



BATANGAS II ELECTRIC COOPERATIVE, INC.

Antipolo Del Norte, Lipa City

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Basic Administrative Requirements for Accreditation Suppliers of Goods and Services

1. Letter of Intent
2. Company Profile and List of Products & Services
3. DTI Certificate of Business Name Registration or SEC Registration Certificate
4. Valid and Current Mayor's Permit/Municipal License
5. Taxpayer's Identification Number ID
6. BIR Certificate of Registration
7. Complete set of audited financial statements, stamped "received" by the BIR for the preceding calendar year, which should not be earlier than 2 years from the date of bid submission
 - a. Balance Sheet
 - b. Income Statement
 - c. Statement of Changes in Equity
 - d. Cash Flow Statement
 - e. Notes to Financial Statement
 - f. Statement of Management Responsibility for Financial Statement
8. Latest Income Tax Return and Proof of Payment
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 (notarized)
10. Compliance with EO#398
 - a. Proof of VAT payments for the past six months, including BIR Forms
 - b. Valid TAX Clearance Certificate from BIR
11. Ongoing, 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. PO/NOA for ongoing and awarded contracts; end-users acceptance, if completed

MAYANN GRACE A. ALDAY

Chairperson

Accreditation Committee for Suppliers of Goods and Services

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