



CITIZEN'S CHARTER

Head Office External Services

2. Accreditation of Suppliers

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The Purchasing Unit recognizes the interest of business entities to have a client with whom they will regularly transact business.

Office/Division: Purchasing Unit

Classification: Complex

Type of Transaction: G2B – Government to Business Entity

Who may avail: Contractors, Suppliers, Companies

2. Accreditation of Suppliers

Checklist Requirements

SEC/DTI Registration Certificate
(1 certified true copy)

Articles of Incorporation/ Cooperation/Partnership
and By-Laws (1 certified true copy)

Mayor's Permit/Business License
(1 certified true copy)

BIR Registration/VAT and NON-VAT Registration
(1 certified true copy)

PhilGEPS Registration Certificate
(1 certified true copy)

Audited Financial Statement
(latest)

Annual Income Tax Return

Where to Secure

Securities and Exchange Commission (SEC)/
Department of Trade and Industry (DTI)

Securities and Exchange Commission (SEC)/

Mayor's Office

Bureau of Internal Revenue (BIR)

Philippine Government Procurement System
(PhilGEPS)

Supplier's External Auditor

Bureau of Internal Revenue (BIR)

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<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Proceed to Purchasing Unit and request application for application of LBRDC Supplier	1. Issuance of the checklist of requirements for Accreditation of Supplier	None	5 Minutes	Purchasing Analyst/ Assistant 24th floor LBRDC Office, Land Bank of the Philippines
2. Submit the required documents for the accreditation of suppliers	2. Validation and evaluation of documents submitted by the suppliers	None	15 Days – with a background investigation	Purchasing Analyst/ Assistant 24th floor LBRDC Office, Land Bank of the Philippines
3. Wait for the release of the evaluation results (via email)	3. Recommendation to accredit suppliers to the LBRDC Bids and Award Committee 3.1 Approval by LBRDC Bids and Award Committee of the Accreditation of Suppliers	None	1 Day	Purchasing Analyst/ Assistant 24th floor LBRDC Office, Land Bank of the Philippines and LBRDC Bids and Awards Committee Chairman and Members 24th floor LBRDC Office, Land Bank of the Philippines
4. Acceptance of the Accreditation Certificate	4. Issuance of the Certification of Accreditation to Suppliers 4.1 Updating at the Registry of Suppliers	None	1 Day	LBRDC Bids and Awards Committee Chairman and Members 24th floor LBRDC Office, Land Bank of the Philippines
TOTAL		None	17 Days, 5 Minutes	