

[NPC MEMORANDUM CIRCULAR NO. 99-001 (AS AMENDED), March 15, 2000]

ACCREDITATION OF DEALERS AND SUPPLIERS

I

References:

1. Paper on "Government Purchasing Procedure" authored by Confessor G. Gloria, Consultant on Public Bidding and Government Contracts.
2. Rules and Regulations Governing Licensing and Accreditation of Contractors in the Philippines.
3. Government Accounting and Auditing Manual, Vol. 1
4. Commission on Audit Circular No. 85-55-A.
5. LO Nr 396, dated 19 Sept 1994, creating the PNP UESB
6. Approval by C, PNP on 16 May 1995 of Memo from DRD, dated 13 May 1995 recommending that the Command maintain its policy of requiring accreditation of all dealers first before they can transact business with the PNP.
7. PNP Procurement Manual, Series 1998.
8. PNP Circular No. 99-001 dated January 14, 1999;
9. Approved Memo from TCDS dated February 17, 2000, subject: Accreditation of PNP Dealers/Suppliers.

II

Purpose:

This Memorandum Circular is issued to amend the PNP Circular No. 99-001, "Application, Processing and Issuance of Certificate of Accreditation", dated January 14, 1999 to prescribe, among others, the new composition of the Accreditation Committee, the functions of the new Secretariat and, other related policies.

III

Policies

1. All dealers/suppliers accreditation previously issued by the PNP are hereby declared provisional effective January 1, 2000.
2. All dealers/suppliers are required to apply for a new accreditation with the PNP

Accreditation Committee to allow them to continue participating in the procurement of various requirements by the PNP.

3. The PNP Accreditation Committee is hereby reorganized to be composed by the following members who shall also designate their respective permanent representative to the Secretariat:

TCDS	—	Chairman
DL	—	Vice-Chairman, being in-charge of the PNP Annual Procurement Program and other logistical activities
DRD	—	Member, being responsible for equipment specifications and relate procurement activities
DC	—	Member, having primary function of processing financial documents and the release of procurement funds
DI	—	Member, for background investigation purposes
D, LSS	—	Member, as OPR of most procurement activities
D, LS	—	Member, to provide legal guidance

4. The Secretariat is likewise reorganized to be composed by permanent Police Commissioner Officer (PCO) representatives of the Members of the Committee:

Chief, Plans and Programs Division, ODRD	—	Head
DL Representative	—	Assistant Head
DC Representative	—	Member
DI Representative	—	Member
D, LSS Representative	—	Member
D, LS Representative	—	Member

The Secretariat shall exercise the following functions:

- a. Record the minutes of the meetings of the Committee.
- b. File all communications and documents pertaining to the Committee;
- c. Receive and check for completeness all applications for accreditation whether the papers are current, in order, verifiable and duly authenticated;
- d. Notify the applicant for incompleteness of application;
- e. Evaluate and check on the paid-up capital of the applicant;
- f. Evaluate and check on the specialization as well as business reputation and capabilities of the applicant;
- g. Conduct inspection of applicant's office/plant to determine the veracity of claims;
- h. Notify the applicant for failure to pass the required inspection;
- i. Inform the Committee on the eligibility of an applicant who