



# MUNDO BUILDERS, INC. ACCREDITATION REQUIREMENTS

FOR SOLE PROPRIETORSHIPS	
BASIC REQUIREMENTS	DATE SUBMITTED
1. Fully-accomplished Vendor Accreditation Form	
2. Company Profile	
3. Signed Vendor Agreement	
4. BIR 2303 Form (Certificate of Registration)	
5. DTI Certificate of Business Name Registration for Sole Proprietorship	
6. Mayor's / Business Permit	
7. Latest Audited Financial Statement (for the last 2 years)	
8. Sales Invoice/Official Receipt	
9. Delivery Receipt for Materials	
10. Photos (Officers, Office, Warehouse)	
11. Sketch of the Location	
<b>OTHERS</b>	
1. Copy of Owner's valid ID(s)	
2. Company ID authorized representative	
3. Lease Contract (if renting)	
4. Certificate of Tax Exemption (if located w/in Special Eco Zone)	
5. BIR Certificate as Zero-rated or VAT-exempt tax payer	
6. Certificate of Good Credit (atleast one bank)	

FOR PARTNERSHIP AND CORPORATION	
BASIC REQUIREMENTS	DATE SUBMITTED
1. Fully-accomplished Vendor Accreditation Form	
2. Company Profile	
3. Signed Vendor Agreement	
4. BIR 2303 Form (Certificate of Registration)	
5. SEC Articles of Incorporation	
6. Mayor's / Business Permit (latest)	
7. Latest Audited Financial Statement (for the last 2 years)	
8. Sales Invoice/Official Receipt	
9. Delivery Receipt for Materials	
10. Photos (Officers, Office, Warehouse)	
11. Sketch of the Location	
<b>OTHERS</b>	
1. Copy of Owner's valid ID(s)	
2. Company ID authorized representative	
3. Lease Contract (if renting)	
4. Certificate of Tax Exemption (if located w/in Special Eco Zone)	
5. BIR Certificate as Zero-rated or VAT-exempt tax payer	
6. Certificate of Good Credit (atleast one bank)	



# VENDOR AGREEMENT

DISCLOSURE OR RELATION WITH MUNDO EMPLOYEES	The vendor will disclose and give a complete list of Owners, partners, duly authorized representatives and their relatives within the 4th civil degree, who have a relation by blood or by affinity, or business relation/ affiliation with any employee of MUNDO.
RESPONSIBILITY OF VENDOR FOR ITS EMPLOYEES' ACTIONS	The vendor holds itself responsible for any action carried out by its officers and employees, representatives or agents in violation of this agreement.
NO GIFT GIVING	The vendor will comply with Mundo policy that prohibits all Vendors from giving gratituiues in any form such as gifts, commissions, rebates, consultations or other service fees, entertainment or travel benefits to Mundo Employees.
DEFAULT AND TERMINATION	In the event of violation, default and non-compliance with this Agreement and the policies of Mundo and those issued hereinafter, Mundo reserves the right to terminate this business agreement with Vendor, cancel purchase orders, refuse to receive deliveries, and/or stop payment to vendor
AUTHORIZED SIGNATORY	The Vendor shall submit Certificate authorizing the Vendor's Signatory to sign on behalf of the Vendor, on this Agreement. The signatory must also present government-issued ID (e.g. Driver's License, PRC, SSS, BIR, Passport, etc) bearing his signature.

We understand that our business relationship with Mundo Builders, Inc. is one of mutual benefit and protection and not only agree to be bound by the above terms and conditions, but also commit to faithfully comply with these.

AUTHORIZED SIGNATORY	Printed Name	Signature/Date
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# VENDOR ACCREDITATION FORM

VENDOR CODE	
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VAF DATE:		TYPE OF ORGANIZATION		NATURE OF BUSINESS	
<input type="checkbox"/> New	<input type="checkbox"/> One Time	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Services
<input type="checkbox"/> Reapply	<input type="checkbox"/> Updates / Change	<input type="checkbox"/> Partnership	<input type="checkbox"/> Others: _____	<input type="checkbox"/> Sub-Contractor	<input type="checkbox"/> Trader
				<input type="checkbox"/> Others: _____	

## GENERAL INFORMATION

Company/Trade Name:		Date of Establishment:	Email Address:	Website:
Business Address:	Unit No.	Building	Street	
Baranggay		City / Municipality	Province	Zipcode
Yrs with MBI	Tax Identification No.	<input type="checkbox"/> VAT <input type="checkbox"/> NON VAT <input type="checkbox"/> ZERO-RATED		
Contact Person:	Position:	Contact No/s:	Fax No.:	Email Address:
Alternative Contact Person:	Position:	Contact No/s:	Fax No.:	Email Address:
Parent Company or Foreign Principal (if any)	Countries of Operation	% Ownership	Website:	

## OWNERSHIP / MANAGEMENT PROFILE

NAME	POSITION	% OWNED	CONTACT NO.S	EMAIL ADDRESS

## FINANCIAL PROFILE

BANK REFERENCES		FINANCIAL HIGHLIGHTS			
BANK / BRANCH	TRANSACTIONS	EXTERNAL AUDITOR	YEAR ____	YEAR ____	YEAR ____
		TOTAL ASSETS			
		TOTAL LIABILITIES			
		SALES			
		NET INCOME			

## CUSTOMER REFERENCES (indicate a minimum of 5 customers)

CUSTOMER NAME	NATURE OF BUSINESS	PERIOD COVERED	CONTACT NO.S	EMAIL ADDRESS

## PRODUCTS & SERVICES

1	6	11	16	21
2	7	12	17	22
3	8	13	18	23
4	9	14	19	24
5	10	15	20	25

CREDIT TERMS OFFERED:

## DECLARATION STATEMENT

We certify that we have made full disclosure of true and correct information provided herein and have not withheld any as specified in the official business documents and supporting documents hereof, which we submitted to Mundo Builders, Inc. We confirm that any misrepresentation in the information above may be ground for revocation or denial of Supplier's accreditation.

## SUPPLIER AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND DESIGNATION

## MUNDO BUILDERS ONLY

TERMS OF PAYMENT		REMARKS		
<input type="checkbox"/> 30 DAYS <input type="checkbox"/> 45 DAYS <input type="checkbox"/> COD LESS % <input type="checkbox"/> 60 DAYS <input type="checkbox"/> 90 DAYS <input type="checkbox"/> OTHERS: _____				
ENDORSED FOR ACCREDITATION BY:	RECEIVED BY:	CHECKED BY:		
		PROCUREMENT	OPERATIONS	PROJECT MANAGEMENT
_____ Name & Position / Date	_____ Name & Position / Date	_____ Name & Position / Date	_____ Name & Position / Date	_____ Name & Position / Date