



UNIVERSITY OF ASIA AND THE PACIFIC

SUPPLIER / CONTRACTOR ACCREDITATION FORM

Instruction:

Please write legibly and put all the information needed. Incomplete data will make this form invalid.

Business Name	
Business Address	
Plant Address	
Tel. No.	
Fax No.	
TIN No.	
DTI Registry No.	
Date Established	
Total No. of Employees	
Capital	

1. Type of Business Organization (Please check)

Corporation _____
Partnership _____
Single Proprietorship _____
Other _____

2. How many years has your organization been in business as a contractor / supplier?

3. How many years has your organization been in business under its present business name?

4. If a corporation, answer the following:

a. Date of Incorporation: _____

b. Place of Incorporation: _____

c. President's Name: _____

d. Vice President's Name(s): _____

e. Secretary's Name: _____

f. Treasurer's Name: _____

5. If Partnership, answer the following:

a. Date of Organization: _____

b. Names and Addresses of General Partners

6. If Single Proprietorship, describe your organization and name principals:

7. Have you ever provided services or products to our company? If yes, what products or services? _____

8. Please list at least three (3) major projects done / contact person / contact numbers

_____	_____
_____	_____
_____	_____
_____	_____

9. Please list at least three (3) major projects / clients, contact persons & contact nos.:
(to whom your firm is presently supplying services or products)

10. Please list at least three major suppliers, contact person & contact nos.:

11. Please list Trade References / Bank References & contact nos.:

12. MINIMUM ACCREDITATION REQUIREMENTS

(Please submit the following together with this form)

- a. Current Municipal / City Permit
- b. Single Proprietorship - Registration of Business Name with DTI
- c. Corporation - Articles of Incorporation and By-Laws from the SEC
- d. Comparative Financial Statements for the last 2 years inclusive of a Balance Sheet and Income Statement with an Independent Auditor's report and Income tax Return.
For newly organized business within the year, at least Balance Sheet must be submitted.
- e. Sketch of the company location and 4R size photos of the office & plant
- f. BIR Certificate of Registration
- g. List of Machine and Equipment
- h. Distrubutor's Certificate (for all non-manufacturers of both local and imported products).
- i. Other Documents: _____

13. ADDITIONAL REQUIREMENTS (FOR CONTRACTORS)

- a. Certificate of Good standing issued by the Philippine Domestic Construction Board (PDCB)
- b. Philippine Contractors Accreditations Board (PCAB) and Inter Agency Contractors (IAC) License.
- c. Cash Flow
- d. Organizational Chart with names of Engineers with PRC Number, Technical staff and other skilled personnel.
- e. Certificate of Authority from the Insurance Commission Department of Finance (for Insurance Services).
- f. Distrubutor's Certificate (for all non-manufacturers of both local and imported products).

I certify that the above information are true, complete and correct. I understand that any misrepresentation or material omission made herein or in any other document requested by UA&P renders this accreditation null and void.

By: _____

Signature: _____

Date: _____

This portion is to be accomplished by UA&P:

Remarks: _____

Date of Site Visit: _____

- a. _____ Checked / Evaluated previous projects i.e., verified quality of their products / services
By: _____ Called up contact persons of clients listed in the form
_____ Site Visit
- b. _____ Evaluated present projects i.e., verified quality of their products / services
By: _____ Called up contact persons of clients listed in the form
_____ Site Visit
- c. _____ Verified three major suppliers
- d. _____ Verified trade references / bank references

_____ Recommended to be a UA&P _____ contractor / _____ supplier
_____ Not recommended

Recommended for approval:

Date: _____

Date: _____

Approved by:

Signature over printed name

Date: _____

Time: _____