



Phoenix Asphalt Philippines, Inc.

17th Floor UDENNA Tower Rizal Drive Corner 4th Avenue Bonifacio Global City

Fort Bonifacio 1634 Taguig City, NCR, Philippines

VENDOR ACCREDITATION FORM

Vendor No.: _____

INSTRUCTION : Please accomplish this form COMPLETELY and submit together with required accreditation documents to : supplier.accreditation@phoenixfuels.ph

Request Type : NEW CHANGE (Update of Information) MARK FOR DELETION Vendor No. _____

SECTION 01 : ACCREDITATION REQUIREMENTS *(Please Check)*

<input type="checkbox"/> Company Profile	<input type="checkbox"/> List of products/services and major clients	<input type="checkbox"/> PCAB License
<input type="checkbox"/> BIR Certificate of Registration (Form 2303)	<input type="checkbox"/> Certificate of Exclusivity / Distributorship (if applicable)	<input type="checkbox"/> List of Accredited Sub-Contractors (if any)
<input type="checkbox"/> Mayor's Permit / Business Permit	<input type="checkbox"/> List of Bank Credit Lines (if any)	<input type="checkbox"/> List of Completed and On-Going Projects (for the last two years) * Indicating Company Name, Contract Amount,
<input type="checkbox"/> DTI Registration (Single Proprietorship/Partnership)	<input type="checkbox"/> Office/Warehouse/Factory Location Map	<input type="checkbox"/> * Start and Completion Date
<input type="checkbox"/> General Information Sheet (GIS)	<input type="checkbox"/> Table of Organization (w/ Lists of officers and designation)	<input type="checkbox"/> List of Equipment and Manpower
<input type="checkbox"/> Audited Financial Statement Package complete with Notes to FS and Auditors Opinion (two years comparative)	<input type="checkbox"/> Environmental Management System (EMS Form)	
<input type="checkbox"/> SEC Registration with Article of Inc. and By-Laws (Corporate)	<input type="checkbox"/> Financial Metrics	

Additional Requirements for Contractors Only :

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/ Brgy.	City
Province	Region	Country
		Zip Code

Authorized Representative : _____

Designation : _____

Alternative Payee : _____

<p>Contact Nos.: <i>(Country Code-Area Code-Tel No.)</i></p> <p>Tel. No.1 _____</p> <p>Tel. No.2 _____</p> <p>Mobile No. _____</p> <p>Fax.No.2 _____</p> <p>Email Address : _____</p> <p>Website Address : _____</p>	<p>Currency / Mode of Payment :</p> <p>PHP USD Others _____</p> <p>Payment Terms: <i>(to be given to Phoenix Asphalt Philippines, Inc.)</i></p> <p>_____</p>
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<p>Tax Information :</p> <p>VAT Non - VAT</p> <p>Tax Identification Number :</p> <p>_____</p>	<p>VAT Classification:</p> <p>Imported Services Local Services Imported Goods Local Goods Zero Tax</p>
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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 / Acct. No.****Account Officer and Contact Number**

CONFLICT OF INTEREST DECLARATION

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

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

UNDERTAKINGS

In consideration of the accreditation as supplier of PHOENIX ASPHALT 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 ASPHALT 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 ASPHALT PHILIPPINES, INC. particularly on but not limited to bidding procedures.
3. To make available all pertinent documents requested by PHOENIX ASPHALT 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 ASPHALT 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 ASPHALT PHILIPPINES, INC.

The undersigned hereby understands that any violation of the foregoing shall not mean only deletion from the list of PHOENIX ASPHALT 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 :

Endorsed By :

Approved By :

Buyer

Purchasing Officer

Group Procurement Head