

Basic Administrative Requirements for Accreditation

Suppliers of Goods and Services

1. Letter of Intent
2. Company Profile and List of Products & Services
3. DTI Business Name Registration or SEC Registration Certificate
4. Valid and current Mayor's Permit/Municipal License/Business Permit
5. Taxpayer's Identification Number (TIN) ID
6. BIR Value Added Tax Registration
7. Latest Audited Financial Statement
8. Latest Income Tax Return
9. Certification that the Supplier/Contractor is not black listed or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives
10. Compliance with EO#398
 - a. Proof of VAT payments for the past six months
 - b. Valid TAX Clearance from BIR
11. On going, completed or awarded contract not yet started within the relevant period specifying the following:
 - a. Name of the contract
 - b. Date of the Contract
 - c. Amount of Contract and Value of Outstanding Contracts
 - d. Date of Delivery
 - e. End-users acceptance if completed

Contact Information:

ENGR. SHERYL K. SAMSON

Chairperson

Bids and Awards Committee

Maria Teresa E. Medrano

Bids and Awards Committee Secretary

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