



Bantayan Island Electric Cooperative, Inc. (BANELCO)  
Balintawak, Bantigue, Bantayan, Cebu  
Tel/Fax No.: (032) 460-9281; (032) 460-9112  
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Website: [www.banelcobantayan.com](http://www.banelcobantayan.com)

### CHECKLIST OF ACCREDITATION REQUIREMENTS

The Accreditation Envelope shall contain the following:

- 1. Letter of Intent addressed to the Bids and Awards Committee;
- 2. Company Profile:
  - 2.1. Corporate Name;
  - 2.2. Line of Business;
  - 2.3. Years of Service;
  - 2.4. Complete Business Address;
  - 2.5. Telephone and Telefax Nos.;
  - 2.6. Email Address;
  - 2.7. List of Accredited and Major Customers;
  - 2.8. List of Products and Brands;
  - 2.9. Other Services or Secondary Services Offered;
  - 2.10. Location Map;
  - 2.11. Secretary Certificate of the Authorized Representative or Signatory of Contracts/  
Memorandum of Agreement with his primary and competent evidence of identity with his or  
her latest copy of community tax certificate;
  - 2.12. Letter of authority to validate submitted documents;
  - 2.13. Certificate of authenticity or Sworn Statement as to the genuineness of all the documents  
submitted;
  - 2.14. Affidavit of Disclosure of Relations;
- 3. Department of Trade and Industry business name registration/SEC registration certificate,  
whichever is appropriate under laws of the Philippines;
- 4. Valid and current Mayor's permit/municipal license; (principal place of business)
- 5. Taxpayer's Identification Number;
- 6. BIR Value Added Tax registration;
- 7. Certification that the bidder is not "blacklisted" or banned from bidding by the government or  
any of its agencies, offices, corporation or LGUs, and other private corporations or electric cooperatives;  
including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement  
Policy Board (GPPB), as provided in Section 69.4 of the IRR-A No. 9184;
- 8. Compliance with E.O.#398:
  - 8.1. Proof of Value Added Tax payments for the past six months (January to June 2016);
  - 8.2. Tax Clearance from the BIR to prove bidder's full and timely payment of taxes to the  
government;

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Name of Company: \_\_\_\_\_

Endorsed by: \_\_\_\_\_

Name of Representative