



Control No.

Supplier Name:	
TIN/VAT Registration:	

TERMS AND CONDITIONS

1. All Non-Trade Suppliers must pass the accreditation process to obtain Accreditation Certificate. This shall be governed by the Policy and Procedure for Accrediting Suppliers of Non-Trade Goods and Services. The Accreditation Certificate is for internal purposes of PSC/CDI only.
2. The accreditation is valid for one (1) year from date of issuance of Accreditation Certificate. Supplier may, however, file for re-accreditation after the period has expired, subject to PSC's approval.
3. Accredited suppliers shall ensure that the Non-Trade good/s and service/s they supply comply with the prescribed PSC/CDI requirements, standards and quality for the duration of the accreditation period.
4. Accredited Service Providers and Non-trade Suppliers will be included in the list of PSC-CDI non-trade supplier pool that PSC and CDI may obtain non-trade goods and services from.
5. Suppliers contained in the accredited pool are not automatically assured of orders from PSC and/or CDI. As a matter of procedure, all non-trade products and services are subject to evaluation by PRD and concerned divisions before Purchase Orders are granted
6. All negotiated prices should be protected. Any price increase shall be under mutual consent, wherein a 30 day written notification is to be provided to PSC/CDI subject for approval.
7. Any changes in specifications, packaging, minimum order, and lead time shall be under mutual consent, wherein a 30 day written notification is to be provided to PSC/CDI subject for approval.
8. Suppliers are subject to performance evaluation based on, but not limited to, quality, on time delivery, and response time, which may be used for future accreditation evaluation.
9. PSC/CDI in its discretion has the right to revoke or nullify accreditation by giving at least fifteen (15) days prior written notice.
10. Releasing of payments or collection schedule for Non-Trade Suppliers is every Wednesday, unless changed upon written advise by PSC.
11. PSC, belonging to Top 10,000 private corporations (under BIR Revenue Regulation 17-2003), is an authorized tax withholding agent and is therefore delegated to withhold 1% for supplier of goods and 2% for supplier of services. Suppliers who are tax exempt by virtue of existing laws are required to furnish proof or certificate of exemption.
12. Non-Trade Suppliers agree that all orders and supply of products delivered to and received by PSC/CDI are deemed fully and correctly paid after three (3) months from date of receipt by PSC of the goods from supplier.
13. For issues and other concerns you may call Jennifer B. Bringas at 705-5381 or email at jbbringas@7-eleven.com.ph

APPROVED BY:

 Supplier:
 Signature Over Printed Name

 Eduardo P. Bataclan
 Procurement Division Manager