



APPLICATION FOR VENDOR ACCREDITATION

FM-GBP-MMD-PO-005

REV. 06

GENERAL INSTRUCTIONS FOR ACCREDITATION

To: _____

Dear Supplier,

Thank you for your interest to be a Vendor of Global Business Power Corporation (GBPC).

Following below is GBPC's general guidelines/instructions for accreditation.

1. Supplier must accomplish the official Accreditation Application Form in full and sign as required (Note: Signatory's position must be any of the following President, CEO, General Manager, Owner, Proprietor. If not, please provide Secretary's Certificate)
2. All applicable required documents must be submitted and complied with. The list of required documents is attached for reference and guidance.
3. For initial assessment, required documents should be saved in a CD and send by courier together with the application form to:

Materials Management Department
19/F GT Tower International
6813 Ayala Avenue Corner H.V. dela Costa Street
1227 Makati City, Philippines

4. Once documents are validated for accuracy and completeness, Supplier will be given an appointment / schedule for the submission of documents. Original copy of all documents shall be presented to GBPC Accreditation Officer on the given schedule and shall be returned to supplier after presentation. Required documents for submission to GBPC should be properly compiled in a long green expandable folder properly labelled/tab.
5. From the documents submitted, technical, financial capabilities and performance record will be evaluated and validated. Once your accreditation is approved, you shall be officially advised of your accreditation.
6. Unless we communicate, *initial follow-up* will be entertained **after ONE (1) month from acceptance of documents**.

If you need further clarification, please do not hesitate to call Ms. Karen G. Dichoso at Telephone Number 464-1600 extension 1214.

MARIA ANNA M. AGBUNAG
VP-SUPPLY CHAIN MANAGEMENT



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APPLICATION FOR ACCREDITATION

TO: Materials Management
Global Business Power Corporation
22nd Flr, GT Tower International
6813 Ayala Ave corner HV Dela Costa St.
Makati City

Date of Application : _____

Attention : MARIA ANNA M. AGBUNAG
VP – SUPPLY CHAIN MANAGEMENT

REGISTERED BUSINESS NAME:
BUSINESS ADDRESS:
TELEPHONE NUMBER/S:
FAX NUMBER/S:
MOBILE NUMBER/S
AUTHORIZED COMPANY REPRESENTATIVE/S:
E-MAIL ADDRESS:
BUSINESS TYPE:
VENDOR TYPE:
VENDOR CLASSIFICATION
TYPE OF ORGANIZATION:
TIN NO.
TAX TYPE:
VAT REGISTRY NO. (BIR 2303)
SEC REGISTRATION NO.
DTI REGISTRATION NO.
DATE ORGANIZED
PCAB LICENSE NO.

Terms of payment to be given to GBPC: [] 30DAYS [] 60 DAYS [] 90 DAYS

[] SCOPE OF ACCREDITATION (List of Goods/Services to be accredited)

[Empty box for listing goods/services to be accredited]

[] YEARS ORGANIZATION HAS BEEN IN THE BUSINESS? _____

[] COMPANY OFFICERS

Table with 2 columns: NAME, POSITION. Includes horizontal lines for data entry.

[] FINANCIAL RESOURCES (please indicate the latest audited financial information for the last 2 years)

CY _____

CY _____



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PLEASE LIST DOWN YOUR FIVE-(5) MAJOR CUSTOMERS

NAME OF COMPANY	CONTACT PERSON	DESIGNATION	MOBILE NO.	PRODUCTS/SERVICES SUPPLIED

PLEASE LIST DOWN ACQUAINTANCES OR RELATIVES EMPLOYED WITH GLOBAL BUSINESS POWER CORPORATION OR ITS SUBSIDIARIES

NAME	DESIGNATION	RELATIONSHIP

THE UNDERSIGNED HEREBY DECLARES THAT THE FOREGOING ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF.

Authorized Signatory : _____
(please print name over signature)

Position * : _____

Date : _____

*** If the signatory is NOT the President, CEO, General Manager, Owner, Proprietor, a letter authorizing the signatory should form part of this application.**

PERSONAL DATA CONSENT

1. I hereby agree and consent for Global Business Power Corporation ("GBP") to collect, use, and process my personal data or the personal data of my authorized representative or any other person whose personal data I provided as indicated in the attached form and/or agreement in relation to my dealings with GBP as a customer, partner, potential customer, supplier, dealer, and/or the like, as applicable, (the "Form"), submitted or provided by me for one or more of the Purposes (hereinafter defined) as set out further below.
2. I likewise agree and consent to GBP's disclosure of my personal data collected, or the personal data of my authorized representative or any other person whose personal data I have provided, within GBP and to other third parties including, but not limited to, GBP's affiliates, subsidiaries, parent company and other related companies, third party service providers, suppliers, financial institutions, government agencies, and external auditors for the Purposes indicated below or as may be required under applicable laws, rules, and other regulations (whether local or foreign).
3. I acknowledge that my personal data, or the personal data of my authorized representative or any other person whose personal data I have provided, have been or will likewise be collected, used, disclosed and processed by GBP for purposes which include the following:
 - a. preparation of documents and performance of acts necessary or desirable to accomplish my request in relation to the attached Form;
 - b. pursuant to our business dealings and/or transactions as covered by our agreement;

- c. complying with reportorial, filing, and other legal requirements under the law, or as required by any request or direction of any governmental authority, or responding to requests for information from public agencies, offices, statutory boards or other similar authorities;
- d. storing, retrieving, hosting, backing up (whether for disaster recovery or otherwise) of my personal data which may be transferred to GBP's affiliates or related companies, and third party service providers or agents whether within or outside the Philippines for this purpose;

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- e. examining and analyzing personal data for purposes of making management decisions and to better improve our services;
 - f. responding to legitimate complaints, queries and/or requests by clients in connection with any work performed by GBP, third party contractors, and regulatory government agencies in connection with the exercise of their statutorily mandated functions;
 - g. conducting vendor accreditation and background investigations;
 - h. organizing seminars, events, other marketing/promotional activities, or community relations programs, and posting of the necessary personal data obtained due to the said activities;
 - i. handle any and all investigation, legal or other claims arising out of my transaction or request with GBP; and/or
 - j. any other purposes which may be related to my initial request, business transaction and/or any of the foregoing purposes enumerated (collectively, the "Purposes").
4. I understand that my personal data, and the personal data of my authorized representative or any other person whose personal data I have provided, shall only be retained for as long as necessary for: a) the fulfillment of the declared and legitimate Purposes, or when the processing relevant to such Purposes has been terminated, b) for the establishment, exercise or defense of my and GBP's legal claims, or (c) in compliance with the retention periods provided by applicable laws (whether foreign or local); and (d) for any other legitimate business purpose connected to the Purposes.
5. As a data subject, I understand that my rights, to the extent recognized by Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, its Implementing Rules and Regulations, and relevant issuances of the National Privacy Commission (collectively, the "DPA Laws") shall be respected by GBP. This includes my rights to information, object, access, rectification, erasure or blocking, lodging a complaint, damages and data portability. For these purposes, I understand that GBP adopts the necessary physical, organizational, and technical security measures required under the relevant law, rules, and regulations.
6. I represent and warrant that the all the personal data provided by me to GBP shall be true and correct, and shall update or correct any personal data I have provided when necessary.
7. By providing personal data relating to third parties to GBP, I represent and warrant that the necessary information has been provided to and the consent of the third parties have been obtained in accordance with law for the collection, use and disclosure of their personal data to GBP for the Purposes.
8. I understand that for any questions or complaints regarding GBP handling of my personal data or GBP compliance with the DPA Laws, I may contact its data protection officer through:

Email: GBPC.DPO@globalpower.com.ph

Mail: Data Protection Officer, Global Business Power Corporation
22/F GT Tower International, 6813 Ayala Avenue corner H.V. dela Costa Street
1227 Makati City

I have read, understood, and agree to the above provisions of this External Personal Data Consent Form.

Signature Over Printed Name

Date



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NAME OF VENDOR _____

REQUIREMENTS FOR LOCAL SUPPLIERS

1. APPLICATION FOR ACCREDITATION (Signed by the President/CEO)
2. COMPANY PROFILE (with list of Products / Services Applied for Accreditation)
3. BUSINESS OR MAYOR'S PERMIT (LATEST)
4. DTI REGISTRATION CERTIFICATE (For Proprietorship) / SEC REGISTRATION CERTIFICATE (For Corporations, Cooperatives & Partnership)
5. ARTICLES OF INCORPORATION/COOPERATION
6. LATEST AUDITED FINANCIAL STATEMENT - 2 YRS (Duly stamped received by BIR)
7. LATEST INCOME TAX RETURN (Duly stamped received by BIR)
8. BIR CERTIFICATE OF REGISTRATION
9. EXCLUSIVE /AUTHORIZED DISTRIBUTORSHIP/DEALERSHIP (if applicable)
10. TRACK RECORD (AT LEAST 2 YEARS)

FOREIGN SUPPLIERS

1. APPLICATION FORM
2. CERTIFICATE OF BUSINESS REGISTRATION ON THE COUNTRY OF ORIGIN
3. SWORN CERTIFICATION THAT SUPPLIER IS NOT DOING BUSINESS IN THE PHILIPPINES WITHOUT THE NECESSARY LICENSE

4. LATEST ANNUAL REPORT
5. COMPANY REFERENCE

FOR ESTABLISHED COMPANIES

1. APPLICATION FOR ACCREDITATION (Signed by the President/CEO)
2. COMPANY PROFILE (with list of Products / Services Applied for Accreditation)
3. BUSINESS OR MAYOR'S PERMIT (LATEST)
4. DTI REGISTRATION CERTIFICATE (For Proprietorship) / SEC REGISTRATION CERTIFICATE (For Corporations, Cooperatives & Partnership)
5. ARTICLES OF INCORPORATION/COOPERATION (For Corporations Cooperatives & Partnership)
6. BIR CERTIFICATE OF REGISTRATION
7. PROOF OF INCLUSION IN THE TOP 2000 CORPORATIONS / FOR SMALL AND MICROENTERPRISES LOCATED IN PANAY AND CEBU, PROOF THAT THEY HAVE BEEN IN THE BUSINESS FOR 15 YEARS

COAL SUPPLIERS

1. APPLICATION FOR ACCREDITATION (Signed by the President/CEO)
2. CERTIFICATE OF BUSINESS REGISTRATION ON THE COUNTRY OF ORIGIN
3. SWORN STATEMENT THAT SUPPLIER IS NOT DOING BUSINESS IN THE PHILIPPINES WITHOUT THE NECESSARY PERMIT
4. LATEST ANNUAL REPORT
5. NAME OF MINING PARTNER (PROVIDE DETAILS SUCH AS TAKE OFF AGREEMENT PRODUCTION CAPACITY, COAL ORIGIN)

6. IMPORT PERMIT (e.g. ET Batubara for Indonesian based)
7. TRACK RECORD

ADDITIONAL REQUIREMENTS FOR CONTRACTORS

1. PCAB LICENSE
2. CLEARANCE FROM THE NATIONAL LABOR RELATIONS COMMISSION (NLRC)
3. DOLE REGISTRATION
4. ANNUAL REPORT TO DOLE
5. LIST OF ONGOING AND INCOMING PROJECTS FOR THE YEAR
6. CERTIFICATION OF COMPLIANCE ON OCCUPATIONAL SAFETY AND HEALTH STANDARDS
7. CERTIFICATION OF COMPLIANCE ON GENERAL LABOR STANDARDS
8. D.O. 18-A CERTIFICATE OF REGISTRATION
9. SSS CERTIFICATE OF REGISTRATION
10. PHILHEALTH CERTIFICATE OF REGISTRATION
11. PAG-IBIG CERTIFICATE OF REGISTRATION
12. HEALTH, SAFETY & ENVIRONMENTAL POLICY