



SUPPLIER REGISTRATION/ACCREDITATION & EVALUATION GUIDELINES

When applying for registration as suppliers and when tendering to Phoenix Petroleum Philippines, Inc., suppliers shall complete the supplier registration/accreditation form and submit all the required documentation which will be used in supplier assessment and in assessing tenders along with technical and commercial offerings.

ACCREDITATION OF SUPPLIERS

All suppliers are subjected to an accreditation process.

To establish whether a supplier qualifies, a point rating system will be used based on the above listed criteria. All suppliers will be rated and the ratings will be recorded in the supplier management system and/or SAP database of suppliers (if already available). Suppliers must score a minimum of 60% in order to qualify for accreditation. An accredited supplier is not automatically awarded contracts – all contracts are subject to the normal procurement processes as prescribed in the purchasing policy.

VERIFICATION THAT A SUPPLIER QUALIFIES FOR REGISTRATION

A due diligence audit must be conducted on any supplier who applies for accreditation. Aside from interview and basic evaluation, actual plant and office visit shall be done especially for large contractors. Background checking must also be conducted especially for new suppliers.

VALIDITY OF ACCREDITATION

Suppliers' accreditation is valid for 12 months only.