



**ACCREDITATION APPLICATION FORM
 FOR SUPPLIERS/CONTRACTORS OF SILLIMAN UNIVERSITY**

Please fill up the form completely. The application will not be processed unless all the necessary details are provided.

Business Name	
Business Address	
DTI Registration No. (if sole proprietorship)	
SEC Registration No. (if corporation or partnership)	
TIN No.	
Tel. No.	
Email Address	

1. Type of Business Organization (Please check)

Single Proprietorship Partnership Corporation Other

2. If a corporation, please provide the following information:

Date of Incorporation	
Place of Incorporation	
Name of President	
Name of Vice-President	
Name of Treasurer	

2. If a partnership, please provide the following information:

Date of Organization	
Place of Organization	
Name of General Partners:	

3. If Single Proprietorship, please provide the following information:

Date of DTI Registration	
Place of Registration	
Name of Principals:	

4. Have you ever provided goods or services to Silliman University? Yes No

5. If yes, what products or services?

6. Please list at least three (3) projects that your business establishment has supplied goods and/or services to, names of clients, and their contact numbers:

Client	Project	Contact No.

11. Please provide Bank References:

Bank Reference	Contact No.

DOCUMENTARY REQUIREMENTS

The following documents must be submitted together with the Application form for Accreditation:

- a. Current Business Permit issued by the City of Dumaguete;
- b. Registration Documents;
 - If Corporation - SEC Registration Certificate and Articles of Incorporation and By-Laws
 - If Corporation - SEC Registration Certificate and Articles of Partnership
 - If Single Proprietorship - DTI Certificate of Registration of Business Name
- c. BIR Certificate of Registration;
- d. Photographs of Business Establishment;
- e. Proof of being a Manufacturer-Authorized/Recognized/Exclusive Reseller or Distributor (for suppliers claiming to be manufacturer-authorized/recognized or exclusive resellers/distributors of particular goods/products)
- f. Company profile reflecting background and history, brief description, VMG, Organizational Structure with names of Engineers and their PRC Numbers, Technical Staff and other skilled personnel; List of Principal Owners, Board of Directors, Senior Management Officers, etc., List of On-going Projects with the name of contracting party)
- g, Financial Statements (Annual Income Tax Return for the years 2015, 2016 and 2017, Independent Auditor's Report for the years ended December 31, 2017, List of Affiliated and Associated Companies, if applicable
- h. Permits and Licenses (PCAB license (SP-EE))
- i. Policies on Quality Control, Safety and Health
- j. Statement of No Personal Affiliation with Officers and Board Members of SU, and
- k. Such other documents that the University may require;

JURAT

SUBSCRIBED and SWORN to before this ___ day of 20___ at Dumaguete City, Philippines, affiant exhibiting as competent proof of identity his/her _____ with Nos. _____ issued on _____ at _____.

Affiant

Doc No.
Page No.
Book No.
Series of 20 ___

=====

TO BE FILLED UP BY SILLIMAN UNIVERSITY PERSONNEL

Evaluated by: _____ **Date:** _____

Notes/Comments:

Approved by: _____ **Date:** _____