RATIONALE:

DLSU-D accreditation process ensures that new and existing suppliers, contractors, and service providers comply with specific minimum criteria, standards, and organization requirements to be registered, eligible and approved to conduct business and provide services. It involves going through an extensive accreditation and approval process to carefully guide DLSU-D in the selection of suppliers, contractors, and service providers on a range of areas from their product offered, provision of service, safety and performance history, financial capability, experience, and compliance to government regulatory requirements.

I. POLICY

It shall be the policy of the DLSU-D to transact business with carefully selected suppliers, contractors, and service providers capable of providing the best products and services at reasonable prices, terms, and conditions.

II. GENERAL OBJECTIVES

1. To ensure that DLSU-D deals only with accredited suppliers, contractors, and service providers.
2. To ensure that accredited suppliers, contractors, and service providers can provide products and quality services that meet the requirements of DLSU-D.
3. To ensure that suppliers, contractors, and service providers associated with DLSU-D have a proven track record, a stable financial position, and are promoting good ethical business practice.

III. DEFINITION OF TERMS

For purposes of these policies and procedures, the following terms shall mean:

1. **Accredited Suppliers/Contractors/Service Providers** – refer to suppliers, contractors and service providers who have complied with all the requirements for accreditation and have been awarded a certification by DLSU-D relative to its accreditation.

2. **Potential Suppliers/Contractors/Service Providers** – refer to entities who have conveyed their interest and/or invited in applying for accreditation or who have applied for accreditation as suppliers, contractors, or service providers of DLSU-D.

3. **Products** – refer to equipment and machinery, supplies, tools, library resources, software, and other materials.

4. **Services** – refer to repairs, maintenance, construction, and other services. Other services covered by other policies, including but not limited to consultancy and employment services, are not covered by this policy.

5. **Accreditation** – refers to a certification issued by the DLSU-D that the supplier, contractor, or service provider is recognized by DLSU-D as having complied with its minimum standards.

6. **Purchasing Office** – shall be the line office that shall evaluate and recommend for approval the applications for accreditation of potential and existing suppliers/contractors/service providers.

7. **Accreditation Form (AF)** – a standard accreditation form used by the suppliers/contractors/service providers in applying for accreditation to DLSU-D

8. **Evaluation Form (EF)** – a standard evaluation form used to evaluate the application for accreditation suppliers/contractors/service providers

IV. SCOPE

This policy shall cover all suppliers of goods, contractors, and service providers of DLSU D. Consultants and DLSU-D employees, among others, are not covered by this policy.

V. GENERAL GUIDELINES

A. ACCREDITATION

1. The DLSU-D shall transact only with accredited suppliers, contractors, and service providers be it for the regular purchase of goods and services or for bidding. However, due to urgency as may be endorsed by the Chief Administrative Officer/Provost/Chief Lasallian Mission Officer/ Principal (as the case may be) and approved by the President, this provision may be relaxed to address pressing needs of the University. Suppliers, contractors, and service providers in this regard shall later on undergo accreditation.

2. To document the accreditation process, the Purchasing Office shall evaluate the application for accreditation of applicants using the Evaluation Form (EF). The EF shall serve as the official document and basis of accrediting suppliers/contractors/service providers.
3. The Head of the Purchasing Office shall assign a staff to solely handle accreditation matters.
4. The accreditation shall be a continuing process good for three (3) years. However, the accredited suppliers, contractors and service providers shall be required to submit government permits and compliances annually. Failure to submit shall be a ground for revocation of accreditation.

5. All accredited suppliers/contractors/service providers are required to submit a notarized affidavit declaring that they are not related to any employee of the University up to the third civil degree by consanguinity or affinity.

This is consistent with the procurement policy that employees of the University and their relatives up to the third civil degree by consanguinity or affinity are barred from participating in the procurement process as suppliers, contractors and service providers.

6. New entities may be granted a one-year accreditation subject to evaluation without submitting the requirements as enumerated below. If applicable, these and other requirements shall be required a year after to qualify for re-accreditation:

   For service providers only and entities with one or more regular employees
   - Updated Certificate of Compliance on General Labor Standards Issued by DOLE
   - Updated Certificate of No Pending/Has Pending Labor Case from DOLE
   - Certificate of Membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag-IBIG contributions for the previous years, as well as loan amortization

7. Small businesses, including but not limited to, sole proprietorships and One Person Corporations (OPC), without regular employees are exempt from submitting the following:
   - Updated Certificate of Compliance on General Labor Standards Issued by DOLE
   - Updated Certificate of No Pending/Has Pending Labor Case from DOLE
   - Certificate of Membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag-IBIG contributions for the previous years, as well as loan amortization

B. REQUIREMENTS FOR ACCREDITATION/REACCREDITATION

The applicant shall accomplish and submit to Purchasing Office the application for Accreditation Form (AF) to the Purchasing Office with the following documents:

B.1

1. For Single Proprietorship and One-Person-Corporation (For Services with one or more regular employees)
   - Mayor’s permit
   - Updated Business Permit
   - DTI Registration
   - Certificate of Membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag- IBIG contributions for the previous year as well as loan amortization
   - BIR Certification of no listed tax liability
   - Latest Audited Financial Statements
   - Department of Tourism (DOT) Accreditation
   - Business Name registered with the DTI
   - BIR Form 2303

- Sample Official Receipt/Sales Invoice/Collection Receipts

2. For Single Proprietorship and One-Person-Corporation (Supplier of Goods without regular employee)
   - Mayor's permit
   - Updated Business Permit
   - DTI Registration
   - BIR Certification of no listed tax liability
   - Latest Audited Financial Statements
   - Business Name registered with the DTI
   - BIR Form 2303
   - Sample Official Receipt/Sales Invoice/Collection Receipts

3. For Corporation or Partnership (Services: including contractors supplying labor and materials)
   - Mayor's permit
   - Updated Business Permit
   - Certified True Copy of the Articles of Incorporation and By-Laws
   - Certification of Registration with the Securities and Exchange Commission
   - Certificate of Membership and proof of payment of SSS, Philhealth, BIR, ECC and Pag- IBIG contributions for the previous year as well as loan amortization
   - Updated Certificate of Compliance on General Labor Standards Issued by DOLE
   - Updated Certificate of Compliance on OSHS issued by DOLE
   - Certificate of No Pending/Has Pending Labor Case from DOLE
   - BIR Certification of no listed tax liability
   - Latest Audited Financial Statements (with substantial capital as per DOLE DO- 174)
   - Department of Tourism (DOT) Accreditation
   - Business Name registered with the DTI
   - BIR Form 2303
   - Sample Official Receipt/Sales Invoice/Collection Receipts

4. For Corporation or Partnership (Supplier of Goods):
   - Mayor's permit
   - Updated Business Permit
   - Certified True Copy of the Articles of Incorporation and By-Laws

- Certification of Registration with the Securities and Exchange Commission
- BIR Certification of no listed tax liability
- Certificate/License as a Distributor *(when applicable)*
- Latest Audited Financial Statements (with substantial capital as per DOLE DO- 174)
- Membership to any accredited association/s
- BIR Form 2303
- Sample Official Receipt/Sales Invoice/Collection Receipts

B.2 Company Background and its Service Capability

1. Company profile
2. Organizational Chart or a complete list of its executive officers and major owners/stockholders
3. Product Line Catalog/Fliers/Brochures/other materials to showcase field of specialization and services rendered
4. If dealer or distributor of particular brand, a copy of the distributorship agreement with the principal supplier
5. Location map and pictures of office, factory (and branches, if any)
6. For architecture/engineering contractors (with PCAB accreditation), if applicable.
7. List of major customers/clients with addresses and contact numbers.

PCAB Category AAAA& AAA	**for project above 225M**
PCAB Category AA	**for project above 150M but < 225M for**
PCAB	**project**
Category	**above 75M but < 150M for project above**
A PCAB Category	**15M**
B PCAB Category C & D PCAB	**but < 75M for project < 15M**
Category E/TRADE	**for project up to 1**

C. CRITERIA FOR EVALUATION

The following shall be the basis in the evaluation of suppliers, contractors, and service providers:

C.1 Potential Suppliers/Contractors/Service providers

1. Compliance with legal requirements
2. Financial capability
3. Service capability based on company profile, product line, principals, accreditation, or recognition from known organizations setting quality standards, findings during ocular inspection.
4. Track record based on results of background investigation.

C.2 Existing Suppliers/Contractors/Service Providers

1. **Price**
   - Competitive pricing/cost
   - Price stability and advance notice of price changes
   - Payment terms and conditions
2. **Quality of products and services**
   - Product reliability or meeting of specifications
   - Warranty coverage (length and terms of warranty)
   - Evaluation from end-users
3. **Delivery**
   - Competitive lead-time
   - Delivers on time and as specified in Purchase Order
   - Packaging
   - Accurate documentation and identification of products/services
   - Handles emergency deliveries
4. **Customer Service or After-sales Support**
   - Compliance with contract terms
   - Recognizes cost effects/sensitive to company's costs
   - Responsiveness to emergency requests
   - Reliability of product repairs/services
   - Training provided on manufacturer's products
   - Technical Support
     1. Type of equipment
     2. Size of facilities
     3. Size of manpower
     4. Capability of manpower
     5. IT Support
     6. Compliance to quality standards setting bodies, such as ISO, Philippine Standards, PCAB, etc.
5. **Responsiveness to Request for Quotations, Request for Proposal or Invitation to Bid**.
   - Frequency of bids
   - Frequency of wins/losses (state reasons)

6. **Financial and business stability**
   - Updated audited financial statements signed by a Certified Public Accountant (CPA)

D. VALIDITY OF ACCREDITATION

The Certificate of Accreditation shall be valid for a period of three (3) academic years starting the date of issuance of the Certificate. In addition, the Purchasing Office shall require existing accredited companies with good track record to submit government permits and compliances on an annual basis.

E. GROUNDS FOR CANCELLATION OF ACCREDITATION

The following acts shall be sufficient ground for the cancellation of application for accreditation or the accreditation of a supplier/contractor/service provider:

1. Committing fraud or any act of misrepresentation for the purpose of obtaining accreditation.
2. Making a false declaration or statement, or using documents containing the same, claiming capability to supply products and services.
3. Failure to meet the minimum standards that the DLSU-D has set if an Accredited Supplier's performance is appraised.
4. Failure to meet agreed terms and conditions such as quality of products and services, delivery date, among others. The gravity of which shall be determined by the Purchasing Office as approved by the Chief Administrative Officer.
5. Violation of or non-compliance with decisions issued by DLSU-D and other concerned government agencies.
6. Bribery or offering of something of value to DLSU-D employees and/or consultants with direct participation in exchange of favor in the transaction or project in doing business or awarding of project.
7. Violation of university policies by any of the representatives of the entity. The recommendation of the Purchasing Office Head shall be the basis for whether the violation amounts to revocation.
8. Any other act or omission that works against the interest of the University and the Consumer Act of the Philippines (RA7394) or other pertinent laws.
9. The accreditation may be revoked at any time for valid grounds enumerated above upon recommendation of the Head of the Purchasing Office and GSO Director with the endorsement of the Vice President for Administrative Services and approval of the Chief Administrative Officer.
10. Entities that were blacklisted or whose accreditation have been revoked may file a request for reconsideration for valid grounds directly to the Chief Administrative Officer. Valid grounds may include rectification of previous works, payment of damages, compliance

with accreditation requirements, and other reasons worthy of consideration.

VI. PROCEDURES

A. Suppliers/Contractors/Service Providers Accreditation

Step No.	Responsible Personnel	Procedures
1	Purchasing Office Clerk	• Receives accomplished Application for Accreditation Form from potential supplier/contractor/service provider with the supporting documents • Turns over the document to Purchasing Office Staff in charge of accreditation
2	Purchasing Office Staff (Solely in Charge of Accreditation)	• Conducts preliminary evaluation of potential suppliers: 1. Examines completeness of documents submitted 2. For Products subject to testing/evaluation shall be scheduled and preferably conducted at the DLSU-D's premises in the presence of the end- user and purchasing representative. • Submits documents to the Head of Purchasing Office.
3	Head, Purchasing Office	• Evaluates service capability based on company profile, product line, prices, payment terms, and warranty and after sales. • Indicates initial recommendation • Submits results of review to the GSO Director
5	GSO Director	• Verifies the documents
6	Head, Purchasing Office and GSO Director	• Conducts ocular inspection of office, warehouse, plant, and takes photos to support evaluation for entities with gross annual income exceeding three million pesos (Php 3,000,000.00). • In the interest of time and resources, the following are exempted for ocular inspection: existing suppliers/contractors/service providers with proven track

		record, those known to be a reputable entity (SM, Mercury Drug, PAL, WILCON, ABENSON, HANDYMAN etc.), establishments based abroad, small businesses with gross annual income not exceeding three million pesos (Php 3,000,000.00), and online enterprises. • If applicable, the result of the ocular inspection shall be part of the basis of the overall evaluation. • For evaluating suppliers/contractors/service providers of highly technical goods and services, the Purchasing Office may request assistance from experts such as existing consultants and/or professionals from line offices (BFMO, ICTC, CSO, etc.)
7	Head, Purchasing Office and GSO Director	• The final recommendation of the application for accreditation shall be submitted by the Head of Purchasing Office and GSO Director to the Chief Administrative Officer for approval. The recommendation shall bear the endorsement of the Vice President for Administrative Services.
8	Purchasing Office	• Based on approved EF, does the following: ○ Prepares Accreditation Certificates for qualified suppliers/contractors/service providers for signature of the Vice President for Administrative Services and for approval of the Chief Administrative Officer. ○ Awards Accreditation Certificate to qualified supplier/contractor/service provider. ○ Prepares list of Accredited suppliers/contractors/service provider. ○ Files documents.

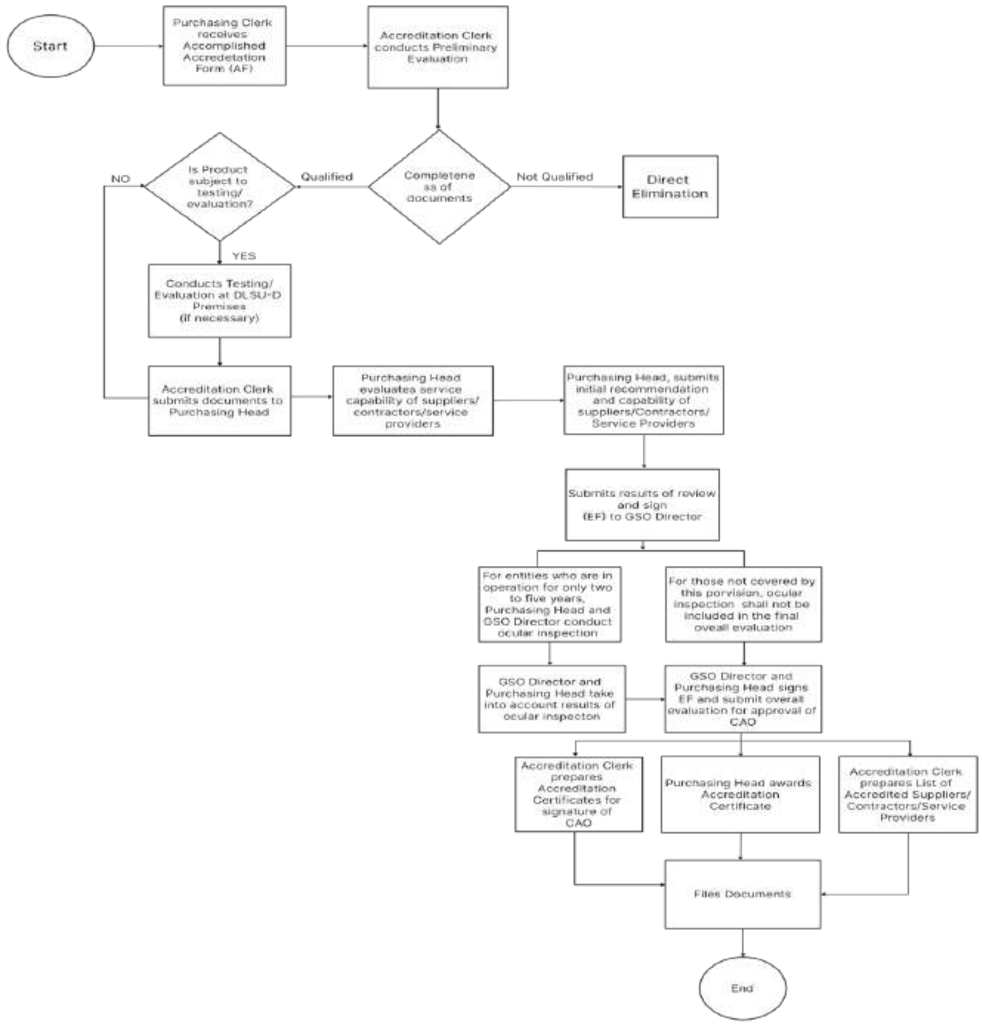
B. Reaccreditation of Existing Suppliers/Contractors/Service Providers

1	Purchasing Office Staff (Solely in charge of accreditation)	Prepares performance report based on the EF: ○ Quality of Service/Goods (As appraised by the end-user and Head of Purchasing Office) ○ Price competitiveness ○ Punctuality on the delivery commitment ○ Customer Service or after sales support ○ Responsiveness to Request for quotations or invitation to bid ○ Financial and business stability Submits all documents to the Head of Purchasing Office
2	Head, Purchasing Office and GSO Director	Evaluate performance of accredited suppliers /contractors/service providers based on the EF in consultation with end-users. Prepare final list of accredited suppliers/contractors/service providers and to note all disqualified suppliers.
3	Head, Purchasing Office	Sends letter of revocation of Accreditation Certificate for Suppliers/Contractors/Service Providers who performed below minimum standard as approved by the CAO.
4	Purchasing Office	Issues new Accreditation Certificate to Suppliers who performed within minimum standards. Issues new Accreditation Certificate to Suppliers who performed within minimum standards with the approval of the CAO.
5	Purchasing Office Staff (Solely in charge of accreditation)	Updates List of Accredited Suppliers by removing from the list suppliers/contractors/service providers who did not meet the minimum requirements set up by DLSU-D. Files Updated List of accredited suppliers/contractors/service providers together with the EF.

VII. REPEALING CLAUSE

Any other policy/policies in conflict with this policy shall be deemed as superseded. Generally, when a regulation is beneficial, the same shall be retroactive; otherwise, the same shall be prospective

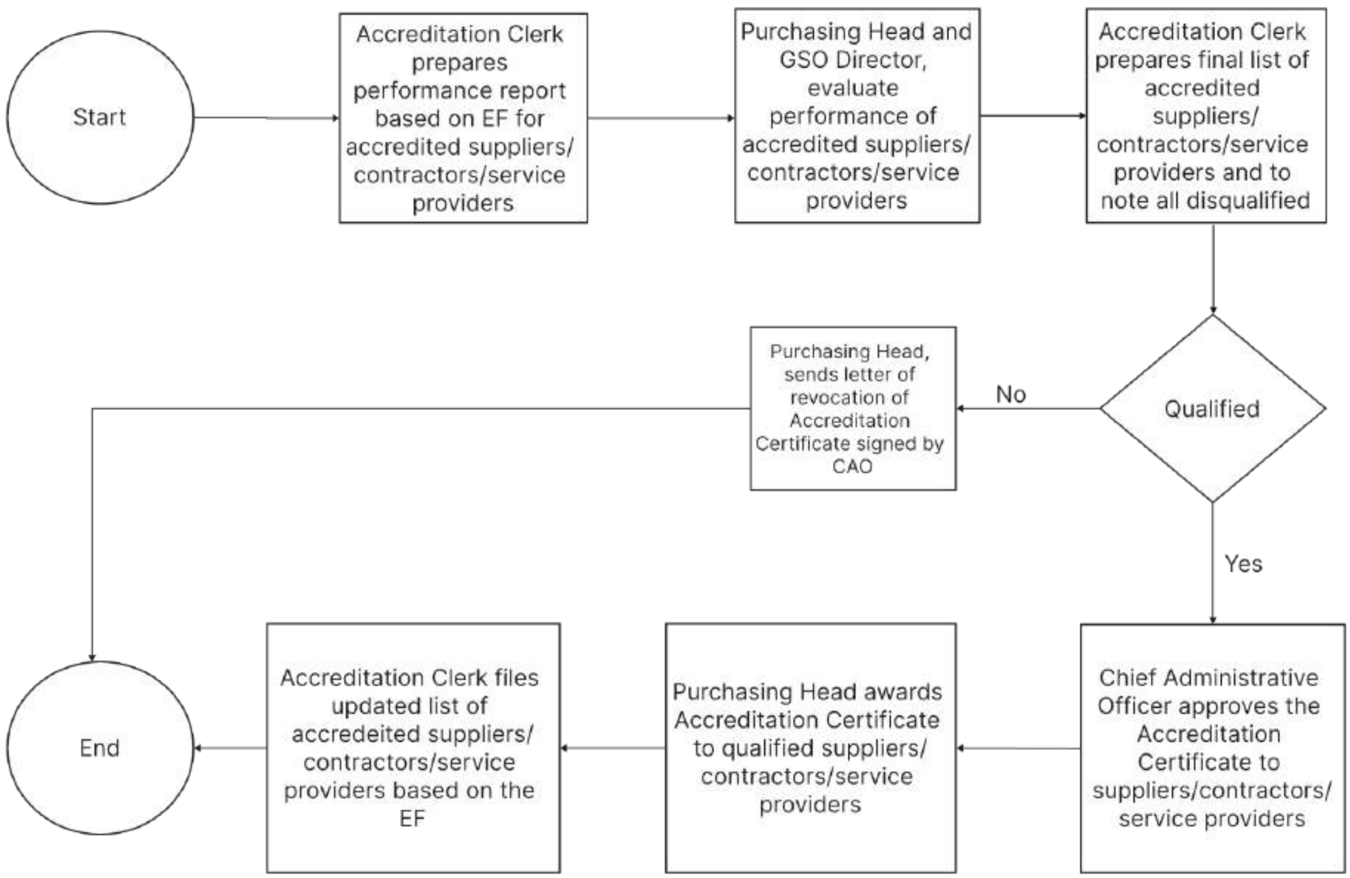
ANNEX A
Suppliers/Contractors/Service Providers Accreditation Flowchart Diagram



Prepared:	Reviewed:	Approved:
(SGD) ARNI G. LLANETA Head, Purchasing Office (SGD) FREDERICK GODINEZ Director, General Services Office (SGD) ANN SHERINE A. BAUTISTA Administrative Officer, Bidding, Policies, and Contract Management	Administrative Services Council Represented by: (SGD) NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services	(SGD) SONIA M. GEMENTIZA, PhD. Chief Administrative Officer (SGD) BR. FRANCISCO V. DE LA ROSA VI FSC President

ANNEX B

Suppliers/Contractors/Service Providers Reaccreditation Flowchart



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ANNEX C1

	Accreditation Form (AF)	
	Document Reference:EOMS-PURC-FRM-001	Revision Number:R001
	Confidentiality Level: Public Distribution	Approval Date:9-9-2024
	Review Cycle:	Effectivity Date:9-23-2024

Control No:____________

ACCREDITATION FORM (AF)

Background Information

Registered Name of the Company: ______________________________

Office Address: ______________________________

Warehouse / Plant Address:______________________________

Telephone & Fax Numbers:______________________________

Key Personnel and Contacts

Name: ______________________ Name: ______________________

Position: ______________________ Position: ______________________

Contact No.: ______________________ Contact No.: ______________________

Email: ______________________ Email: ______________________

Business Organization Nature of Business:

_______Contractor _______Sales/Supplier _______Service Provider

_______Others (specify)

Type of Business Organization

_______Single Proprietorship _______Partnership _______Corporation

_______Cooperative _______Others (specify)

Specialization:

_______General Building _______General Engineering _______Merchandising

_______Electrical _______Fire Protection _______Mechanical

_______Information Technology _______Maintenance Services _______Telecommunication

_______Tourism _______Transportation _______Others(specify)

Prepared by:	Reviewed by:	Approved by:
Arni G Llaneta Head, Purchasing	Frederick Godinez Director, General Services Offices	Dr. Nathaniel S. Golla Vice President for Administrative Services

ANNEX C2

Accreditation Form (AF)	
Document Reference:EOMS-PURC-FRM-001	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

ACCREDITATION BASIC REQUIREMENT
BUSINESS REGISTRY
CHECKLIST

COMPANY NAME:______________________________

NATURE OF BUSINESS:

☐ CONTRACTOR ☐ SALES/SUPPLIER ☐ TOUR PROVIDER

☐ SERVICE PROVIDER (IT, TELECOMMUNICATIONS) ☐ SERVICE PROVIDER (MAINTENANCE/MANPOWER)

Submit a photocopy of the following:	Please check submitted/applicable documents	Signature
I. REQUIREMENTS		
➢ Mayor's Permit		
➢ Business Permit		
➢ DTI Registration		
➢ SEC Certificate of Incorporation		
➢ BIR Certificate of Registration		
➢ BIR Certification of NO listed tax liability		
➢ Latest audited Financial Statement		
➢ Income Tax Return (BIR Form 2316 and 2303)		
➢ SSS Certificate of Registration and membership contribution		
➢ PHILHEALTH Certification		
➢ Pag-IBIG Membership		
➢ Clearance Certificate HDMF (Pag-IBIG Fund)		
➢ Certification of NO Pending or has Pending Labor Case from DOLE		
➢ Copy of Certification of By-Laws (for partnership and corporation)		
II. OTHER PERTINENT DOCUMENTS (as may be required)		
➢ Certificate of Employers Registration		
➢ Dealer's Authorization		
➢ Certificate of compliance on Occupational Health and Safety Standards		
➢ Applicable Insurances (copy of insurance coverage)		
➢ Certification of Membership and Training		
➢ Sanitary Permit		
➢ PCAB Contractor's license		
➢ Certificate of PHILGEPS		

Prepared by:	Reviewed by:	Approved by:
Arni G Llaneta Head, Purchasing	Frederick Godinez Director, General Services Offices	Dr. Nathaniel S. Golla Vice President for Administrative Services

Prepared:	Reviewed:	Approved:
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ANNEX C3

	Course-Shifting Survey Workflow	
	Document Reference:	Revision Number:
	Confidentiality Level:	Approval Date:
	Review Cycle:	Effectivity Date:

Note: **When completed, submit all hard copies addressed to:**

Head, Purchasing Office

De La Salle University – Dasmariñas
City of Dasmariñas

The undersigned certify that the foregoing information are true and correct, declares that the owners, managers, supervisors, marketing, sales and accounting personnel of our company are not related to any employee of DLSU-D. And the supporting documents attached hereto are genuine and authentic.

Submitted by:	Noted	Checked by
Supplier/Contractor/Consultant	President / Manager	Accreditation Clerk
		Verified:
		Head, Purchasing Office

Prepared by:	Reviewed by:	Approved by:
Arni G Llaneta Head, Purchasing	Frederick Godinez Director, General Services Offices	Dr. Nathaniel S. Golla Vice President for Administrative Services

page 3 of 3

ANNEX D1

Evaluation Form (EF)	
Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

EVALUATION FORM (EF)

Background Information

Registered Name of the Company: ______________________________

Office Address: ______________________________

Warehouse / Plant Address:______________________________

Telephone & Fax Numbers:______________________________

Key Personnel and Contacts

Name: ____________________ Name: ____________________

Position: ____________________ Position: ____________________

Contact No.: ____________________ Contact No.: ____________________

Email: ____________________ Email: ____________________

Business Organization

Nature of Business:

______Contractor ______Sales/Supplier ______Service Provider

______Others (specify)

Type of Business Organization

______Single Proprietorship ______Partnership ______Corporation

______Cooperative ______Others (specify)

Specialization:

______General Building ______General Engineering ______Merchandising

______Electrical ______Fire Protection ______Mechanical

Prepared by:	Reviewed by:	Approved by:
ARNI G. LLANETA Head, Purchasing Office	FREDERICK GODINEZ Director, General Services Office	NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services

page 1 of 9

Prepared:	Reviewed:	Approved:
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ANNEX D2

Evaluation Form (EF)	
Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

______Information Technology ______Maintenance Services ______Telecommunication
______Tourism ______Transportation ______Others(specify)

Criteria Checklist (For new supplier/contractor/service provider)

A. Legal Requirements
A.1 For Single Proprietorship:

Remarks

Mayor's Permit ____________________

Business Name registered with the DTI. ____________________

BIR Form 2303 ____________________

Membership to SSS, Philhealth and Pag-IBIG ____________________

Sample Official Receipt/Sales ____________________

Invoice/Collection Receipts ____________________

A.2 For Corporation or Partnership: **Remarks**

Mayor's Permit ____________________

Certification of Registration with the Securities and Exchange Commission ____________________

Certified True Copy of the Articles of Incorporation and By-Laws ____________________

VAT Registration ____________________

Prepared by:	Reviewed by:	Approved by:
ARNI G. LLANETA Head, Purchasing Office	FREDERICK GODINEZ Director, General Services Office	NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services

page 2 of 9

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ANNEX D3

Evaluation Form (EF)	
Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

Membership to SSS, Philhealth and Pag-IBIG ______________________

Sample Official Receipt/Sales invoice/Collection Receipts ______________________

A. Company Background and its Service Capability

Company Profile ______________________

Organizational Chart or a complete list of its executive officers and major owners/stockholders ______________________

Product Line Catalog/Fliers/Brochures/other ______________________

materials to showcase field of specialization and services rendered ______________________

If dealer or distributor, a copy of the distributorship agreement with the principal supplier ______________________

Location map and pictures of office, factory (and branches, if any) ______________________

For architecture/engineering contractors (with PCAB accreditation): ______________________

Prepared by:	Reviewed by:	Approved by:
ARNI G. LLANETA Head, Purchasing Office	FREDERICK GODINEZ Director, General Services Office	NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services

page 3 of 9

ANNEX D4

Evaluation Form (EF)	
Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

PCAB Category AAAA & AAA	- for project above 225M
PCAB Category AA	- for project above 150M but < 225M
PCAB Category A	- for project above 75M but < 150M
PCAB Category B	- for project above 15M but < 75M
PCAB Category C & D	- for project < 15M
PCAB Category E/TRADE	- for project up to 1M

Suppliers/Contractors/Service Providers must have been in business for the last two (2) years ____________________

List of major customers/clients with addresses and contact numbers ____________________

C. Financial Capability **Remarks**

Audited Financial Statements for the last two (2) years ____________________

Income Tax Return (BIR Form 2316) for the last two (2) years duly received by the BIR ____________________

List of Major Banks and Creditors ____________________

Prepared by:	Reviewed by:	Approved by:
ARNI G. LLANETA Head, Purchasing Office	FREDERICK GODINEZ Director, General Services Office	NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services

page 4 of 9

Prepared:	Reviewed:	Approved:
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ANNEX D5

Evaluation Form (EF)	
Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
Confidentiality Level: Public Distribution	Approval Date:9-9-2024
Review Cycle:	Effectivity Date:9-23-2024

Prepared by:

____

Arni G. Llaneta
Head, Purchasing Office

Endorsed:

Frederick Godinez Director, General Services	Dr. Nathaniel S. Golla Vice of President for Administrative Services

APPROVED:

Dr. Sonia M. Gementiza
Chief Administrative Officer

Prepared by:	Reviewed by:	Approved by:
ARNI G. LLANETA Head, Purchasing Office	FREDERICK GODINEZ Director, General Services Office	NATHANIEL S. GOLLA, PhD. Vice President for Administrative Services

page 5 of 9

ANNEX D6

	Evaluation Form (EF)	
	Document Reference:EOMS-PURC-FRM-002	Revision Number:R001
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Criteria Checklist (For reaccreditation of supplier/contractor/service provider)

Performance Evaluation

A. Price	**5**	**4**	**3**	**2**	**1**
A.1 Competitive pricing/cost					
A.2 Price s					
A.3 Stability and advance notice of price changes					
A.3 Payment terms and conditions					
B. Quality of products and services	**5**	**4**	**3**	**2**	**1**
B.1 Product reliability or meeting of specifications					
B2. Warranty coverage (length and terms of warranty)					
B3. Appraisal of the End-user					
C. Delivery	**5**	**4**	**3**	**2**	**1**

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ANNEX D7

Evaluation Form (EF)	
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C.1 Competitive lead-time

C.2 Delivers on time and as specified in Purchase Order

C.3 Packaging

C.4 Accurate documentation and identification of products/services

C.5 Handles emergency deliveries

C.6 Health and Safety Program

D. Customer Service or After-sales Support	5	4	3	2	1
D.1 Compliance with contract terms					
D.2 Recognizes cost effects/sensitive to company's costs					
D.3 Responsiveness to emergency requests					
D.4 Reliability of product repairs/services					
D.5 Market insight and R&D investment plans					

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ANNEX D8

	Evaluation Form (EF)	
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D.6 Training provided on manufacturer's products

D.7 Technical Support

D.7.1 Type of equipment

D.7.2 Size of facilities

D.7.3 Size of manpower

D.7.4 Capability of manpower

E. Responsiveness to Request for Quotations, Request for Proposal or Invitation to Bid	**5**	**4**	**3**	**2**	**1**

E.1 Frequency of Bids

E.2 Frequency of wins/losses

F. Financial and business stability

F.1 Updated audited financial statements signed by a Certified Public Accountant (CPA) accredited by the Board of Accountancy

TGPA: ____________

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ANNEX D9

Course-Shifting Survey Workflow	
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