

INSTRUCTIONS FOR ACCREDITATION

Accreditation is the process where the Supplier's/Contractor's qualifications are evaluated based on the accreditation criteria of the National Grid Corporation of the Philippines (NGCP). The process consists of determining the applicant's legal existence, business rating, business risk and technical capability.

1. Application for Accreditation is open to Suppliers/Contractors of goods, civil works, erection, supply and install, and turnkey projects.
2. The Accreditation Office issuing and receiving the Application for Accreditation is:

Office : Procurement Management Department
Address : National Grid Corporation of the Philippines
Ground Floor, NGCP Main Building
Quezon Avenue corner BIR Road
Diliman, Quezon City 1104
Metro Manila, PHILIPPINES

3. The applicant shall fill up the Accreditation Forms and shall answer all questions using the English language. All questions shall be answered and blanks shall be properly filled up with "N/A" or "Not Applicable", as the case may be. If necessary, additional sheets may be added. Accreditation Forms may be reproduced to suit the applicant's needs.
4. The applicant shall indicate in the Application Letter the procurement requirements where they wish to be accredited.
5. Each page of the Accreditation Forms, statements and documents shall be duly signed by the applicant or its duly authorized representative. The signing and submission by the applicant or its duly authorized representative affirm and acknowledge that the filled up Accreditation Forms, statements, documents, and attachments are true and complete.
6. The applicant shall submit one (1) original and one (1) copy of the filled up Accreditation Forms together with all statements and documents during business hours to the Procurement Management Department. In case the applicant is a joint venture/consortium, each member shall submit its individual Accreditation Forms, statements and documents. These documents shall be treated as confidential by NGCP.
7. The Procurement Management Department shall examine and evaluate the filled up Accreditation Forms, documents and statements submitted by the applicant to determine its compliance with the accreditation criteria. If necessary and requested, the applicant shall assist the Procurement Management Department in the ocular inspection of its office and facilities and the actual verification of the documents and statements submitted.

8. The Procurement Management Department shall notify the applicant of the result of the evaluation thru the Certificate of Accreditation or Letter of Regret.
9. Notwithstanding the applicant's accreditation as a Supplier/Contractor, NGCP still reserves the right to review its qualification and other relevant information before and/or after submission of bids. Should such review uncover any misrepresentation made in its qualification and/or technical proposal or any change in the situation to downgrade the substance of its qualification and/or technical proposal, the Supplier/Contractor shall be disqualified from obtaining the award of contract or if a contract has been awarded, it shall be cancelled.