

List of MANDATORY Accreditation Requirements

ONE MERALCO	Remarks
<i>Secretary's Certificate - appointment of authorized representative to represent the vendor and process the accreditation and how is authorized to sign all accreditation requirements and Government Issued ID of the authorized representative</i>	required only if signatory is not the President/CEO of the company
<i>Vendor Data Privacy Acknowledgement Form and Government Issued ID of the signatory of the data (with MERALCO standard form)</i>	Vendor Data Privacy Act is part of the Application for Accreditation
<i>DTI Registration Certificate (for Sole Proprietorship)</i>	
<i>SEC Certificate & Articles of Incorporation</i>	
<i>General Information Sheet</i>	
<i>Latest 3 Years Audited Financial Statements (for Coproration with BIR Stamp/bank received and SEC stamp/barcode for Sole Proprietor/Partnership and Cooperative with BIR stamp-if not yet available AFS and BIR stamp will suffice. However, AFS with SEC stamp should also be uploaded in VIA Portal and notify MERALCO if there are substantial changes bettwe the AFS and BIR</i>	
<i>Latest 3 Years Income Tax Return with BIR stampe/bank received/EFPS receipt</i>	
<i>Bank Certificate with declared amount if operation from date of registration is less than 24 months</i>	
<i>Company Profile and Product Brochure</i>	
<i>Mayor's Business Permit</i>	
<i>BIR Certificate of Registration (Form 2303)</i>	
<i>For Philippine Vendor with Foreign Principal - Certificate of Distributorship</i>	
<i>Supply Record for the Past 3 Years including Client Name, Quantity, Project Name and Scope of Project (supply contract)</i>	Track Record
<i>Office/Plant/Warehouse Location Map and Photos</i>	
<i>Code of Conduct</i>	Vendor are required to submit and sign once accredited
<i>Safety Code and Drug Free Workplace Policy</i>	

<i>Proof of Payments and Remittances to Government Mandated Benefits</i>	
- <i>Receipt of payments to Government Mandated Benefits such as SSS, Pagibig, Philhealth</i>	required for submission by Contractors only
- <i>BIR 1601C and receipt of payment</i>	required for submission by Contractors only
<i>Certificate of Safety Inspection by the Chief, Fire Department, Uit of the City or Municipality where principal place of business is located</i>	
<i>Sworn Affidavit that the contractor was not hired any active, suspended or dismissed MERALCO personnel, employees or personnel and employees of any MERALCO contractor and deployed them at or to MERALCO to perform the works under the Contract</i>	
<i>Certification of Pending/No Pending Cases with DOLE, NLRC courts and other administrative agencies including any courts of law involving the CONTRACTOR, its owners, its officers, or employees. In case of any pending cases CONTRACTOR to submit copies of the complaint and latest status of the cases</i>	required for submission by Contractors only
<i>Sworn Affidavit that the contractor has or it doesn't have cancelled registrations, permits, licences. In case of suspension/cancelled registrations, permits, licences the CONTRACTOR shall submit copies of the Order stating the cause of said cancellation/suspension</i>	
<i>ISO if applicable</i>	
<i>EAM Contractors/Construction Services</i>	
<i>DOLE 174 Certificate of Registration</i>	required for submission by Contractors only
<i>Philippine Contractors Accreditation Board (PCAB) Certificate</i>	required for submission by Contractors only
<i>Notarized list of Owned Equipment, Tools Machines, & Vehicles with OR/CR</i>	not notarized and is part of the Application for Accreditation questionnaire
<i>Trade Certificates</i>	
<i>For Customs Broker</i>	
<i>License from the Interim Customs Accreditation Registration Unit Bureau of Customs (ICARE BOC)</i>	
<i>For Fire Extinguishers</i>	
<i>ISO Certification and Product Standards</i>	
<i>For Pest Control Services</i>	
<i>Pest Control License from Fertilizers and Pesticide Authority</i>	
<i>For Medicines Supplier</i>	
<i>FDA Certificate of Current Good Manufacturing Practices</i>	

<i>FDA License to Operate as Drug Manufacturer</i>	
<i>FDA License to Operate as Drug Trader</i>	
<i>FDA License to Operate as Drug Importer/Exporter/Wholesaler</i>	
<i>FDA Certificate of Registration and Product Registration</i>	
<i>For Scrap Buyers</i>	
<i>OR/CR for all vehicles and 6 wheeler Truck with side rating of 10 ton capacity and higher capacity</i>	
<i>Transfer Certificate Title (TCT) or Contract of Lease for rented property of Junk Yard (should be secured and at least 1,000 sqm)</i>	
<i>Environmental Permits a) Certificate of Non Coverage (EMB DENR) or Environmental Compliance Certificate (ECC) b) Hazardous Waste Generator ID c) Wastewater Discharge Permit if applicable, if not subject Certificate Exemption</i>	