



EESI INC.

SUPPLIER / CONTRACTOR ACCREDITATION FORM

Electrical Equipment and System Integration Incorporated

I. COMPANY INFORMATION

Business Name: _____

Business Address: _____

Tel. No.: _____ Fax No. _____ E-mail: _____

Plant Address: _____

Contact Person: _____ Designation: _____

Tel. No.: _____ Fax No.: _____ E-mail: _____

Warehouse Address: _____

Contact Person: _____ Designation: _____

Tel. No.: _____ Fax No.: _____ E-mail: _____

SEC Registration No.: _____ Website: _____

BIR Registration No.: _____ TIN No. _____

No. of Employees: _____ Year Established: _____

Affiliated Company	Tel. No.	E-mail	PCAB License	Category	Specialty

Type of business Organization (Please Check):

Corporation Single Proprietorship Partnership Others

Date of Registration: _____ Place: _____

Officers / Directors:

a. President : _____ Mobile: _____ E-mail: _____

b. SR Vice- President: _____ Mobile: _____ E-mail: _____

c. Vice- President : _____ Mobile: _____ E-mail: _____

d. Treasurer : _____ Mobile: _____ E-mail: _____

ELECTRICAL EQUIPMENT & SYSTEM INTEGRATION, INC.

#2-B General Avenue, Barangay Bahay Toro, Project 8, Quezon City
Tel. No. (632) 376-2519, Telefax No. (632) 376-2437



COMMERCIAL & TECHNICAL MATTERS

Instruction: Please check appropriate box.

	YES	NO	COMMENTS
II. TECHNICAL SUPPORT			
Brochure/ Catalog	<input type="checkbox"/>	<input type="checkbox"/>	_____
Technical Specification	<input type="checkbox"/>	<input type="checkbox"/>	_____
Physical Sample	<input type="checkbox"/>	<input type="checkbox"/>	_____
Latest Brochure / Catalog	<input type="checkbox"/>	<input type="checkbox"/>	_____
Products	<input type="checkbox"/>	<input type="checkbox"/>	_____
Latest level	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does this Supplier have a process/ System in place to ensure that all Design requirements/ engineering Specification are communicated to Their supply base?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plant Visit	<input type="checkbox"/>	<input type="checkbox"/>	_____
No. of Person	<input type="checkbox"/>	<input type="checkbox"/>	_____
Service Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	_____
III. COMMERCIAL MATTERS			
Number of hours to provide a quotation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Willing to quote for EESI	<input type="checkbox"/>	<input type="checkbox"/>	_____
Flexibility in terms of negotiating	<input type="checkbox"/>	<input type="checkbox"/>	_____
Discount for bidding projects	<input type="checkbox"/>	<input type="checkbox"/>	_____

MINIMUM TERMS OFFERED:

30 days 60 days 90 days 120 days

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ACCREDITATION REQUIREMENTS

- a. Company profile
- b. S.E.C Certificate of Registration
- c. DTI Certificate of Registration
- d. B.I.R Registration
- e. Company Location Map/ Sketch
- f. Business Permit
- g. Acknowledged Supplier Code of Ethics

FOR CONTRACTORS

- a. PCAB License
- b. DOLE Registration
- c. Worker’s Insurance

*Please submit all the required documents together with this credit information sheet.

*All information given will be treated with strict confidentiality.

NOTE: Incomplete documents/ requirements will not be processed.

SUBMITTED BY:

Signature over printed name

Position: _____

Date: _____



SUPPLIER CODE OF ETHICS

Purpose and Scope

This code states the expectations from every supplier doing business with Electrical Equipment and System Integration Inc. In this document the definition of a supplier is any individual or business that is paid a fee for the supply of any goods and services to any part of the EESI business and includes any and all persons employed by the supplier, be they permanent, temporary, working under contract or instructions from the supplier, full or part-time.

We are committed to conducting our business with honesty, integrity, and respect and we expect all suppliers to maintain the required standards in accordance with this Code of Ethics.

Compliance to this code and our high ethical standards is a mandatory requirement of being a supplier to EESI, and as such, any failure to comply with this code or the laws and regulations in which the supplier operates will be fully investigated and appropriate action taken. In return, EESI commits to afford like and the same, all aspects of the code to the suppliers we do business with.

Code of Ethics Responsibility

Every supplier commits to put in place, maintain and comply, with adequate procedures to support the requirements within this code. Suppliers, by mutual agreement, will allow EESI to audit their supporting policies and compliance to this code of ethics. Suppliers commit to ask questions of, and promptly report any observed, suspected or known violations of law, regulatory rules or this code.

Confidentiality

Supplier commits to maintain the highest degree of integrity in their dealings with EESI both in terms of normal commercial confidentiality, and the protection of all sensitive information received in the course of providing the business services concerned.

Ethics

Supplier commits that, in the administration and delivery of their services, they conduct themselves honestly and honorably. Our supplier's approach will take proper account of ethical considerations, together with the protection and enhancement of the moral position of our and their business concerns.

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Conflict of Interest

Suppliers and those acting on their behalf will remain free from conflict of interest that may adversely influence their business relationship with EESI. Suppliers commit to disclose any potential conflict of interest promptly to EESI Top Management.

Suppliers will not offer to any employee, be they permanent, temporary, working under contract or instruction from EESI, full or part-time, any discount, inducement or reward other than that specifically documented in a signed contract or terms and conditions of business.

Examples of things we ask suppliers to avoid:

- Inappropriate gifts or hospitality that exceeds very modest limits. This includes any hospitality that involves sporting, theatre, music or other entertainment.
- Any personal discounts or other benefits that is not available to all EESI employees.
- Sharing our sensitive information with a competitor.
- Not disclosing a direct financial relationship with a competitor or supplier to EESI.
- Using non-public information for their gain or advantage.

Supplier Selection

Wherever practical and in the best interest of EESI and its customers, we may provide a competitive opportunity for supplier to earn a share of our purchases consistent with our goals of meeting our customers' expectations of quality, cost, and delivery.

Contracts

Supplier contracts will usually be in the form of a Purchase Order covered with our standard Terms and Conditions or a signed and legally binding supply agreement. Suppliers will always use their best endeavors to meet the obligations they commit under these agreements.

Payment

Suppliers will not offer to pay or accept receipt of any payment for more than a contractually agreed, market rate for goods and services. All payments sent and received will follow our strict financial control procedures.

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Comply with all anti-bribery laws and policies

Supplier shall not give, nor promise to give, a bribe or any type of improper payment in violation of anti-bribery laws and policies.

Competition and Anti-trust

Suppliers commit to only seek competitive advantage through lawful means. Suppliers will not stifle the free market or exchange information, agreements or understandings with competitors, customers, suppliers, or other third parties in any way that could be judged as anti-competitive.

Intellectual property and moral rights

EESI retains the moral rights in, and ownership of, all intellectual property that we create unless agreed otherwise in advance with our suppliers. In return, we respect the moral and intellectual copyright vested in our supplier's intellectual property,

Child Labor

Child Labor is not to be used in any stage of the work performed for EESI. If the minimum employment age in a jurisdiction is not defined, the term "Child" refers to any person employed under the age of 15 or under the age of completing compulsory education or under the minimum age for employment.

Professional Conduct

We expect suppliers to conduct their activities professionally, with integrity, courtesy, respect and dignity. They will take great care to be objective in their judgement, so that issues are never influenced by anything other than the best and proper interests of our business relationship.

Equality and discrimination

Supplier shall put in place, maintain and comply with adequate procedures that create a fair and objective employment environment and mean that they are never influenced in their decisions, actions or recommendations by issues of gender, race, creed, color, age, or personal disability.

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Harassment

Suppliers will not participate in any form of harassment toward an EESI employee or anyone we come into contact with whilst engaging in our business. Any circumstances where we believe harassment or discrimination may have taken place will be acted upon.

Supplier pledge

Suppliers to EESI commit to be accountable for and to continuously review their activities, actions, and behaviors in line with this code of ethics and take the appropriate decisions and corrective actions where necessary. Suppliers will act with honesty, integrity and respect in the normal course of their dealings with EESI.

Suppliers commit to ask questions of, and promptly report, any observed, suspected or known violations of laws, regulatory rules, this code or any other associated EESI agreements.

Reporting Non-compliance

Acknowledgement and Acceptance, to be submitted together with SCA (Supplier / Contractor Accreditation Form)

This is to certify that I have fully read the Supplier's Code of Ethics. Having fully read and understood the requirements of this Supplier's Code of Ethics. I hereby commit myself and my company to serve this Code of Ethics and to fully comply with all of its principles. I also certify that I am authorized by my company to sign and accept this document in its behalf.

Supplier: _____

Address: _____

Representative: _____

Signature: _____



Finance Management:

Approving Officers:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mobile

E-mail

Marketing Department:

a. Marketing manager:

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Mobile

E-mail

b. Sales Agent:

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Mobile

E-mail

c. Office Coordinator:

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Mobile

E-mail

Logistics Department:

d. Logistics Supervisor:

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Tel no.

Mobile

E-mail

List of Service Vehicles:

1. _____
2. _____
3. _____
4. _____
5. _____

Have you ever provided services or products to our company? If yes, what products or services?

TRADE REFERENCES:

List of Present Suppliers

Company Name

Address

Contact Person

Tel. No:

E-mail

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List of Major Clients

Company Name

Address

Contact Person

Tel. No:

E-mail

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Bank References:

Company Name

Address

Contact Person

Tel No:

E-mail

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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