



PALAWAN ELECTRIC COOPERATIVE

Km. 3.35, North National Highway, Barangay Tiniguiban, Puerto Princesa City
 Tel. Nos. 433-2544, 433-9144, 433-5646 local 838
 Mobile Number +63917 500 0253
 Email: info.paleco@gmail.com
 Website: www.paleco.net

SUPPLIER ACCREDITATION FORM

Company Name:							
Complete Address (Office)			Telephone No.	Lot Area			
			Fax No.	Floor Area			
			Website			<input type="checkbox"/> Owned <input type="checkbox"/> Rented	
Complete Address (Warehouse/Plant)			Telephone No.	Lot Area			
			Fax No.	Floor Area			
			Website			<input type="checkbox"/> Owned <input type="checkbox"/> Rented	
ORGANIZATIONAL DATA							
Single Proprietorship		Partnership		Corporation			
Name of Owner:		Name of Owner:		Name of Directors:			
		1		1. Chairmain:			
		2		Directors:			
				2			
				3			
				4			
				5			
President/Chief Executive Officer:							
General Manager:							
Chief Finance Officer/Treasurer:							
Chief Operating Officer:							
DTI Registration No.:		Date Registered:		Valid Until:			
SEC Registration No.:		Date Registered:		Valid Until:			
Date Started Operations:							
BIR Certificate of Registration No.			Tax Identification No.(TIN):		Date Registered:		
Business Permit No.:			Date Registered:		Valid Until:		
No. of Employees / Staff:							
Management:	Supervisory:		Rank and File:		Contractual		
Contact Persons:	Position	Tel. No.	Mobile no.	E-mail Address			
(For Technical)							
1							
(For Sales / Marketing)							
1							

PRODUCT / SERVICE DATA			
Nature of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Service/Contractor <input type="checkbox"/> Others (Specify) _____			
Product Lines Carried	Brand	Service Offered	
Products Exclusively Carried	Brand & Principal/Manufacturer		
MACHINERY / EQUIPMENT DATA			
Machineries	Equipment	Tools	
CUSTOMER / CLIENT DATA			
Name of Customer	Address	Contact Person/Tel. no.	
1			
2			
3			
4			
5			
<i>Kindly provide customer references for the last 2 years. If more than 5 references, please attach separate sheet.</i>			
BANK INFORMATION			
Name of Customer	Address	Contact Person/Tel. no.	
1			
2			
3			
4			
5			
6			
For INDENT SUPPLIERS only:			
Name of Principal	Country of Origin	Product	
1			
2			
3			

LIST OF REQUIRED ACCREDITATION DOCUMENTS:

I. FOR PARTNERSHIP AND CORPORATION:

- Business/Mayor's Permit
- BIR Certificate (BIR Form 2303)

II. FOR SOLE PROPRIETORSHIP:

- Audited Financial Statements for the last three (3) years (Balance Sheet/Profit and Loss Statement)
- Business/Mayor's Permit
- BIR Certificate (BIR Form 2303)

III. FOR INDIVIDUAL APPLICANT:

- TIN Documents
- Curriculum Vitae
- Certification / License, *if any*

IV. FOR FOREIGN APPLICANT:

- Company Registration
- Audited Financial Statements for the last three (3) years (Balance Sheet/Profit and Loss Statement)

Note: Submit any of the following, if applicable

- Distributorship Agreement (updated)
- Certificate of Membership in Industry Organization
- ISO Certificate

The undersigned, duly authorized to sign behalf of _____ hereby declares that the foregoing are true and correct.

Signature over Printed Name

Position

Date