



Phoenix LPG Philippines, Inc.

Stella Hizon Reyes Road Pampanga
8000 Davao City, Davao del Sur 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 _____ MARK FOR DELETION _____
(Update of Information) 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)
<input type="checkbox"/> DTI Registration (Single Proprietorship/Partnership)	<input type="checkbox"/> Office/Warehouse/Factory Location Map	* Indicating Company Name, Contract Amount,
<input type="checkbox"/> General Information Sheet (GIS)	<input type="checkbox"/> Table of Organization (w/ Lists of officers and designation)	* Start and Completion Date
<input type="checkbox"/> Audited Financial Statement Package	<input type="checkbox"/> Environmental Management System (EMS Form)	<input type="checkbox"/> List of Equipment and Manpower
complete with Notes to FS and Auditors Opinion (two years comparative)	<input type="checkbox"/> Financial Metrics	
<input type="checkbox"/> SEC Registration with Article of Inc. and By-Laws (Corporate)		

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:

_____	_____	_____	_____
<i>House /Bldg. No</i>	<i>Street/ Brgy.</i>	<i>City</i>	
_____	_____	_____	_____
<i>Province</i>	<i>Region</i>	<i>Country</i>	<i>Zip Code</i>

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 LPG Philippines, Inc.)</i></p> <p>_____</p>
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<p>Tax Information :</p> <p>VAT _____</p> <p>Non - VAT _____</p> <p>Tax Identification Number :</p> <p>_____</p>	<p>VAT Classification:</p> <p>Imported Services _____</p> <p>Local Services _____</p> <p>Imported Goods _____</p> <p>Local Goods _____</p> <p>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. : _____
 Date Registered : _____

 Place of Registration : _____
 Expiration Date : _____
Members of the Board/Top Officials**Nationality****Position**

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

DTI Registration Details
 Registration No. : _____
 Date Registered : _____

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

 Place of Registration : _____
 Expiration Date : _____
Bank Information**Name of Bank****Branch / Acct. No.****Account Officer and Contact Number**

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 LPG PHILIPPINES, INC. Competitors? If yes, please indicate so:

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

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

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

Vendor Excutive / Director Name**Position****Nature of Business**

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

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

Vendor Excutive / Director Name**Position****Nature of Business**

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

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

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

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

UNDERTAKINGS

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

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