclusive distributor of manufacturer or an authorized distributor of an exclusive distributor.

a. Name and address of manufacturer(s)/principal(s) represented:

Principal (s)

Address

b. Duly Notarized Letter(s) of Authority issued by manufacturer(s)/ principal(s) to the effect that the supplier (applicant) is authorized to represent and bind said manufacturer(s)/principal(s) in any contract for any of the items specified in the letter of authority. In case the principal is a foreign firm, the letter of authority shall be duly authenticated by the PHilippine Embassy concerned. (Annex____)

c. Copy of manufacturer(s)/principal(s) license duly certified by the Bureau of Product Standard under its Philippine Standard (PS) Certification Marking Scheme. (Annex____)

12. If firm is an Authorized Manufacturer' Distributor:

a. Name and address of manufacturer/principal

Name : _____
Address: _____

b. Original and certified copy of distributorship Agreement and/or other documents as evidence of being an authorized distributor. (Duly notarized). (Annex _____)

c. Copy of manufacturer(s)/principal(s) license duly certified by the Bureau of Product Standard under its Philippine Standard (PS) Certification Marking Scheme. (Annex _____)

13. If firm applicant is a foreign firm, duly authenticated certificate as bonafide firm, from the Philippine Embassy/Consulate concerned. (Annex _____)

14. Duly notarized certification on the extent of Filipino ownership of the assets of the firm. (Annex _____)

15. For purpose of submission of bids, quotations, offers or proposals:

- a. Person(s) authorized to sign _____
- b. Designation _____
- c. Specimen Signature _____
- d. Telephone No. _____

16. For purpose of Contract signing or acceptance of Purchase Order, Job Order

- a. Person Authorized to sign _____
- b. Designation _____
- c. Specimen Signature _____

C. Technical Aspect

1. Supply Record

Contracts completed by the supplier in the last two (2) years: (Attached invoices as Annex _____)

<u>Name of Buyer</u>	<u>Items Procured</u>	<u>Quantity</u>	<u>Date Procured</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. After sales service

a. Types and brief description of after-sales service.

b. Description and location of shop and facilities.

- c. Photographs of service shop and facilities
(Annex___)

3. Organization

- a. Certified copy of suppliers organization chart
(Annex___)
- b. Marketing network diagram showing, among others,
relationship with principals and distribution system
(Annex ___)
- c. Key Marketing/Technical personnel

<u>NAME</u>	<u>POSITION</u>
-----	-----
-----	-----
-----	-----
-----	-----

4. Product catalogue, manual, brochure, and other
information (Annex___)

D. FINANCIAL ASPECT

1. Audited Financial Statement, latest (Annex _____)
2. Auditor's Accountant's Certificate (Annex _____)
3. Latest Income Tax Return (Annex _____)

E. AFFIDAVIT

I hereby certify that all information provided therein,
including the annexes and enclosures thereto, is true and
correct, and I hold myself liable, criminally or civilly, for
any misrepresentation or false statement made therein.

In faith thereof, I have hereunto affixed my signature
this _____ day of _____, 198__ at
_____, Philippines.

Affiant

SUBSCRIBED and SWORN to before me this _____ day of _____, 19 ____ at _____ affiant exhibiting to me his Residence Certificate No. _____ issued at _____ on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Until _____
PTR. No. _____
Issued at _____
Issued on _____

MANUFACTURER'S CONFIDENTIAL QUALIFICATION STATEMENT

1. Name and other information:

A. Name of Manufacturer -----

B. Address of Head Office -----

----- Tel. No. -----

C. Address of Branch Office, if any -----

----- Tel. No. -----

D. Date established and/or registered -----

E. Paid Up Capital -----

F. Latest Balance Sheet (As of ----- 19____)

- a. Fixed Assets -----
 b. Current Assets -----
 c. Long Term Liabilities -----
 d. Current Liabilities -----
 e. Net worth -----

G. Name of Principal Officers

Names	Designation
a. -----	-----
b. -----	-----
c. -----	-----
d. -----	-----
e. -----	-----

H. Names and addresses of Manufacturer's Branch Office or representatives in the Philippines, if any, and nature of business relation:

Names	Address	Nature of Business Relation
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

2. A. Facilities and equipment for the manufacture of materials, subject of proposal.

Name & Location of factory	Items being Produced	Annual Production Capacity	Number of Employees

- B. Materials, tools, accessories and spare parts proposed to be supplied which shall be made by the principal manufacturer but which shall be secured from other manufacturers.

- C. Names and addresses of manufacturer referred to in 2B.

<u>Names</u>	<u>Address</u>	<u>Manufactured Items</u>
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-----	-----	-----
-----	-----	-----
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3. Experience of manufacturer in the production of the materials, subject of proposal and efforts extended to determine Philippine working and raw materials condition, and to manufacture the materials being offered suitable to the said conditions, if any:

4. Test/s of the materials, subject of proposal. Attached hereto are copies of documents relative to previous export and domestic sales of the materials subject of proposal, as follows:

- a. Commercial Invoices, duly certified

- b. Certification from Companies using the materials as to performance and quality:

5. Names and addresses of domestic and foreign firms to whom the materials have been sold:

Names and Addresses

Item/s Sold

- a. Export Sales:

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-----	-----
-----	-----

- b. Domestic Sales:

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-----	-----
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6. Yearly total volume of business for the last three (3) years.

Year	Domestic	Export	Total	Total Net Profit
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7. Names and addresses of Foreign or Domestic firms or individuals with whom the manufacturer concluded sales; manufacturing or technical assistance agreements; and patents owned by the manufacturer for the manufacture of the materials subject of proposals, if any:

Names & Addresses

Items Patent No.

Date of Start of Production

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-----	-----	-----
-----	-----	-----
-----	-----	-----

8. Number of technical men that may be dispatched to the Philippines to assist in the installation and/or initial operation of the materials in the Philippines, if any:

9. Names and addresses of suppliers of fast wearing parts:

<u>Name of Part</u>	<u>Supplier</u>	<u>Addresses</u>
-----	-----	-----
-----	-----	-----
-----	-----	-----

10. Materials previously supplied to the Philippines directly or through trading companies, if any:

<u>Contract No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Date Delivered</u>
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-----	-----	-----	-----
-----	-----	-----	-----

11. Names and addresses of Bank references:

<u>Names</u>	<u>Addresses</u>
-----	-----
-----	-----
-----	-----

12. Other information: (Such as, Is the manufacturer duly accredited and/or licensed by the Bureau of Standards, DTI, under its Philippine Standard (PS) Certification Marking Scheme).

We hereby certify that the foregoing statements are true and correct, that all available information and data have been supplied herein, and that we agree to show documentary proof thereof upon your request.

Name of Manufacturer

Signature of Authorized Representative

Printed Name of Authorized
Representative

Position of Authorized
Representative

Telephone Number

(Name of Company)

LETTER OF AUTHORITY FROM THE MANUFACTURER

TO WHOM IT MAY CONCERN:

That we, _____, a company duly organized under the laws and having its principal place of business at _____, do hereby make, constitute and

(Address of Manufacturer)

appoint _____, a company duly

(Name of Trading Company)
organized under the laws of _____

(Name of Eligible Source Country)
and having its principal place of business at _____

(Address of
_____, to be our true and lawful attorney-

Trading Company)
in-fact to do the following acts and deed:

To represent and bind us with the Republic of the Philippines,
Department of Public Works and Highways c/o Sub-PBAC, Bidding and
Award Committee for the supply and delivery of:

That as Manufacturer, we bind ourselves as co-maker of the bid
and are jointly and severally responsible for the compliance of
said bid; and

That we hereby and grant unto the _____
(Name of Trading Company)

full power and authority to do and perform all and every act and
thing whatsoever, requisite, necessary and proper to be done, in
the premises, as fully, to all intents and purposes, as we might or
could do, with full power of substitution and revocation, hereby
ratifying and confirming all that _____

(Name of Trading Company)

or its duly authorized representative shall lawfully do or cause to
be done, by virtue hereof.

IN TESTIMONY WHEREOF, we have hereunto signed this document
this _____ day of _____, 19_____.

ACCEPTED this _____ day of _____, 19_____.

(Name of Trading Company)

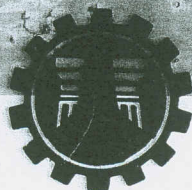
(Name of Issuing Company)

(Name & Signature of duly
authorized representative)

(Name & signature of duly
authorized representative)

(Position)

(Position)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

Date Issued : _____

Registry No. : _____

Date of Effectivity:

From : _____

To : _____

TO WHOM IT MAY CONCERN:

This is to certify that _____
with office address at _____
is a duly registered bonafide supplier in the Department of Public
Works and Highways recognized to deal on the following merchandise:

This credential is personal, non-transferrable and may be
renewed only at the instance of the supplier concerned upon its
expiration as indicated above. Any misuse hereof shall cause the
forfeiture of the established right and consequent debarment of the
herein named supplier. If a renewal is desired, application for
the same shall be filed at least thirty (30) days before expiration
of this certificate.

RECOMMENDING APPROVAL:

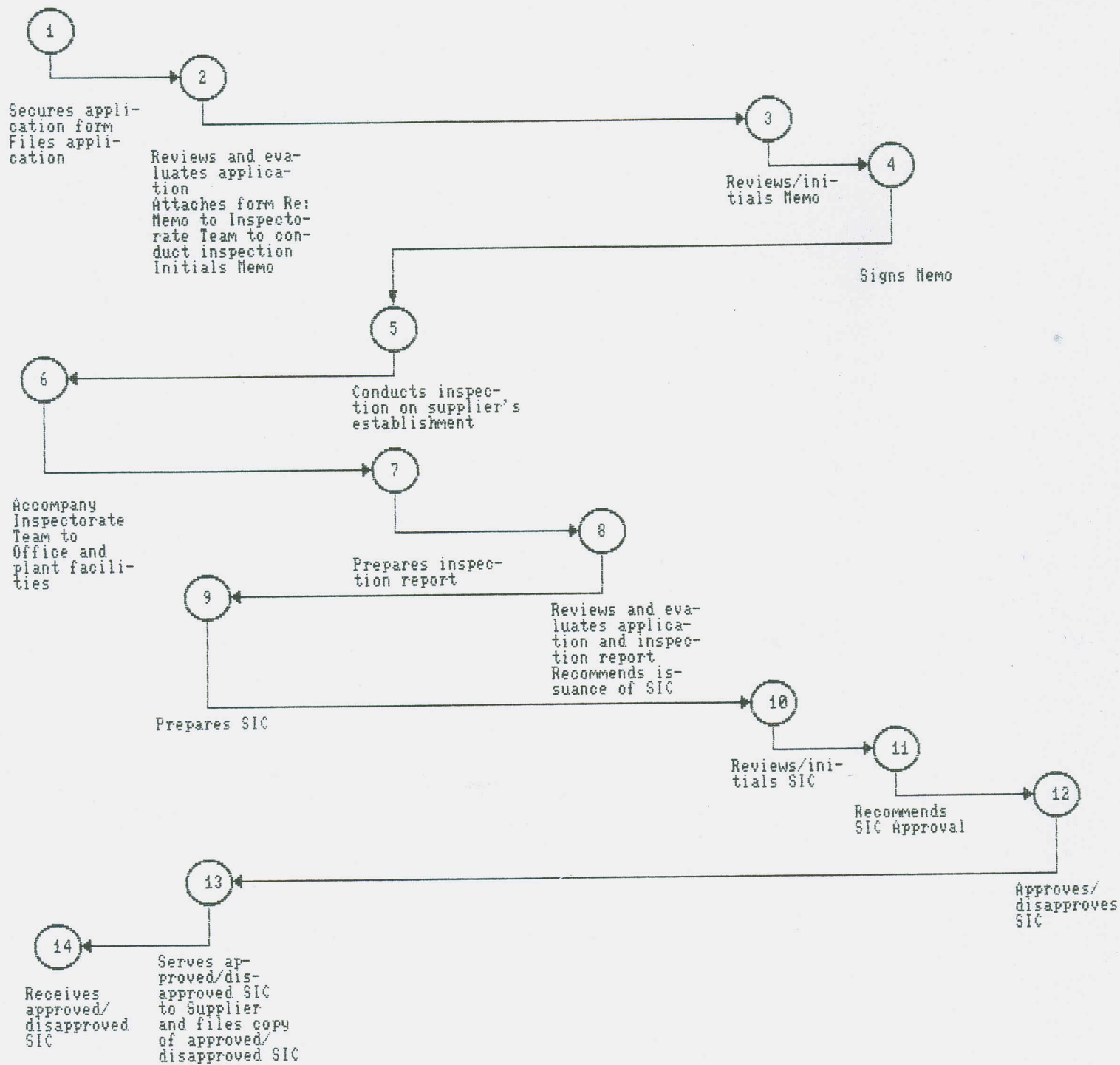
CAROLINA Z. MANGAWANG
Assistant Secretary for Administration
and Manpower Management

APPROVED:

T. G. GENER
Undersecretary
Chairman
PBAC for Procurement of Construction/
Maintenance Materials, Supplies
and Equipment

APPLICATION/RENEWAL FOR ACCREDITATION OF PROSPECTIVE SUPPLIERS IN THE DPMH PROPOSED PROCEDURAL FLOW

SUPPLIER	SPMD/PROC. UNIT	INSPECTORATE TEAM	SUB-PBAC	CHIEF, AMHS/ CHIEF, ADM. OFFICE	ASEC, AMHS/ ASST. RD FOR ADM./ASST. DE	SECRETARY/ RD/DE
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TOTAL TIME FRAME: 10-13 days
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