



Republic of the Philippines  
METRO KIDAPAWAN WATER DISTRICT  
Bids and Awards Committee (BAC)  
Lanao, Kidapawan City

**Committed to Service, Development and Self-Reliance"**

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## **Supplier Accreditation and Certification Guidelines**

This *Accreditation and Certification Guidelines* is designed as basis for suppliers / distributors of products and services prequalification requirements to Metro Kidapawan Water District (MKWD).

Products and services include pipes, fittings, construction materials and other goods significant to the operation of MKWD.

### **Purpose**

This guideline describes the processes for interested supplier to:

- a. become accredited MKWD supplier
- b. obtain Certification for MKWD products and services
- c. provide or receive feedback regarding products or services
- d. understand the impact of updates to standards

### **Supplier accreditation includes:**

*Accreditation process for a new supplier*  
*Accreditation renewal process for a supplier*  
*Revoke accreditation process for a supplier*  
*Supplier audit process*

### **Product/service certification**

*Certification process for a new product/service*  
*Re-certification process for a product/service*  
*Revoke certification process for a product/service*  
*Product/service audit process*

### **Accreditation Period**

The process can be up to twelve (12) weeks, although it can be completed earlier if Accreditation Agreement will be signed earlier.

Accreditation duration will be for one year. Two months before expiration, supplier / distributor may apply for a renewal.

## **Procedures**

- 1 File an Accreditation Application form**
- 2 Sign and return the Accreditation Agreement**

## **Accreditation Renewal**

Accreditation needs to be renewed annually. Two months prior to accreditation expiry date, MKWD BAC will inform for arrangement for accreditation renewal. This process can take up to six weeks, although it can be completed in earlier if Accreditation Agreement will be signed earlier.

## **Procedure**

- 1 Review the Accreditation Renewal Package**
- 2 Sign and return the Accreditation Agreement**

## **Revoke Accreditation**

The following reasons may be ground for accreditation revocation:

- a. MKWD BAC received a complaint about your company or products, which was confirmed to be valid
- b. Supplier Audit produces an unsatisfactory report
- c. MKWD BAC has confirmed that you have not complied with Accreditation Agreement.

## **Procedure**

- 1 Receive notification that the revoke accreditation process is being carried out**
- 2 Warning issued**

For unresolved issue(s), a written notice to revoke an existing accreditation will be issued by MKWD BAC. Supplier will be given 5 days to appeal.

- 3 Revocation Notice issued**

If issues will remain unjustifiable, Revocation Notice will be issued with conditions specified.

## **Supplier Audit**

### **Purpose**

This describes the supplier audit process for an accredited supplier.  
This process may begin in response to end-users complaint.  
This process can take up to 10 weeks.

## Procedure

### 1 The supplier audit will be carried out

Supplier/distributor will receive notification from the MKWD BAC that you will be subject to a supplier audit.

### 2 Respond to the Audit Report

Supplier/distributor will receive the Audit Report from MKWD BAC.

### 3 Receive notification of audit outcome

## Product/Service Certification

### Certification

#### Purpose

- a. MKWD BAC-TWG will conduct certification process for a product or service offered by an accredited supplier.
- b. This process can take up to twelve (12) weeks, providing an appropriate standard exists for the product or service. If not, a new standard will need to be created. This process can take several months. Therefore the certification application will be put on hold.
- c. Product certification lasts for one year. At the end of that period you will need to apply for a renewal. ***Certification will be a prerequisite for accreditation.***

## Procedures

### 1 Complete a Product/Service Certification Application form and Self-Assessment Checklist

### 2 Receive Certification Certificate

If product/service conforms to the standards then supplier/distributor will receive a certificate advising that certification will be granted in compliance for applied product/services.

In some cases supplier may be granted compliance with conditions. Supplier will be advised of the conditions should this occur.

## Re-Certification

#### Purpose

- a. MKWD BAC-TWG conducts the re-certification process for a product or service offered by an accredited supplier.
- b. Certification needs to be renewed annually. Two months prior to your certification expiry date the supplier may process its renewal.
- c. This process can take up to six weeks.

**Annual Accreditation Fee**

**Categories**

<b>Cl and brass Fittings, Valves and Appurtenances</b>	<b>P 5,000.00</b>
<b>uPVC Pipes</b>	<b>5,000.00</b>
<b>Water Meters</b>	<b>5,000.00</b>
<b>HDPE Pipes</b>	<b>3,000.00</b>
<b>Construction materials</b>	<b>1,500.00</b>
<b>Plumbing supplies, GI Pipes and Fittings</b>	<b>1,500.00</b>
<b>Office Supplies</b>	<b>500.00</b>
<b>Groceries</b>	<b>500.00</b>
<b>Food and catering services</b>	<b>1,000.00</b>
<b>Hardware (Vehicle and Equipments)</b>	<b>500.00</b>
<b>Others (to be determined by BAC)</b>	

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