

NATIONAL FOOD AUTHORITY
Quezon City

**REQUIREMENTS FOR THE 2nd SEMESTER 2013 AND 1ST SEMESTER 2014
ACCREDITATION OF GRAINS SURVEYORS AND INTEGRATED GRAINS CARGO
HANDLING SERVICES CONTRACTORS**

I. OBJECTIVE

Issuance of Certification of Accreditation to eligible applicants that shall be nominated to Handle Future Grains Importation and Export activity of the NFA.

II. APPLICANTS

1. All Grains Surveyors
2. Grains Integrated Cargo Handling Services Contractors

III. YEARS OF EXPERIENCE ON GRAINS CLASSIFICATION, BROKERAGE ACTIVITIES AND GRAINS LOADING AND UNLOADING HANDLING, DELIVERY AND TRANSPORT OF GRAINS OR INTEGRATED GRAINS CARGO HANDLING SERVICES (ICHS)- FIVE (5) years nationwide operational experience.

IV. ELIGIBILITY REQUIREMENTS

For submission in two (2) sets of folders together with the application for accreditation.

1st Set – Containing all Original copies

2nd Set – Containing Xerox copy of all original copies duly Certified True Copy by the applicants.

Documents	SURVEYORS	ICHS CONTRACTOR
A. Letter of Intent		
B. LEGAL DOCUMENTS		
<ol style="list-style-type: none"> 1. 2013 General Information Sheet 2. 2013 Mayor's Business Permit issued by the City or Municipality where the principal place of business of the applicant is located. 3. Statement of all its on-going and completed government and private contract for the last five (5) years, including contracts awarded but not yet started. (if any) <p>The statement shall include, for each contract, the following:</p>		

<ul style="list-style-type: none"> a. Name of the contract b. Date of the Contract c. Kind of goods (services) d. Amount of Contract e. Value of outstanding contracts f. Date of Delivery g. End user's Certificate of Acceptance or official receipts or other documents issued for the contract if completed. h. Copies of contract (5 years) pertaining to grains or contracts of similar in nature. <ul style="list-style-type: none"> 4. 2013 License (for Grains Surveyor) 5. Certificate of Accreditation as Surveyor by BOC 6. Article of Incorporation and by – Laws 7. TIN Card 8. Bureau of Internal Revenue Certificate of Registration (COR) 9. Community Tax Certificate 10. 2012 Tax Clearance to be issued by the BIR Central Office 11. PhilGEPS Certificate of Registration <p>C. FINANCIAL DOCUMENTS</p> <ul style="list-style-type: none"> 1. 2012 Audited Financial Statements as of March 31, 2013, stamped received by the Bureau of Internal Revenue (BIR) 2. Amount of Credit line Facility 3. Names of Depository Banks 4. Sworn Statement on Outstanding Loans specifying: <ul style="list-style-type: none"> a. Name of Banks b. Amount of Loan <p>D. TECHNICAL DOCUMENTS</p> <ul style="list-style-type: none"> 1. Organizational Structure 2. List of employees specifying; name, age, position under the following groupings: <ul style="list-style-type: none"> a. Operations Group b. Technical Group c. Financial Group d. Administration Group 3. List of trucks and/or other equipment used in at least two (2) areas where two (2) biggest contract have been implemented and completed, specifying: (For Cargo Handlers) <ul style="list-style-type: none"> a. Owned Trucks (no. of Units) b. Leased Trucks (no of Units) c. Trucks plate no. d. Name of Truck Driver e. Load capacity per truck 		
--	--	--

<p>4. List of equipments used in determining grains quality specifying: (For Grains Surveyor)</p> <p>a. Name and no. of equipments used</p> <p>b. Condition of equipment specifying if operational non-operational</p> <p>5. Flow - Chart showing the system procedure documentation, reporting and monitoring of the operations.</p>		
---	--	--

V. SUBMISSION OF DOCUMENTS

1. Application must be signed by owner or authorized representative covered with a Special Power of Attorney (SPA) indicating name, 2x2 photo and specimen signature of the authorized representative.
2. Submission of incomplete documents shall outrightly be rejected.
3. Presentation of Original Copies such as Licenses, Registration Certificates for validation and authentication purposes. (Original copy shall be returned but, Xerox copy of the original copy must be submitted to be stamped with Certified true copy by the Secretariat)

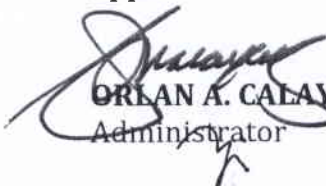
VI. POST QUALIFICATION

1. All documents submitted shall be verified, ascertained and validated.
2. Post Qualification may be undertaken with any government and private institution where the applicant has previous and present transactions, issued Certificates of Clearance, Certificate of Registration credit line among others.

VII. ISSUANCE OF ACCREDITATION

Applicant declared as eligible shall be issued a Certificate of Accreditation.

Approved:


ORLAN A. CALAYAG
 Administrator