



Accreditation

TECHNICAL STANDARDS COMMITTEE

Attachments for Documentation

Supplier's Accreditation

Legal Documents

- Certificate of Registration with DTI and/or with SEC (original to be presented)
- Articles of Incorporation/Co-partnership and By-laws (original to be presented)
- LWUA 's Application Form (duly accomplished and notarized)
- Photocopy of V A T Registration issued by the Bureau of Internal Revenue (BIR)
- Certified copy of Resolution authorizing representative to file the bid and sign contract/appointment for corp
passport size photo and facsimile of signature
- Current Business Permit (original to be presented with official receipts)

Financial Documents

- Certified Beginning Balance Sheet (for newly started companies)
- Certified Balance Sheet, Income Statement, and Statement of Changes in Financial Position for preceding t
years
- Bank Statement/s for the last three (3) months for companies below two (2)-years old and
- Bank Certificate as of December 31,200-
- Current BIR Tax Clearance Certificate (original to be presented)
- Current Income Tax/Confirmation Receipt, Balance Sheet, Income Statement, Auditor's Report (duly stamp

Technical Documents

- Company's Organizational Chart indicating the total number and positions of personnel under each departm
- Scope of Services offered, if also a service contractor
- Location Map of your business establishment
- Photographs of Office, Warehouse, Shop/Plant, Laboratory, Service Center, Inventory, etc., taken inside an
- Track Record as a company in the last two (2) years, Annex 4 of Application Form
- List of motor vehicles for transport/delivery use, Annex 3 of Application Form
- Manufacturer's Certification authorizing Supplier to be distributor of product being offered, attached for each
(duly notarized if local product; for imported product, authenticated by the Phil. Consul or the Office of the L
- Chamber of Commerce within the product's country of origin) (original to be presented)
- ISO Certification, 9000 Series, for imported products (duly authenticated by the Phil. Consul or the Local Ch
Commerce within the product's country of origin) (original to be presented)
- Brochures/Technical Specifications for each product
- Official receipt of payment (photocopy to be submitted)
O.R.No. _____
Amount _____
Date _____

Application Fee P1,000 per product/material to be paid upon securing of form

Accreditation Fee P2,000 to be paid upon issuance of certificate

TECHNICAL STANDARDS COMMITTEE

Attachments for Documentation

Manufacturer's Accreditation

1a. If Corporation/Partnership

- i. SEC Registration Filing Certificate and Articles of Incorporation/Partnership (original to be presented)
- ii. DTI Certificate of Registration of Business Name (original to be presented)

1b. If Single Proprietorship

- i. DTI Certificate of Registration of Business Name (original to be presented)

2. Current Mayor's Permit (original to be presented with official receipts)

3. Latest Financial Statement (Income Tax Return, Auditor's Report, Balance Sheet, Income Statement) duly stam

4. Bureau of Product Standard (BPS) Certification

5. Reports of Test Results on Specimen of Materials, latest (from government-approved laboratory)

6. Latest Toxicity Test (for uPVC pipes and materials)

7. Organizational Chart (Manufacturing Division)

8. Shop Drawings/Brochures

9. Official Receipt of Payment (photocopy to be submitted)

10. Current BIR Tax Clearance Certificate (original to be presented)

O.R.No. _____
Amount _____
Date _____

Application Fee P1,000 per product/material to be paid upon securing of form

Accreditation Fee P5,000 to be paid upon issuance of certificate

TECHNICAL STANDARDS COMMITTEE

Attachments for Documentation

Product Certification

- 1a. If Corporation/Partnership
 - i. SEC Registration Filing Certificate and Articles of Incorporation/Partnership (original to be presented)
 - ii. DTI Certificate of Registration of Business Name (original to be presented)
 - 1 b. If Single Proprietorship
 - i. DTI Certificate of Registration of Business Name (original to be presented)
 - 2. Current Mayor's Permit (original to be presented with official receipts)
 - 3. Latest Financial Statement (Income Tax Return, Auditor's Report, Balance Sheet, Income Statement) duly stamped by BIR
 - 4. Reports of Test Results on Specimen of Materials, latest (from government-approved Laboratory)
 - 5. Latest Toxicity Test (for uPVC pipes and materials)
 - 6. Manufacturer's Certificate of Product Conformance to Standards
 - 7. Manufacturer's Authorization for Applicant-Supplier to market the products in the Phil. (duly authenticated by the Phil. Consul or the Office of the Local Chamber of Commerce within the Product's country of origin)
 - 8. ISO Certification (duly authenticated by the Phil. Consul or the Office of the Local Chamber of Commerce within product's country of origin)
 - 9. Shop Drawings/Brochures
 - 10. Official Receipt of Payment (photocopy to be submitted)
- O.R.No. Amount Date
Application Fee P1,000 per product/material to be paid upon securing of form
Accreditation Fee P5,000 per product/material to be paid upon issuance of certificate