



Philippine Seven Corporation

# REQUIREMENTS CHECKLIST FOR NON-TRADE SUPPLIER ACCREDITATION

Trade Name : \_\_\_\_\_ Control Number (To be inputted by PRD) : \_\_\_\_\_

New Supplier  Previously Accredited Supplier

## MUST TO PRESENT ACCREDITATION REQUIREMENTS

(Please submit the following requirements. Arrange in chronological order and fasten in a long folder)

APPLICABLE TO ALL	Registration / License Number	Date of Registration	Expiration Date
<input type="checkbox"/> 1. Duly Accomplished Non-Trade Supplier Accreditation Application Form			
<input type="checkbox"/> 2. Signed Non-Trade Supplier Guidelines			
<input type="checkbox"/> 3. Company Profile			
<input type="checkbox"/> 4. Certified True Copy of 2010 Income Tax Return			
<input type="checkbox"/> 5. BIR Certificate of Registration (BIR Form No. 2303)			
<input type="checkbox"/> 6. Certified True Copy of DTI Certificate of Business Name Registration			
<input type="checkbox"/> 7. Mayor's Permit/ Municipal License (2011)			
<input type="checkbox"/> 8. Sample copy of Sales Invoice, Delivery Receipt, and Official Receipt			
<input type="checkbox"/> 9.a. For existing suppliers: List of goods and services currently provided to PSC/CDI and other additional goods and services to offer to PSC/CDI (with current prices)			
<input type="checkbox"/> 9.b. For new suppliers: List of goods and services planning to offer to PSC/CDI (with current prices)			
<b>APPLICABLE FOR CORPORATIONS</b>			
<input type="checkbox"/> 10. SEC Certificate of Incorporation			
<input type="checkbox"/> 11. Certified True Copy of Articles of Incorporation			
<input type="checkbox"/> 12. Certified True Copy of By Laws			

## ADDITIONAL REQUIREMENTS (FOR CONTRACTORS)

<input type="checkbox"/> 13. Philippine Contractors Accreditations Board ( PCAB )
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For PSC's input

SUBMISSION OF APPLICATION			
Submitted by : (Name and signature of Company Representative)		# of Must Requirements: _____	Date Submitted:
Received by:		# of Must Submitted: _____	
REVIEW AND APPROVAL OF APPLICATION			
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved Reason: _____	
Eduardo P. Bataclan Manager, PRD		Date Released:	
SYSTEM UPDATE			
<b>*For New Suppliers</b>			
Date Forwarded to Finance Division:		Ruby Ramin:	
		Date Added to the System:	
<b>*For Existing Suppliers</b>			
Activated by:		Date Activated:	
ACCREDITATION CERTIFICATE			
Received by : (Name and signature of Company Representative)		Date Received:	
		Control Number:	