



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Manila Avenue
Pasig City, Philippines



Same Same
as DECS

Tunggahin ng Katibing
Office of the Secretary

July 26, 1999

DECS O.S.D.E.R.
No. 75, s. 1999

**GUIDELINES ON INSPECTION FOR
ACCREDITATION PURPOSES**

To: Bureau Directors
Regional Directors
Schools Superintendents

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 purchases 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.

ANDREW B. GONZALEZ, T.S.U.
Secretary

Incl. As stated

Reference None

Attachment 1 - (D.O. 5297)

To be indicated in the Perpetual Index
Under the following subjects:

ACCREDITATION
BIDS

POLICY
PURCHASE

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 & Exchange Commission (SEC).
- c. If a corporation, the Articles of Incorporation and By-Laws, with the latest amendments, 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 offices and plant/factory/warehouse/personnel service centers/markets, 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, offices, 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 braided 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

- b. 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).
- c. 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 bid/d.
- d. Transactions, if any, with DECS for the past two years, quantity and/or amount.
- e. Transactions with private users for the past two years, quantity and/or amount.
- f. 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):

1. Latest IIR return
2. Latest audited financial statement
3. Clearances from SSS, ECC, Medicare, PAG-IBIG, and NIRC or DOLE (on pending labor cases)
4. Copy of accreditation with other government agencies
5. Certification or accreditation with an association/federation to which the applicant belongs.

C. Report/Recommendation

The report of inspection should be concise but complete. The recommendation should be specific (e.g. denied, approved or for re-inspection) with clear justification/s.

The report/recommendation should be made of record. At all times, the policy of transparency and fairness should be observed.

D. Issuance of Certificate of Accreditation


A "Certificate of Accreditation," substantially in the form attached hereto, serially numbered, and valid for one year, specifically indicating the service or product line covered, shall be issued based on the inspection report and a favorable recommendation from the inspector.

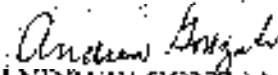
E. Applicability

These guidelines apply to both the central office and the regional offices should these regional offices, in the future, be allowed or commissioned to undertake the accreditation process.

BARTOLOME S. CARALE
Chairman, Accreditation Committee

APPROVED:


1. USec ANTONIO A. S. VALDES
Chairman, PRAC


2. ANDREW GONZALEZ, FSC
Secretary

Republic of the Philippine
Department of Education, Culture and Sports
University of Life Complex
Pasig City, Metro Manila

CERTIFICATE OF ACCREDITATION

This certifies that

having satisfied the requirements prescribed, upon a report made of record, is hereby issued this Certificate of Accreditation No. _____ for the product/service line indicated hereunder.

Main Service/Product Line/s

Address: _____

WITNESS the signature of the
Chairman of the Accreditation
Committee this day of _____
19__ at _____

*NOTE: This certification is valid
For one year from date of
Issuance.*