

SUBCONTRACTOR ACCREDITATION APPLICATION FORM

Company Name:		
Registered Address:		
Satellite Office/ Warehouse Address:		
Telephone No.(s) :	Fax No:	
Website Address :	E-mail Address:	
Contact Person:	Position:	
DTI/SEC. Reg.No:	Date Reg.with DTI/SEC:	
TIN/Value Reg.No.:	TIN/VAT Reg. Date:	
Business Reg. No.:	Bus. Reg. Date:	
ISO Certified: QMS _____ EMS _____	ISO Certificate No.: _____	
OHSAS _____ Others _____		
Credit Terms:	Credit Limit:	
Date Established:	Market/Industries Served:	

OWNERS/STOCKHOLDERS

NAME	POSITION	ADDRESS	TEL. NO.	TIN NO.

3 MAJOR PROJECTS

PROJECT NAME	DEVELOPER	CONTRACT AMOUNT

BANK REFERENCES

NAME	BRANCH/ADDRESS	CONTACT PERSON/TEL. NO.

CONTACT PERSONS

NAME	POSITION	DEPARTMENT	TEL.NO.	NATIONALITY
	President	Executive Dept.		
	Accounting Manager	Accounting Dept.		
	Sales Manager	Sales Department		
	Delivery Incharge	Logistic Department		
	Technical Incharge	Tech. Department		

AFFILIATED COMPANIES & RELATED BUSINESS

COMPANY NAME	% OF OWNERSHIP	ADDRESS & CONTACT NO.

5 MAJOR CLIENTS

COMPANY NAME	ADDRESS	CONTACT NO.	CONTACT PERSON

INSURANCES

INSURANCE TYPE	INSURANCE COMPANY	COVER LEVEL	EXPIRY DATE
Employers Liability			
Public Liability			
Products Liability			
Professional Indemnity			
Contractor's All Risk			
Others			

Please provide copies of all insurance certificates in order to validate the information above.

ORGANIZATIONAL STATUS

How many full time employees does this company have?

The primary activity of this company is: Dealer Manufacturer Service Provider

OWNERSHIP STRUCTURE

Is this company a division or a subsidiary of another company? Yes No

If yes, what is the name of the parent company?

If yes, in what country is the parent company located?

HEALTH & SAFETY

Do you employ a H&S adviser, consultant? Yes No
If yes please submit the name, qualifications and experience of the persons.

Do you have a H&S policy manual? Yes No
If yes please supply a signed and dated copy of the H&S policy statement.

QUALITY & ENVIRONMENTAL MANAGEMENT

Do you have a documented Quality Management System (QMS)? Yes No
If Yes please submit a copy of the certificate.

If No, do you operate your own internal QMS or Quality Assurance/Control Programs?
Yes No

If Yes, please supply a copy of your in-house quality procedures/systems.
Do you have a documented Environmental Management? Yes No
If Yes submit a copy of your environmental policy, sustainable procurement policy.

Trades/Services: Please list in the space provided below the trades/services that you will undertake., (i.e Structural, Architectural, Plumbing & etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: Please do not leave any item blank. Write N/A if information requested is not applicable to your company.

REQUIREMENTS FOR ACCREDITATION

Subcontractor Classification		Requirements	
<input type="checkbox"/>	CLASS A		<ul style="list-style-type: none"> Company Profile Organizational Chart PCAB License OR & Sales Invoice List of Clients List of Equipment DTI / SEC Certificate General Information Sheet (for SEC registered company) Articles of Incorporation (for SEC registered company) Secretary Certificate for the Authorized Signatory of Legal Documents (for SEC registered company) By-laws (for SEC registered company) Municipality/Mayor's Permit BIR/VAT Registration Two (2) valid government IDs of the owner or authorized signatory Location (Sketch) Office –Store and Warehouse Letter of Intent ISO Compliance Certificate (QMS, EMS, OHSAS, etc.) photocopy only (if available) Audited Financial Statement (2 years) Certificate of Good Credit Standing from at least one active major bank Copy of ITR Previous Year Sample Copy of Purchase Order/Job Order (from 5 Major Clients)
<input type="checkbox"/>	CLASS B	<p>Maximum Amount of P.O. is 1M (per project) Type of Works limited to:</p> <ul style="list-style-type: none"> Wet works Dry Works Supply of Labor 	<ul style="list-style-type: none"> Company Profile Organizational Chart PCAB License OR & Sales Invoice List of Clients List of Equipment DTI / SEC Certificate General Information Sheet (for SEC registered company) Articles of Incorporation (for SEC registered company) Secretary Certificate for the Authorized Signatory of Legal Documents (for SEC registered company) By-laws (for SEC registered company) Municipality/Mayor's Permit BIR/VAT Registration Two (2) valid government IDs of the owner or authorized signatory Location (Sketch) Office –Store and Warehouse

Note: When completed, submit all hard copies bind in a Long Expandable Folder (Blue) with Blue Expandable Envelope. Submission will be on Friday from 8:00am to 5:00 pm addressed to;

Megawide Procurement Department.
 #20 N. Domingo Street,
 Brgy. Valencia, Quezon City
 Tel.655-1111

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 also declare that the owners, managers, supervisors, marketing, sales & accounting personnel of our company are not related to any employee of Megawide within the third degree.

I hereby authorize MEGAWIDE CONSTRUCTION CORPORATION 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 Megawide from any of the above listed source of information.

Signature over Printed Name
Sales Manager

Signature over Printed Name
President/Chief Executive Officer

REMINDERS:

- 1.0 The application should be completed by all suppliers seeking registration as an approved service provider. This however does not guarantee business with Megawide.***
- 2.0 All the required supporting documentation must be submitted together with the Application Form.***
- 3.0 Megawide reserves the right to reject any incomplete Application Form accompanied by insufficient information.***
- 4.0 Megawide reserves the right n to accept or reject any application without being obliged to give any reasons in this respect.***
- 5.0 All supplier information will be treated with strict confidentiality.***
- 6.0 The completion of Supplier Accreditation Application Form is compulsory. Failure to complete this section will result in your application not being considered.***
- 7.0 Megawide 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.***

- 8.0 Faxed and email documents will not accepted.***