



Phoenix Petroleum Philippines, Inc.

Phoenix Bulk Depot, Lanang
8000 Davao City, Philippines

VENDOR ACCREDITATION FORM

VENDOR No.: _____

INSTRUCTION : Please accomplish this form COMPLETELY and submit together with required accreditation documents to :

purchasing@phoenixfuels.ph

Request Type :

 NEW CHANGE

(Update of Information)

MARK FOR DELETION

Vendor Code _____

SECTION 01 : ACCREDITATION REQUIREMENTS *(Please Check)*

- Vendor Accreditation Form
- Undertaking
- Company Profile
- Article of Incorporation/Partnership and by-laws
- SEC Registration/General Information Sheet
- Audited Financial Statements (last three years)
- BIR Certificate of Registration (Form 2303)

- Mayor's Permit / Business Permit/Sanitary Permit
- DTI Registration
- Office/Warehouse/Factory Location Map
- List of products/services & major clients
- Table of organization
(including list of officers with designation)
- Certificate of Exclusivity / Distributorship *(if applicable)*

Additional Requirements for Contractors Only :

- PCAB License
- List of accredited sub-contractors
- List of completed & on-going projects
- List of Equipment and Manpower

SECTION 2 : GENERAL INFORMATION

PRODUCT/SERVICES APPLIED FOR ACCREDITATION: _____

(Specify goods/services)

Company Type :

 Corporation Partnership Single Proprietorship Others (please specify) _____

Corporate/Business Name : _____

Registered Address:

House /Bldg. No _____

Street _____

City _____

Province _____

Region _____

Country _____

Zip Code _____

Authorized Representative : _____

Designation : _____

Alternative Payee : _____

Contact Nos.: *(Country Code-Area Code-Tel No.)*

Tel. No.1 _____

Tel. No.2 _____

Fax.No.1 _____

Fax.No.2 _____

Email Address : _____

Website Address : _____

Currency / Mode of Payment :

 PHP JSD Others _____

Payment Terms: *(to be given to Phoenix Petroleum, Phils., Inc.)*

Tax Information :

 VAT NON - VAT

Tax Identification Number :

VAT Classification:

 Imported Services Local Services Imported Goods Local Goods Zero Tax

Bank Information : *(if payable thru telegraphic transfer)*

Name on Account : _____

Country : _____

Bank Name : _____

Bank Account Number : _____

Bank Address : _____

Swift Code : _____

SECTION 3 : COMPANY PROFILE**SEC Registration Details**

Registration No. : _____ Place of Registration : _____
 Date Registered : _____ Expiration Date : _____

Members of the Board/Top Officials	Nationality	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DTI Registration Details

Registration No. : _____ Place of Registration : _____
 Date Registered : _____ Expiration Date : _____

Business Permit

Registration No. : _____ Place of Registration : _____
 Date Registered : _____ Expiration Date : _____

Bank Information

Name of Bank	Branch	Account Officer and Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONFLICT OF INTEREST DECLARATION

Does your company have any direct/indirect business with PHOENIX PETROLEUM PHILIPPINES, INC. Competitors? If yes, please indicate so:

Nature of Business	Phoenix Competitor Name	# of Years
_____	_____	_____
_____	_____	_____

Any Executives / Directors in your company with direct / indirect business with PHOENIX PETROLEUM PHILIPPINES, INC.? If yes, please indicate so:

Vendor Executive / Director Name	Position	Nature of Business
_____	_____	_____
_____	_____	_____

Any Executives / Directors in your company with direct / indirect business with PHOENIX PETROLEUM PHILIPPINES, INC. competitors? If yes, please indicate so:

Vendor Executive / Director Name	Position	Nature of Business
_____	_____	_____
_____	_____	_____

Any Executives / Directors in your company with relatives in PHOENIX PETROLEUM PHILIPPINES, INC.? If yes, please indicate so:

Vendor Executive / Director Name	Position	Phoenix Employee Name	Position
_____	_____	_____	_____
_____	_____	_____	_____

UNDERTAKINGS

In consideration of the accreditation as supplier of PHOENIX PETROLEUM PHILIPPINES, INC., I hereby unconditionally undertake the following:

1. To submit annually copies of the Vendor's audited financial statements and an updated Vendor Accreditation Form as soon as they are available and to advise PHOENIX PETROLEUM PHILIPPINES, INC. of any changes in the corporate organization, beneficial ownership of the Vendor. Changes must be stated in writing and provided on official company stationary.
2. To strictly abide by the rules and procedures promulgated by PHOENIX PETROLEUM PHILIPPINES, INC. particularly on but not limited to bidding procedures.
3. To make available all pertinent documents requested by PHOENIX PETROLEUM PHILIPPINES, INC.

Likewise, I warrant that the data I provided in the Vendor Accreditation Form are true and correct and that any omission any misrepresentation with regards to the data provided therein, if later found to be untrue or incorrect, I fully understand and agree that our Company shall be immediately deleted from the list of Accredited Vendors of PHOENIX PETROLEUM PHILIPPINES, INC. without need of further notice. Furthermore, in such event, any pending project or order shall ipso facto terminated or withdrawn at the option of PHOENIX PETROLEUM PHILIPPINES, INC.

The undersigned hereby understands that any violation of the foregoing shall not mean only deletion from the list of PHOENIX PETROLEUM PHILIPPINES, INC. Accredited Vendors but likewise may be held liable for any damages, whether directly or indirectly incurred as a result of the vendor's non-compliance with this undertaking.

I _____, in my capability as _____ of _____
(Full Name) *(Official Title)* *(Company Name)*
acknowledge that I am duly authorized and I have full authority to sign this undertaking and bind _____.

Printed name over signature

date (mm/dd/yyyy)

For Procurement use only

State reason for accreditation

Prepared By :

Buyer / Evaluator

Endorsed By :

Purchasing Officer

Approved By :

Purchasing Manager





