

[NPC CIRCULAR NO. 99-001, January 14, 1999]

APPLICATION, PROCESSING AND ISSUANCE OF CERTIFICATE OF ACCREDITATION

**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. I
4. Commission on Audit Circular No. 85-55 A
5. LO Nr 396, dated 12 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

**II
Rationale**

In order for the PNP to be able to deal with legitimate and reputable suppliers and to assure that only quality and specified equipment and items of supplies are procured and delivered, the Accreditation Committee was created to complement the Procurement Center of the Logistics Support Services and the Prequalification Bids and Awards Committee (PBAC) in their efforts of determining the fitness and capabilities of dealers to transact business with the PNP. For these reasons, it becomes imperative then for the Committee to come up with policies and procedures that will facilitate performance of its role.

The PNP Uniform and Equipment Standardization Board (UESB) created the Accreditation Committee whose function was transferred from the LSS to DRD (with Dir, DRD as the Committee Chairman) during a Command Conference held last September 12-13,1994

**III
Purpose**

The purpose of this SOP is to lay down the policies and procedures that would serve as a guide for both the applicants and the members of the Committee in the filing, processing of applications and subsequent granting or cancellation of Certificate of Accreditation.

IV Definition of Terms:

1. Committee — refers to the members of the PNP Accreditation Committee.
2. Secretariat — The recorder of the minutes of the meeting of the Committee, headed by the Chief of the Plans and Program of DRD, and keeps files of all communications and documents pertaining to the Committee.
3. Inspection Team — A group designated by the Committee Chairman to conduct physical inspection and to verify/confirm veracity and authenticity of what the applicant claims are his line products or expertise as stated in his application form.
4. Applicant — any trader/businessman applying for Certificate of Accreditation.
5. Accreditation Process — the assessment of an applicant's real business worthiness and evaluation of his capabilities to enter into contract with the PNP. Previous performance, financial and technical capabilities, among others, are factors to be considered in the accreditation process.
6. Accreditation Certificate — A written document issued by the PNP through the Committee to a qualified applicant allowing him to transact business with the PNP. This is valid for one (1) year from date of issue. Renewal of same should be made about a month before its expiration date, so that the new Accreditation Certificate can be issued on or before said expiration date.
7. Supplies — as defined under Sec. 357 (c), RA 7160, this includes everything, except real estate, which maybe needed in the transaction of public business, or in the pursuit of any undertaking, project, or activity whether in the nature of equipment, furniture, stationery, materials for construction or personal property of any sort, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, janitorial, security, and related or analogous services.
8. Supplier — generally, any dealer/trader/businessman dealing, producing or manufacturing supplies as defined above and duly accredited by the Committee.
9. Office — a place, building or series of rooms in which some particular branch of the public service is being conducted.
10. Manufacturer — a person or firm making things or goods on a large scale by hand or machine or both, especially with a division of labor.
11. Contractor — a person or firm undertaking to do work or supply goods especially on a large scale.

V

Policies

1. The PNP Accreditation Committee adheres to the Command policy of mutual and beneficial relationships between the PNP and those belonging to the business sector of our society. The PNP needs them as much as they need the PNP. The PNP should have ready access to them in the same manner that they have ready access to the PNP.
2. Accreditation of a business firm, company or manufacturer includes the official recognition of their line products. Products or services not duly accredited to a particular company or manufacturer cannot be offered to the PNP for procurement.
3. This accreditation requirement is not meant to be restrictive and discriminatory but rather seeks to provide qualified applicants equal opportunity ("sort of levelling the playing field") to participate in the procurement by the PNP of its various requirements. Whether a supplier is big or small, he has to undergo the same accreditation process.
4. In the interest of the PNP, members of the Accreditation Committee shall have the right to inspect actual manufacture of goods and products under procurement by the PNP in its different stages of production and permanent address of offices, establishments/facilities which must be specified to ensure compliance with specification and quality of raw materials used and for immediate contract.
5. At any time during the validity period of duly-issued Accreditation Certificates, any supplier's accreditation may be recommended to C, PNP for cancellation by the Committee for the following reasons:
 - a. Any supplier that has been blacklisted by any government agency shall be automatically blacklisted by the PNP;
 - b. Failure on the part of any supplier to comply with the SOP's, policies, rules and regulations principles and guidelines of the PNP Accreditation Committee, PNP PBAC and PNP Procurement Manual as embodied in various legal issuances and documents, most especially in the Procurement of PNP equipment.
 - c. Failure on the part of any supplier to comply with his obligations stipulated in the Purchase Order or Contract, such as delivering products that are out of specs, non-delivery of products well beyond the delivery period, misrepresentation or falsification of documents to cover illegal acts, etc.
6. Performance evaluation of duly accredited suppliers shall be made at least on a quarterly basis in coordination with the Procurement Center of the Logistics Support Services (LSS).
7. Changes or additional products or services that the supplier wishes to include in his accreditation certificate will be accommodated and will be acted upon. Same will be applied for subject to the usual deliberation by the Committee.