



ACCREDITATION OF CONTRACTOR FOR LINE CONSTRUCTION (Primary & Secondary Line)

ACCREDITATION OF CONTRACTOR FOR HOUSEWIRING INSTALLATION

In relation to the objective of ZAMCELCO to accredit all Contractors (Local or outside Zamboanga City) we are recommending the following requirements for their accreditation or recognition:

1. DTI Business name registration or SEC registration certificate – would-be contractors should have the legal personality to be sued or be made responsible for their acts stating their line of business related to the construction of distribution lines or similar activities of the electric cooperative;
2. Valid and current Mayor's permit/municipal license - the entity who shall be engaged in the construction of distribution lines and similar acts of the electric cooperative shall be a bona fide company or enterprise recognized and granted by the Local Government Unit (LGU) to perform their line of business where their company office is located;
3. Taxpayer's identification number – signifies that the company are law abiding companies that pays its obligations to the government;
4. BIR Value Added Tax registration
5. Certification that the supplier/contractor is not blacklisted or banned from bidding by the government or any of its agencies and other private corporations or electric cooperatives – signifies that these entities ZAMCELCO are not fly-by-night operators and can be relied upon to perform their given tasks and obligations;
6. Compliance with EO #398
7. Proof of VAT payment for the past six months
8. Tax clearance from the BIR for the last two quarters – up to date in their payment of taxes

9. On-going, completed or awarded contract not yet started within the relevant period specifying the following:

- a. Name of the contract
- b. Date of contract
- c. Amount of contract and value of outstanding contracts
- d. Date of Delivery
- e. End-user's acceptance if completed

10. Company Profile

A brief description of what the entity does and is capable of doing or performing.

11. Philippine Contractors Accreditation Board (PCAB)

For large projects the electric cooperative wants these contractors to perform such activities must comply with R.A. 4566 as amended by P.D. No. 1746 provides that no contractor (including sub-contractor and specialty contractor) shall engage in the business of contracting without first having secured a PCAB license to conduct business.

12. Organizational Charts

Provides a visual outline of an organization's current structure. Regardless of the size of the business, the chart should include every single position and cover how each one relates to the others. By clearly defining all the different departments and hierarchies, ZAMCELCO will be able to easily see how work and information flow through the entire organization is done.

13. License and Certificate

For the personnel running the organization or doing the job in the field, they must possess the corresponding necessary licenses or certificates requisite to perform the respective jobs under their respective functions in the organization. For skilled personnel, certification from a government agency that they can perform a particular occupation and the person has completed a course or series of courses at an educational institution.

14. List of Tools and Equipment

Depending the complexity of the project or job to be performed, these contractors must have in their possession tools or lease contracts of equipment to be used in the performance or the ability to perform the specific objective given them. (Please see attached list for each type of project)

All communications must be addressed to:

The BAC Secretariat
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