1. Request for Accreditation of Supplier/Manufacturer

Covers all major construction materials being used to H.O. CAPEX projects supplied by the accredited suppliers of the Port Construction and Maintenance Department (PCMD) as well as all required tests as specified in the project specifications.

Office/Division:	Port Construction and Maintenance Department
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Supplier, Manufacturer, Trader, and Contractor

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent/Endorsement Letter (1 original)	Supplier/Manufacturer/Contractor
2. Company Profile (1 original)	Supplier/Manufacturer
3. DTI Certificate (if applicable, 1 photocopy)	Department of Trade and Industry/Supplier
4. SEC Certificate (if applicable, 1 photocopy)	SEC/Supplier
5. BIR Certificate (1 photocopy)	BIR/Supplier
6. Updated Business Permit/Mayor's Permit (1 photocopy)	Local Government Unit/Supplier
7. Latest Audited Financial Statement and BIR Latest Income Tax Return (1 photocopy)	Supplier/Manufacturer
8. List of Work Experience/Track Record/Completed Projects (1 original)	Supplier/Manufacturer
9. List of Equipment/Facilities including photos (1 original)	Supplier/Manufacturer

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Contractor to submit a request for accreditation of their endorsed supplier/ Supplier to submit a request for accreditation/ reaccreditation (including the	1.1 Record receipt of the Contractor's/ Supplier's request for accreditation and forwards it to the PCMD Manager. 1.2 Acknowledge the request and forward it to the concerned Division	None None	1 hour 1 day	PCMD Record Officer/ Secretary/ Authorized Personnel Department Manager

complete requirements) *The request may be submitted manually or electronically	or Construction Support Staff. 1.3 Acknowledge the request and assign technical personnel for the evaluation of same. 1.4 Evaluate the request for accreditation based on the submitted documents. Should there be lacking documents, advise the supplier/ contractor through a letter/phone call/ email.	None None	4 hours 2 days	Division Manager/ CSS Head Technical Staff
2. Shall submit/ provide documents that are lacking.	2.1 Re-evaluate the submitted documents. 2.1.1a For new supplier/s, schedule the plant inspection if possible, otherwise, schedule a virtual presentation of the facilities and meetings with the plant-in-charge/officers of the company. 2.1.1b Prepare a report of inspection and recommend approval. 2.1.2 For requests of product accreditation that are unrelated to the construction of port facilities, advise the supplier/ contractor through a letter.	None	15 days	Technical Staff

	2.1.3 Prepare a letter of accreditation and recommend approval. (if the documents are in order) 2.2 Approve the request for accreditation of supplier/endorsed supplier of the contractor. 2.3 Forward the letter of approval/ disapproval of the request for accreditation to the Contractor/supplier via email or through the Records Division	 None None	 1 day 3 hours	 Department Manager/ Division Manager Record Officer
	TOTAL:	**None**	**20 days (working days)**	