



**BIDDER's ACCREDITATION REQUIREMENTS**

1. General Information Sheet (GIS) or Company Profile
2. DTI Business Name Registration or SEC Registration Certificate
3. Valid and current Mayor's Permit/Municipal License
4. Taxpayer's Identification Number (TIN)
5. BIR Value Added Tax Registration
6. Omnibus Sworn Statement – Affidavit
7. Certification that the Supplier/Contractor is not blacklisted or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives
8. Compliance with Executive Order #398;
  - a. Proof of VAT payment for the past six (6) months
  - b. Tax Clearance from BIR
  - c. Certification under oath by the authorized officer that the bidder is free and clear of all liabilities with the government
9. Matrix statement of all ongoing, completed, or awarded contract (not yet started) within the relevant period specifying the following:
  - a. Name of the Contract
  - b. Date of the Contract
  - c. Amount of Contract and Value of Outstanding Contracts
  - d. Date of Delivery
  - e. End-user's Acceptance, if completed
10. PCAB License, if available

**Steps for Accreditation:**

1. Submit the necessary accreditation requirements together with a Letter of Intent.
2. The submitted accreditation documents will be evaluated.
3. The applicant shall be notified via email and phone call to proceed with the accreditation payment once the submitted requirements are verified to be legitimate and complete.
4. The applicant must submit proof of payment in the form of a validated bank deposit slip or official receipt from the ZAMCELCO Teller.
5. After completion of the accreditation process, **the Certificate of Accreditation will be issued. The Certificate is valid for one (1) year.**
6. The Certificate of Accreditation may be renewed yearly following the same procedure but maybe subject to changes without prior notice.


**Note:**

*Please bring the **original validated deposited slip and one photocopy at the Cashier Window for issuance of the Official Receipt.***

**THE ACCREDITATION CERTIFICATE IS VALID FOR ONE (1)YEAR**

For further inquiries please contact telephone number **062-991-2117** or cellular phone number **+63917-303-2620**. You may also email us at [beverly.zamorano@zamcelco.com.ph/](mailto:beverly.zamorano@zamcelco.com.ph) [procurement@zamcelco.com.ph](mailto:procurement@zamcelco.com.ph).

ACCREDITATION FEE	
Procurement Methods	Amount
<b>Open-Canvass Bid</b> *cannot join Simplified Bidding	<b>₱ 3,000.00</b>
<b>Simplified Bid</b> *can also join Open-Canvass Bidding	<b>₱ 5,000.00</b>

991-2117 

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help-desk@zamcelco.com.ph

MCLL Highway, Putik, Zamboanga City 