



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

**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><b>Contact Nos.:</b> (Country Code-Area Code-Tel No.)</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><b>Currency / Mode of Payment :</b></p> <p>PHP USD Others _____</p> <p><b>Payment Terms:</b> (to be given to P-H-O-E-N-I-X Petroleum, Philippines, Inc.) _____</p>
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<p><b>Tax Information :</b></p> <p>VAT Non - VAT</p> <p><b>Tax Identification Number :</b> _____</p>	<p><b>VAT Classification:</b></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**

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**

Name of Bank	Branch / Acct. No.	Account Officer and Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CONFLICT OF INTEREST DECLARATION**

Does your company have any direct/indirect business with P-H-O-E-N-I-X PETROLEUM 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 P-H-O-E-N-I-X PETROLEUM 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 P-H-O-E-N-I-X PETROLEUM 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 P-H-O-E-N-I-X PETROLEUM 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 P-H-O-E-N-I-X 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 P-H-O-E-N-I-X 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 P-H-O-E-N-I-X PETROLEUM PHILIPPINES, INC. particularly on but not limited to bidding procedures.
3. To make available all pertinent documents requested by P-H-O-E-N-I-X 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 P-H-O-E-N-I-X 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 P-H-O-E-N-I-X PETROLEUM PHILIPPINES, INC.

The undersigned hereby understands that any violation of the foregoing shall not mean only deletion from the list of P-H-O-E-N-I-X 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 :**

**Endorsed By :**

**Approved By :**

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Purchasing Officer

\_\_\_\_\_  
Group Procurement Head