



Maynilad

CONTRACTOR ACCREDITATION QUESTIONNAIRE

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INSTRUCTIONS

GENERAL POLICY FOR CONTRACTORS

1. All contractors must accomplish the questionnaire and submit the required documents indicated in the questionnaire. All information must be complete, factual, and correct. Submitted documents must be authentic and up-to-date. Incomplete submittals shall put the accreditation process on hold. Accredited contractors who fail to submit all requirements before the given deadline shall put the contractor on probationary status.
2. Legal implications shall be given to those who disclose and submit misleading, incorrect, and/or false information and documents. Maynilad holds the right to decline the application or revoke the accreditation of contractors who are involved in activities that put Maynilad at risk or are not in line with Maynilad's core values.
3. A team of auditors shall schedule and perform a financial, technical, and management system audit after the complete submission of the questionnaire and supporting documents. All contractors must accommodate Maynilad auditors and undergo a scheduled audit. Information and documents in the questionnaire shall be verified during the said audit. The contractor shall provide clarifications during the audit to avoid unfavorable results. Additional documents shall be submitted by the contractor upon request of the auditor.
4. Accredited contractors must undergo annual accreditation process. Failure to undergo annual accreditation process shall be a ground for delisting.
5. All contractors that failed the accreditation process shall be issued with a Letter of Regret.

INSTRUCTIONS FOR THE USE AND SUBMISSION OF THE CONTRACTOR ACCREDITATION QUESTIONNAIRE

1. The Contractor Accreditation Questionnaire is comprised of 55 questions subdivided into 11 parts, and 3 appendices, which must all be completely answered. Failure to complete this questionnaire in full may affect the categorization of the contractor to the type of project the contractor will be considered qualified.
2. Each question has a designated text box to contain the corresponding response thus no text box must be left unanswered. For questions that request to "describe" an answer, a brief and concise statement or response must be conveyed. Questions that do not apply to the contractor shall be clearly marked as "not applicable". Additional explanations or justifications may be included if deemed necessary.
3. Appendices redirected from specific questions are intended to be fully accomplished. Failure to complete the appendices in full may affect the technical evaluation of the contractor. Separate attachments of the responses for the appendices may be submitted, but it is not recommended.
4. Only the documents required in the questionnaire must be submitted. Additional attachments not requested within the questionnaire will not be checked. However, the contractor may be requested to submit additional documents if, and only if, Maynilad deems it necessary to support certain claims of the contractor. The contractor shall be informed beforehand to prepare these documents and shall be checked by a Maynilad evaluator during the scheduled audit.
5. The Contractor Accreditation Questionnaire, Letter of Application, and all required attachments must all be saved in a CD or USB Flash Drive, with an entity name: **CAQ_<CompanyName>** (e.g. CAQ_Maynilad). The Contractor Accreditation Questionnaire must be saved and returned in its original file type (i.e. Microsoft Word) with the filename: **Questionnaire_<CompanyName>**. The Letter of Application must follow the filename: **Application_<Company Name>** and saved as any file type (e.g. PDF, Word).
6. Required attachments must be saved as a PDF file with filename: **<PartNo.>_<QuestionNo.>_<Document Name>.pdf** (e.g. 1_3_CompanyProfile.pdf, 1_3_SECRegistration.pdf, etc.). Indicate in the designated text box the filename of the attachment. For attachments applicable to more than one question, duplicating the file is not necessary. The initial filename of the attachment must be used and restated in the corresponding text box. Each attachment must be placed in its corresponding folder with the following folder names listed below.

- | | |
|---|--|
|  1 Corporate Information |  6 Safety |
|  2 Financial and Legal |  7 Quality |
|  3 Experience |  8 Project Controls |
|  4 Project Management |  9 Subcontracting |
|  5 Procurement, Materials, and Equipment |  10 Labor Relations |
| |  11 Risk Management |

7. Do not send hard copies of the required documents nor send via email. Mail the CD or USB Flash Drive to the address: [MWSS Complex, Katipunan Avenue, Balara 1105 Quezon City, Philippines](#). Or you can save all requirements and submit/send them thru online platforms (e.g. Google Docs, OneDrive, etc.). Failure to follow this procedure (see figures for reference) shall put the accreditation process on hold and shall result to a request for resubmission of the contractor.

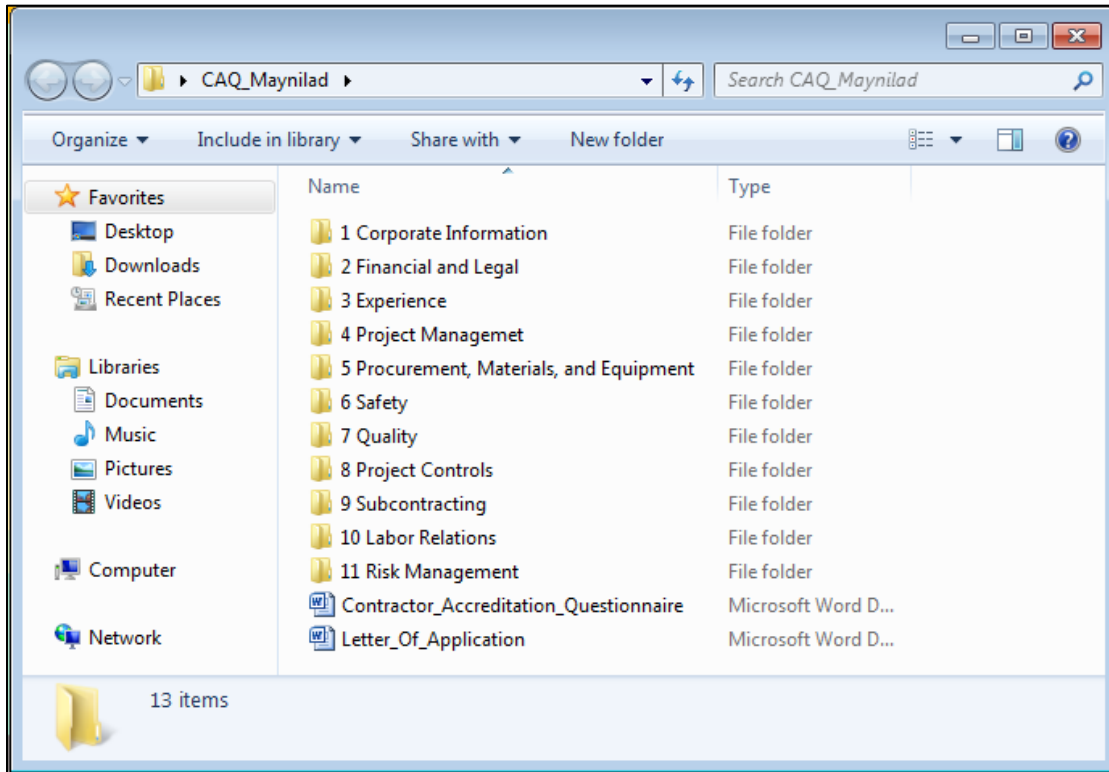


Figure 1. Sample of CD/ USB Content

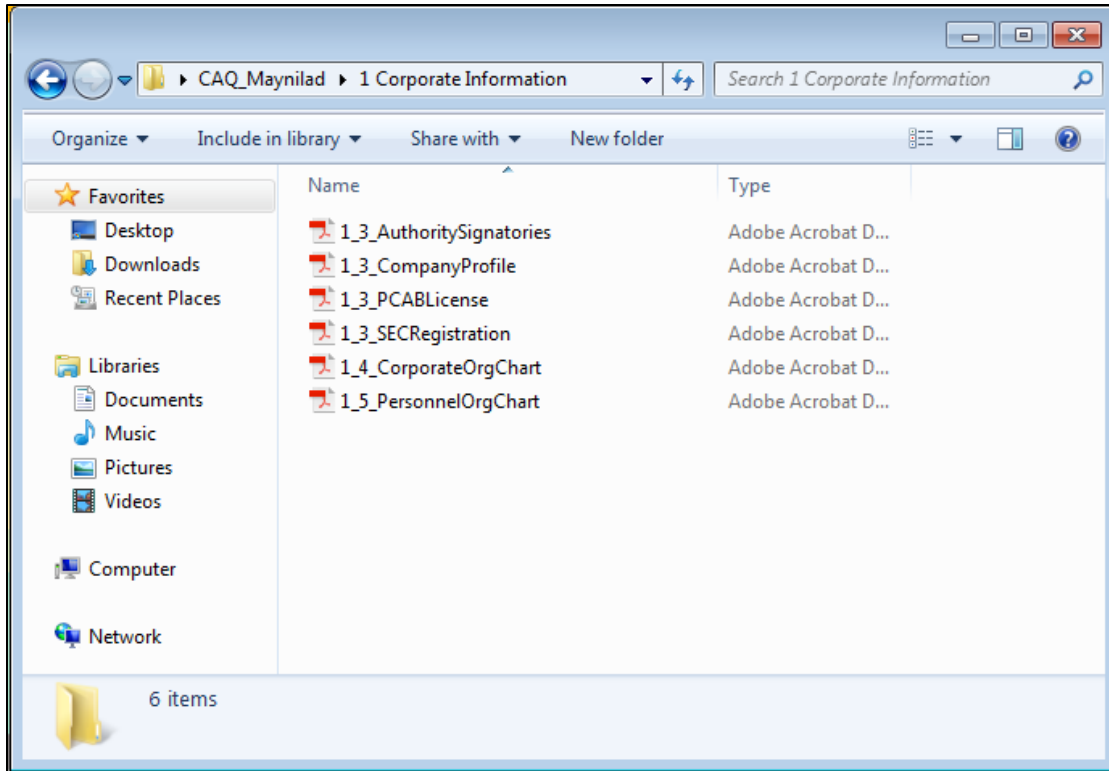


Figure 2. Sample of Documents with Appropriate Filenames

1.3 Do you hold the required certificates/registrations/permits to work legally in the Philippines?
 If yes, please attach copies.
 If no, describe plans to obtain the required certificates/registrations/permits in the remarks.

REQUIREMENTS		REMARKS
a. Authority of the Signatory(ies) of the Contractor	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click here to enter text.
b. Company Profile	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click here to enter text.
c. SEC/DTI Certificate of Registration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click here to enter text.
d. BIR Certificate of Registration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click here to enter text.
e. Philippine Contractors Accreditation Board (PCAB) License	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click here to enter text.

1.4 Provide organizational charts that indicate all corporate divisions, companies, and subsidiaries.
 Place response (description, supporting information, and/or comments) here:

See attachment 1_4_CorporateOrgChart.pdf

1.5 Provide an organizational chart of key company personnel including president, vice president/s and department managers.
 Place response (description, supporting information, and/or comments) here:

See attachment 1_5_PersonnelOrgChart.pdf

Figure 3. Sample of Appropriate Response

AGREEMENT

NOTICE FROM MAYNILAD

1. Maynilad is authorized to collect personal information directly from the contractor through this questionnaire. Maynilad reserves the right to use the collected information from the questionnaire and supporting documents at the Company's own discretion, with regard to the accreditation process.
2. Maynilad shall operate and hold personal data under strict confidentiality if the data are not intended for public disclosure as declared by the contractor and/or specifically covered by a separate written confidentiality agreement prepared by the contractor.
3. Maynilad does not guarantee invitation to biddings or awarding of projects after a contractor completes the accreditation process. The evaluation of the contractor submittals shall only determine the type of project the contractor shall be qualified to bid, only if the contractor passes the accreditation process. This Contractor Accreditation Questionnaire is for Maynilad Contractor Management information purposes only.
4. Maynilad reserves the right to reject any and all submittals at its sole discretion. Maynilad is authorized to remove and/or disregard applications from blacklisted contractors and new applicants that do not meet Maynilad Company Standards.
5. Maynilad shall not be responsible for costs and expenses incurred by the contractor during accreditation. Any reimbursements of expenses shall not be entertained.
6. Maynilad reserves the right to contact all references provided by the contractor to verify authenticity of submittals and claims, visit any contractor work locations, and interview any contractor personnel during the entirety of the accreditation period. Refusal of the contractor to allow Maynilad to probe contractor activities during accreditation shall put the accreditation on hold or, in a case to case basis, shall lead to the cancellation of the contractor application.

CONTRACTOR DECLARATION

I attest that my participation in the Maynilad Contractor Accreditation is voluntary. I declare that I have the proper authority to disclose the relevant information contained within.

I hereby declare that the information supplied in this application, including all the attachments, are true and correct, and the testimonials, certificates, letters of authorization and documents as given by the persons whose names appear on them and submitted with this application are true and genuine.

I understand how the personal information content in this application will be used and I consent to the use, transfer, and disclosure of the information for legitimate business purposes of Maynilad and in connection with a potential business relationship with my company.

I understand that any misrepresentation of information here and any effort to influence the Maynilad representative's decision in the evaluation of my application will put me and my company in the Maynilad Blacklist. I recognize that Maynilad reserves the right to hold legal implications for unlawful activities my company shall be involved in, in connection to the accreditation process.

Date Signed:		E-Signature:	
Name:			
Designation:			

CONTRACTORS ACCREDITATION QUESTIONNAIRE

1. CORPORATE INFORMATION

1.1 Provide the following information about your Company.

Company Name:						
Established as:	Corporation	Joint Venture		Contractor Group		
	Partnership	Affiliate				
	Individual	National Company				
Services: (please select all that applies)	Type 1 – Primary Pipelaying (300mm and above) Type 2 – Secondary Pipelaying (300mm and below) Type 3 – Waste Water Facilities and Conveyance – Construction of Reservoir and Pump Stations Type 4 – Building / Offices / Warehouse – Rehabilitation / Refurbishment of Facilities Type 5 – Electro Mechanical Works – Rehabilitation / Refurbishment of Pump Stations Type 6 – Automation and Instrumentation Works – Information Technology Works					
Specify one (1) expertise among the services selected:	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
If applicable, list your "other" services:						
Registered Address:	Country	City/Municipality	No.	Street	Barangay	
	Other					
Main Office Mailing Address:	Country	City/Municipality	No.	Street	Barangay	
	Other					
Warehouse Address:	Country	City/Municipality	No.	Street	Barangay	
	Other					
Postal Code:						
Phone Number 1:			Phone Number 3:			
Phone Number 2:			Fax Number:			
Email Address: someone@gmail.com			Website Address: www.sample.com			
SEC/DTI Certificate No.:			Tax Identification No.:			
PCAB Certification (AAAA,AAA,AA, etc.)			PCAB License Number:			
SSS Employer Number:			Philhealth Employer Number:			

Contractor Accreditation Questionnaire



1.2 Provide a high-level description of your company and typical services provided.

Place response (description, supporting information, and/or comments) here:

1.3 Do you hold the required certificates/registrations/permits to work legally in the Philippines?

If yes, please attach copies.

If no, describe plans to obtain the required certificates/registrations/permits in the remarks.

REQUIREMENTS			REMARKS
a. Authority of the Signatory(ies) of the Contractor	Yes	No	
b. Company Profile	Yes	No	
c. Organizational Chart (Detailed)	Yes	No	
d. SEC/DTI Certificate of Registration	Yes	No	
e. General Information Sheet	Yes	No	
f. BIR Certificate of Registration	Yes	No	
g. SSS Certificate of Registration	Yes	No	
h. Philippine Contractors Accreditation Board (PCAB) License	Yes	No	

2. FINANCIAL AND LEGAL

2.1 Provide your company's financial statements* (including balance sheet, income statement, and cash flow statements) as submitted to the Bureau of Internal Revenue (BIR).

*From the last three (3) years for new applicants

*From the latest year for accredited contractors

REQUIREMENTS		REMARKS	
a. Audited Financial Statement	Yes	No	
b. Annual Income Tax Return	Yes	No	

2.2 Summarize information found in the latest Financial Statement duly audited by an accredited auditor of the Securities and Exchange Commission (SEC).

Statement Year:	
Total Current Asset:	
Total Current Liabilities:	
Total Asset:	
Total Liabilities:	
FCC (CA-CL)*4:	
GFCC (FCC + Credit Line):	

2.3 Fill out the table below regarding your company's existing credit line/s from reputable bank/s and credible Maynilad Supplier/s.

Attach the corresponding certificate of bank/supplier for each project.

Bank/Supplier	Name	Amount

Bank	
Supplier	
Total	

Contractor Accreditation Questionnaire



2.4 Is there any litigation pending against your company?

Yes No

If yes, please describe, explaining actions taken and attach documents.

Place response (description, supporting information, and/or comments) here:

2.5 Do you have a policy to address information brokering?

Yes No

If yes, please attach policy.



3. EXPERIENCE

- 3.1 **Indicate number of years in General Construction, i.e. total number of years your company has been in the industry.**

- 3.2 **Indicate number of years in Similar Construction, i.e. total number of years your company has worked with Maynilad.**

- 3.3 **List down and provide the necessary information on all on-going and completed projects within or outside Maynilad for the last five (5) years. Include relevant projects that exhibit similar experience with project types your company is seeking an accreditation for.**
Attach the corresponding certificate of completion for each project.

Project Name	Project Details	Status	Contract Amount	Year of Completion	Name of Client

4. PROJECT MANAGEMENT

- 4.1 Describe your project management systems and procedures for planning and executing work. Include a copy of your work instructions and procedures for further clarification.**

Place response (description, supporting information, and/or comments) here:

- 4.2 Provide a copy of your company's work instructions on Solid Waste Management.**

Place response (description, supporting information, and/or comments) here:

- 4.3 Provide a copy of your company's work instructions on handling hazardous materials (e.g. Asbestos materials) before, during, and after any project.**

Place response (description, supporting information, and/or comments) here:

- 4.4 Describe your typical project management organization. Provide a typical project organizational chart including all key personnel down to discipline lead / general foreman level.**

Place response (description, supporting information, and/or comments) here:

- 4.5 Provide a brief description of the roles and responsibilities for each member of the typical project management organization.**

Place response (description, supporting information, and/or comments) here:

- 4.6 Provide the following information on the key personnel named on the organizational chart with the following job titles listed below. The requirements you need to comply are based on the type you applied.**

Minimum Requirements						
Manpower	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
Project Manager	1	1	1	1	1	1
Construction Manager	1	0	1	1	0	0
Project Engineer	4	2	3	2	2	2
Safety Officer Must be certified by BWC of DOLE	2	1	2	1	1	1
Pollution Control Officer Must be accredited by DENR	1	1	1	1	1	0
QA/QC	2	1	2	1	1	1
Materials Engineer Must be accredited by DPWH	1	0	1	1	0	0
Office Engineer	4	1	2	1	1	1
Foreman	2	2	2	2	2	1
Equipment Operator Must be accredited by TESDA	*	*	*	*	*	0
Welder Must be accredited by TESDA	*	*	*	*	*	0
Pipe Fitter	2	4	0	0	0	0

5. PROCUREMENT, MATERIALS, AND EQUIPMENT

- 5.1 Describe your overall procurement process for equipment and materials, including tools used. Provide a copy of your company's Logistics and Procurement Plan if necessary.**

Place response (description, supporting information, and/or comments) here:

- 5.2 Describe equipment and materials that you typically have procurement responsibility for on a project.**

Place response (description, supporting information, and/or comments) here:

- 5.3 Describe your overall materials management system, including tools used (e.g. materials handling plan).**

Place response (description, supporting information, and/or comments) here:

- 5.4 Provide a copy of your calibration certificates for tools currently in your inventory.**

REQUIREMENTS		REMARKS
a. Calibration Certificate	Yes No	

- 5.5 Have you interacted with Maynilad personnel to help transport equipment/materials related to the project?**

Yes No

If yes, explain the nature of your interaction.

Place response (description, supporting information, and/or comments) here:

- 5.6 How do you transport equipment/materials inside a project site? Indicate if you have your own transport group, if you subcontract, or if you have a joint venture agreement.**

Place response (description, supporting information, and/or comments) here:

- 5.7 How do you manage security for movements of equipment and materials?**

Place response (description, supporting information, and/or comments) here:

Contractor Accreditation Questionnaire



5.8 Provide a copy of your vehicle / equipment proof of ownership and maintenance / service program.

REQUIREMENTS		REMARKS
a. Equipment proof of ownership	Yes No	

5.9 Provide the necessary information regarding your major construction equipment currently in your inventory. The requirements you need to comply is based on the type you applied.

Minimum Requirements						
Equipment	Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
Service Vehicle	2	2	2	2	1	2
Concrete Cutter with Machine Guard	4	4	4	0	1	0
Compressor with Jack Hammer	4	4	4	1	1	0
Backhoe and/with Breaker	2	1	2	1	0	0
Dump Truck (Ten Wheeler)	4	0	4	0	0	0
Truck (Long Bed) with Boom	1	1	1	0	1	0
Mini Dump Truck (Six Wheeler)	5	5	5	2	1	0
Loader	1	1	1	1	1	0
Welding Machine	4	1	4	2	2	0
Water Pump Minimum 6" Diameter	1	0	1	0	0	0
Water Pump Minimum 2" Diameter	4	4	4	2	2	0
Motorized Pressure Pump with Gauge	2	2	2	0	0	0
Roller Compactor (Walk Behind)	1	1	1	1	1	0
Plate Compactor / Tamping Rammer	2	1	2	1	1	0
Concrete Vibrator	2	1	2	5	1	0
Concrete Mixer (1 Bagger)	1	1	1	2	1	0
Disinfection Kit	1	1	1	0	1	0

Description			
Vehicle / Equipment	Brand / Type	Plate No. / Serial No.	Year Model

Contractor Accreditation Questionnaire



Description			
Vehicle / Equipment	Brand / Type	Plate No. / Serial No.	Year Model

6. SAFETY

6.1 Provide a copy of your corporate Environment, Safety, and Health (ESH) Policy and Procedure.

REQUIREMENTS		REMARKS
a. ESH Policy and Procedure	Yes No	

6.2 Provide a list of your personal protective equipment and devices provisions. Describe how your company enforces the use of PPE in project sites.

Place response (description, supporting information, and/or comments) here:

6.3 Describe or provide the key elements of your company’s Incident Management and its Emergency Response processes.

Place response (description, supporting information, and/or comments) here:

6.4 Provide the following safety performance information for your company for the past 5 years using the following format. These statistics should include your employees and on-site contractors.

Year	Work Hours	Fatalities	LTI*	TRI**	NMI***

*Lost time Injuries (LTI) - If a person's condition resulting from an occupational injury or illness prevents him or her from performing their normal job description during their next scheduled work shift, the case is considered a lost time injury.

**Total Recordable Incidents (TRI) - A work-site accident that results in specific medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. Specific medical treatment includes treatment of infection, second or third degree burns or a fracture, application of sutures or other wound closing device, follow-up medication or treatment after an initial treatment for a minor injury, and admission to a hospital or an equivalent medical facility for treatment.

***Near Miss Incidents (NMI) - An undesirable or unexpected work-site event that could have resulted in an injury, operation incident, or property damage under slightly different conditions of timing, space, position, or sequence of events.

Provide an explanation of each fatality.

Contractor Accreditation Questionnaire



6.5 Provide information regarding any safety violations respondent has faced during the last 5 years:

	2019	2018	2017	2016	2015
Number of safety violations / fines your company has received each year from regulatory agencies*					

*If accredited contractor, indicate violations/fines you received from Maynilad in the latest year.

Provide an explanation of each violation.

Place response (description, supporting information, and/or comments) here:

7. QUALITY

- 7.1 List respondent's quality certifications and awards to local, national, or international standards for quality and identify recognized authority. Provide copies of certifications.**

Certification	Year

- 7.2 Is your company ISO Certified?**

Yes No 9001
Yes No 14001
Yes No 18001

If yes, please attach a copy of your Certificates

If no, proceed to question 7.3

- 7.3 Provide a copy of your company's work instructions / procedures / policies / quality manual and quality assurance program (including an internal audit schedule of the quality assurance system).**

Place response (description, supporting information, and/or comments) here:

8. PROJECT CONTROLS

- 8.1 Describe your cost estimating techniques and software utilized. Provide an example of how these tools have been used in a relevant project.**

Place response (description, supporting information, and/or comments) here:

- 8.2 Describe your project schedule techniques and software utilized. Provide an example of how these tools have been used in a relevant project.**

Place response (description, supporting information, and/or comments) here:

- 8.3 Describe your project planning techniques and software utilized. Provide an example of how these tools have been used in a relevant project.**

Place response (description, supporting information, and/or comments) here:

- 8.4 Describe your report generation techniques and software utilized. Provide an example of how these tools have been used in a relevant project.**

Place response (description, supporting information, and/or comments) here:

- 8.5 Describe any other methods, tools, or software your company employs to assure completion of a successful project – in particular, any formalized practices (e.g. lessons learned).**

Place response (description, supporting information, and/or comments) here:

9. SUBCONTRACTING

- 9.1 Provide a list of the types of work that your company typically subcontracts and the corresponding companies you have recently used for these activities. Please indicate all subcontractors contracted within the past five (5) years.**

Subcontracting		
Type of Work	Company Subcontracted	Year

- 9.2 How does your company prequalify and select subcontractors? Provide a copy of your criteria and elaborate how it is applied. If necessary, include a flowchart of the steps to go through a final subcontract award.**

Place response (description, supporting information, and/or comments) here:

- 9.3 How does your company evaluate and monitor subcontractor performance before, during, and after any project? Provide necessary documents to support your claims.**

Place response (description, supporting information, and/or comments) here:

- 9.4 Describe your approach / controls used to manage multiple subcontractors to achieve project objectives.**

Place response (description, supporting information, and/or comments) here:

10. LABOR RELATIONS

- 10.1 How does your company prequalify workforce candidates before hiring? Provide a copy of your criteria and elaborate how it is applied.**

Place response (description, supporting information, and/or comments) here:

- 10.2 Describe how the workforce is managed by your company. Indicate if you offer compensations, trainings, and other employee enrichment activities.**

Place response (description, supporting information, and/or comments) here:

- 10.3 Describe any labor affiliations (e.g. Union) and/or agreements you are a party to. Provide details and explain if there are any disputes within your company attributable to these affiliations.**

Place response (description, supporting information, and/or comments) here:

- 10.4 Describe how labor relations are managed by your company. If no relevant experience, describe proposed strategy for managing labor relations.**

Place response (description, supporting information, and/or comments) here:

11. RISK MANAGEMENT

11.1 Provide a copy of your company's Risk Management Plan during the implementation of a project.

REQUIREMENTS		REMARKS
a. Risk Management Plan	Yes No	

11.2 Describe your company's Risk Assessment Techniques and provide an example where you have applied these techniques during a project. Provide necessary documents to support your claim.

Place response (description, supporting information, and/or comments) here:

11.3 Describe your company's Risk Contingency Plan and provide an example where you have applied this plan. Provide necessary documents to support your claim.

Place response (description, supporting information, and/or comments) here: