

**[ DECS ORDER NO. 75, S. 1999, July 28, 1999 ]**

**GUIDELINES ON INSPECTION FOR ACCREDITATION PURPOSES**

1. To insure that all purchases, whether of property, supplies or services, (including construction of every kind) are made from reliable and capable suppliers or service providers with good and demonstrated track records, and to prevent such transactions to be tainted with collusion or manipulation, inclosed is the guidelines on inspection for accreditation purposes for the guidance of all concerned.
2. In the interest of the service, and to properly assist the PBAC, in its evaluation of bidders and bids, as well as where another type of procurement is necessary or prescribed by law or regulations (e.g. direct/negotiated/sealed canvass/emergency and similar purchase from accredited suppliers), all inspectors and/or in charge of the accreditation process should observe these guidelines.
3. Immediate dissemination of and compliance with this Order is directed.

Adopted: 28 July 1999

(SGD.) ANDREW GONZALEZ, FSC  
*Secretary*

**GENERAL GUIDELINES ON INSPECTION FOR ACCREDITATION PURPOSES**

**A. Purpose**

To insure that all purchases, whether of property, supplies or services, (including construction of every kind) are made from reliable and capable suppliers or service providers with good and demonstrated track records, and to prevent such transactions to be tainted with collusion or manipulation.

**B. Scope of Inspection**

1. Organizational Set-up (whether single proprietorship, partnership, or corporation):
  - a. If single proprietorship, the legal owner, the business or trade name and its most recent registration.
  - b. If partnership, the articles of partnership, identity of the general partners and the latest General Information Sheet (GIS) filed with the Securities and Exchange Commission (SEC).
  - c. If a corporation, the Articles of Incorporation and By-Laws, with the latest amendment/s, if any , and the latest GIS filed with the SEC.

- d. If a corporation, its subsidiaries or affiliates, or its parent company which owns more than 50% of the capital stock of such corporation.

## 2. Physical Plant/Facilities

- a. In general, the office/s and plant factory/warehouse/personnel service centers/outlets, if any or all of these should be applicable.
- b. For printers, kind, number and capacity of equipment available, location, number of personnel.
- c. For publishers, office/s, distributors (whether exclusive or otherwise), and the printer (subject to the immediately preceding paragraph)
- d. For service contractors (janitorial/maintenance), equipment and supplies available.
- e. Descriptions of physical plants/offices should be specific, with photographs, if available.

## 3. Service or Product Line; Track Record

- a. Kind of service or product line (whether branded or otherwise)
- b. Indicate whether manufacturer, distributor, agent, dealer or importer, if not the manufacturer, name or identity of manufacturer, whether local or foreign and means of distribution.
- c. Length of time engaged in said business
- d. If publisher of textbooks, manuals or similar articles, kind of books, manuals or articles published within the past five years, and the printer (if other than the publisher), as well as distributor/s (whether exclusive or otherwise).
- e. If a construction company or firm, kind of work, classification or grade, if any (e.g. "AAA"), or specialization (if sub-contractor), subject to other requirements as may be prescribed by the PBAC, depending upon the kind of construction work to be bidded.
- f. Transactions, if any, with DECS for the past two years, quantity and/or amount.
- g. Transactions with private users for the past two years, quantity and/or amount.
- h. Verification of whether these transactions have been duly complied with, or completed, without any delay or shortages, and that there are no pending suits involving the same against the applicant. If verification should be difficult, a certification, under oath, by the supplier/contractor would suffice.

## 4. Others (secure copies of documents):