



CONSTRUCTION ACCREDITATION FORM

₱ 5,500 Non-Refundable

GENERAL INFORMATION			
Registered Name of Company		Date Business Operation Started	
Business Address			
Warehouse/Manufacturing Address			
Office Telephone Nos.		Email Address	
Warehouse Telephone Nos.		Email Address	
Proprietor / Owners		Authorized Company Representative	
Website		Number of Employees	
BUSINESS ORGANIZATION			
TYPE OF BUSINESS ORGANIZATION <i>(Place a check mark)</i>			
SINGLE PROPRIETORSHIP	PARTNERSHIP	COOPERATIVE	CORPORATION
OTHERS PLEASE SPECIFY			
TYPE OF BUSINESS <i>(Place a check mark)</i>			
MANUFACTURING	GENERAL TRADING OR MERCHANDISING	EXCLUSIVE DISTRIBUTOR	SERVICE COMPANY
OTHERS PLEASE SPECIFY			
IF A CORPORATION, ANSWER THE FOLLOWING:			
DATE OF INCORPORATION	PLACE OF INCORPORATION	PRESIDENT'S NAME	
VICE PRESIDENT'S NAME	SECRETARY'S NAME	TREASURER'S NAME	
IF PARTNERSHIP, ANSWER THE FOLLOWING:			
DATE OF ORGANIZATION	NAME AND ADDRESS OF GENERAL PARTNERS	NAME AND ADDRESS OF GENERAL PARTNERS	
IF SINGLE PROPRIETORSHIP, DESCRIBE YOUR ORGANIZATION AND NAME PRINCIPALS:			



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PRODUCTS / SERVICES			
PLEASE ENUMERATE MAJOR PRODUCT LINES OR SERVICES SEPARATED BY A COMMA			
COMPANY CLASSIFICATION (FOR GOODS SUPPLIER) <i>Place a check mark</i>			
MANUFACTURER	IMPORTER	DEALER	TRADER
PLEASE LIST AT LEAST THREE (3) MAJOR PROJECTS DONE	PROJECT NAME	CONTACT PERSON	CONTACT NUMBER
	MARKET CATEGORY	LOW END	MID END
PRICE RANGE			HIGH END

NOTE: PLEASE PROVIDE DETAILED PRICE LIST OF PRODUCTS AS ATTACHMENT

BUSINESS REGISTRY			
TYPE OF PERMIT	PERMIT NO.	DATE ISSUED	EXPIRATION DATE
SECURITIES AND EXCHANGE COMMISSION			
DEPARTMENT OF TRADE AND INDUSTRY			
BOARD OF INVESTMENT			
BUSINESS PERMIT FROM THE OFFICE OF THE MAYOR			
PHILIPPINE CONSTRUCTOR'S ACCREDITATION BOARD			
VAT REGISTRY NUMBER (BIR 2303)			

FINANCIAL INFORMATION			
	NAME	ADDRESS	CONTACT PERSON/NUMBER
PRINCIPAL BANKS			
TERMS OF PAYMENT <i>(Place a check mark)</i>	COD	30 DAYS	60 DAYS
	90 DAYS	OTHERS PLEASE SPECIFY:	
CREDIT LIMIT (TO BE GIVEN TO B&R, PLEASE STATE AMOUNT:			



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FOR CONTRACTORS PLEASE ANSWER THE FOLLOWING:			
Do you have a documented Quality Management System (QMS) / Internal QMS ?	YES	NO	IF YES PLEASE SUBMIT A COPY OF CERTIFICATE / IN-HOUSE QUALITY PROCEDURES
Do you have a documented Environmental Management ?	YES	NO	IF YES PLEASE SUBMIT A COPY OF ENVIRONMENTAL POLICY / SUSTAINABLE PROCUREMENT POLICY
Do you employ a Health and Safety adviser, consultant?	YES	NO	IF YES PLEASE SUBMIT NAME, QUALIFICATIONS AND EXPERIENCE OF THE PERSONS
Do you have a Health and Safety Policy Manual?	YES	NO	IF YES PLEASE SUBMIT A COPY OF HEALTH AND SAFETY MANUAL

REQUIREMENTS FOR ACCREDITATION

Letter of Intent

Company Profile

Certified True Copies of the following documents:

Business Permit for the Year

Certificate of Registration from

- Department of Trade & Industry (DTI) for SOLE PROPRIETORSHIP
- Securities & Exchange Commission (SEC) for Partnership and Corporation

By-Laws and Articles of Partnership or Incorporation and General Information Sheet

ITR (BIR form 1702) – Previous Year

BIR Certificate of Registration for:

3.5.1 VAT (BIR Form 2303)

3.6. Audited Financial Statement for the last 2 years (BIR Stamped/Received)

3.7. Certificate of Good Credit standing from at least one active major bank

3.8. Tax Clearance (BIR Form 17.14B)

Blank copy of Original Sales Invoice & Official Receipt with BIR Permit No. & Tin No.

Sample copy of Purchase Order

Office, Plant & Warehouse Location Map and Photos

Table or Organization/Functional Chart

Technical Brochures/Catalogues for Product offered

OTHER REQUIREMENTS (UPON REQUEST)

Distributors Certificate (for all Non manufacturers of both local & imported products)

Certified Test Reports (from Independent Testing Parties) for every product offered.

Certificate of Appointment as Exclusive Distributor or Dealership from Principal (either local or foreign) for each brand of specific product line being carried.

Copy of any Agreement or Technical Service Support & Assistance.

Technical Brochures/Catalogues for Product offered

Technical Data Sheet

Supply Record for the Past 5 Years of every Product Offered (indicating client Name,Quantity,Type,Project Name and Cost of Supply Contract)

Certificate of Safety Data Sheet (product applicable)

Certificate of Safety Inspection by the Chief,Fire Dept./Unit of the City (for Fire Extinguisher)

NOTE: When completed, submit all hard copies weekdays (except on holidays) from 9:00am to 6:00 pm addressed to;



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**B, Padilla St, 223 Hardboard, Brgy. Sta. Lucia,
San Juan, 1500 Metro Manila
Contact Nos. 0946-581-5213**

The undersigned hereby confirms that the above information is true and correct, and that we are the duly authorized to enter into this accreditation agreement and the supporting documents attached hereto are genuine and authentic

I hereby authorize B&R Designs to obtain pertinent information from clients, banks and any other source necessary for the objective of evaluation for this application. The undersigned also authorizes the release of any information as needed by B&R Designs from any of the above listed source of information.

Signature over Printed Name
Sales Manager

Signature over Printed Name
President/Chief Executive Officer

REMINDERS:

The application should be completed by all suppliers seeking registration as an approved service provider. This however does not guarantee business with B&R Designs. All the required supporting documentation must be submitted together with the Application Form. B&R Designs reserves the right to reject any incomplete Application Form accompanied by insufficient information. B&R Designs reserves the right to accept or reject any application without being obliged to give any reasons in this respect. All supplier information will be treated with strict confidentiality. The completion of Supplier Accreditation Application Form is compulsory. Failure to complete this section will result in your application not being considered. B&R Designs reserves the right to validate the accuracy of information presented. Any misinterpretation of facts will lead to disqualification and potentially being restricted to do business with other spheres of government and/or other organs of state. Faxed and email documents will not be accepted.