



BATANGAS II ELECTRIC COOPERATIVE, INC.

ANTIPOLO DEL NORTE, LIPA CITY, BATANGAS 4217

(043) 756 - 6337 | (043) 756 - 1424

corporate@batelec2.ph

Basic Administrative Requirements for Accreditation

Suppliers of Goods and Services

1. Letter of Intent
2. Company Profile and List of Products & Services
3. DTI Certificate of Business Name Registration (Valid) or SEC Registration Certificate with Latest General Information Sheet (GIS)
4. Valid and Current Mayor's Permit/Municipal License and Ancillary Clearances, if necessary
5. BIR Certificate of Registration
6. Complete set of audited financial statements for the preceding calendar year, which should not be earlier than 2 years from the date of bid submission, with TRN/Confirmation Receipt issued by the BIR
 - a. Balance Sheet
 - b. Income Statement
 - c. Statement of Changes in Equity
 - d. Cash Flow Statement
 - e. Notes to Financial Statement
 - f. Statement of Management's Responsibility for Financial Statements
7. Latest Annual Income Tax Return and Proof of Payment, with Filing Reference No. or Tax Return Receipt Confirmation issued by the BIR
8. Notarized 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
9. Compliance with EO#398
 - a. Proof of VAT payments for the past six months, including BIR Forms
 - b. Valid Tax Clearance Certificate from BIR
10. Ongoing and Awarded Contracts not yet started within the relevant period
 - a. Signed Statement in Matrix Form of ALL Ongoing and Awarded Contracts not yet started specifying the following:
 - Name of the Contract
 - Date of the Contract
 - Target Date of Delivery/Completion
 - Amount of Contract
 - Value of Outstanding Contracts
 - b. Supporting documents such as PO/NOA/Contract
11. Completed Contracts within the relevant period (past 3 years)
 - a. Signed Statement in Matrix Form of Completed Contracts specifying the following:
 - Name of the Contract
 - Date of the Contract
 - Date of Delivery/Completion
 - Amount of Contract
 - b. Supporting documents such as OR/DR/SI/End-user's Acceptance with the corresponding POs/NOAs/Contracts

MAY ANN GRACE A. ALDAY

Chairperson

Accreditation Committee for Suppliers of Goods and Services

E-mail Address: iad.manager@batelec2.ph

Contact Number/s: [0939-915-7902](tel:0939-915-7902) / [\(043\) 756-6337](tel:(043) 756-6337) local 155 or 202