



REQUIREMENTS FOR SUPPLIERS ACCREDITATION

The company institutes accreditation of suppliers. Approval of accreditation will be based on the information submitted in the Supplier Information Sheet, submission of requirements listed below, performance on trial order basis or track record, result of plants/store/warehouse visit and performance information from other clients.

1. Duly accomplished Supplier Information Sheet
2. For Partnership and Corporation
 - Copy of Articles of Partnership or Incorporation and By-LawsFor Single Proprietorship
 - Copy of Certificate of Registration from the Bureau of Domestic Trade
3. Copy of 's Business License / Permit for the year
4. Copy of Applicable permits, licenses and documents,
 - (Ex. ISO Certificate, DENR permit, Procedures on Disposal of Wastes)
5. For Fabricators, Printers and/or Service Shops
 - List of machinery, equipment (with corresponding brand, capacity and whether owned or leased); tools and Certificate of Accreditation from the Ministry of Trade and Industry.
6. For Local Distributors of Foreign Supplies
 - Name of principals and list of product lines
7. Latest Audited Financial Statement
 - Balance Sheet and Income Statement certified by a CPA
8. List of other clients with address and telephone numbers.
9. Price List or complete list of product
 - Notify the Purchasing Office one month before the effective date of any change in price. In the absence of written notice, the last price WILL BE USED
10. Presentation of product samples for quality check and compliance to specifications and submission of the Product Evaluation Report to Purchasing Unit.
11. Certification of authorized sales representative..
12. For distributor of Medical Equipment and Supplies
 - Device Registration Certification from BFAD
 - License to operate from BFAD
13. Sample of Company's Official Receipt and sales Invoice Updated with B.I.R. (Stamped with ATP)