



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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February 26, 2008

MEMORANDUM ORDER

NO. *2-2008-18*

Series of 2008

SUBJECT: Implementing Guidelines in the Accreditation of Meat Establishment Contractors and Fabricators

WHEREAS, pursuant to the provision of RA 9296, also known as The Meat Inspection Code of the Philippines, the National Meat Inspection Service (NMIS) shall implement the Meat Establishment Improvement Program (MEIP) for Local Government Units (LGUs) to upgrade existing meat facilities to national standards for accreditation.

WHEREAS, the Department of Agriculture Memorandum Circular No. 01, Series of 2007 provides that only accredited contractors and fabricators shall be allowed to participate in the bidding of projects with funding from the Meat Establishment Improvement Program under the General Appropriations Act.

WHEREAS, the abovesited Memorandum Circular likewise provides that an accreditation guidelines for meat establishment contractors for facilities and fabricators for equipment shall be implemented by NMIS.

NOW, THEREFORE, I, ATTY. JANE C. BACAYO, Officer-In-Charge, Office of the Executive Director of the Department of Agriculture – National Meat Inspection Service (DA-NMIS), in accordance with the Meat Inspection Code of the Philippines, hereby issue this Order to implement accreditation of meat establishment contractors and fabricators.

Section I
Scope

This Order shall apply to meat establishment contractors and fabricators, to gain eligibility in the bidding of projects under the MEIP and other related meat establishment programs and projects.

Section II
Definition of Terms

The following words when used in this Order shall mean as follows:



The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.

Accreditation – the procedure whereby the concerned government agency or bureau gives formal recognition to a person, firm, corporation or entity having competence and legal character to perform activities or functions as certified.

Contractor – any person, firm, corporation or entity duly registered with the Philippine Contractor Accreditation Board (PCAB) and licensed to perform activities such as, but not limited to build, construct, erect, repair, rehabilitate meat establishment buildings, facilities, grounds and other components.

Fabricator – any person, firm, corporation or entity duly registered with the Securities and Exchange Commission (SEC) and/or the Department of Trade & Industry (DTI) to perform activities such as, but not limited to manufacture, distribute, install, produce, invent and test run operation of meat establishment machinery and equipment.

Section III Requirements for Accreditation

A. An application for accreditation of meat establishment **contractor** shall comply with the following requirements;

1. Cover Letter (printed on company's letterhead) containing the following information:
 - Complete Legal Name of Company
 - Complete Mailing Address
 - Authorized Legal Representative as evidenced by a Special Power of Attorney
 - Contact Details (telephone and fax numbers, email address)
 - Specimen Signature of Representative(s)
2. PCAB Registration
3. SEC or DTI Registration
4. Business Permit
5. Taxpayer's Identification Number and Tax Clearance Certificate from BIR
6. List of Projects Completed in the last 5 years with contract amount, clients' name and contact numbers
7. List of Construction Equipment Owned/Leased
8. Notarized undertaking that the company is not "blacklisted" or barred from joining biddings by the Government or any agencies, offices, corporations or LGUs, including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board (GPPB)

B. An application for accreditation of meat establishment **fabricator** shall comply with the following requirements;

1. Cover Letter (printed on company's letterhead) containing the following information:



- Complete Legal Name.of Company
 - Complete Mailing Address
 - Authorized Legal Representative as evidenced by a Special Power of Attorney
 - Contact Details (telephone and fax numbers, email address)
 - Specimen Signature of Representative(s)
2. SEC or DTI Registration
 3. Business Permit
 4. Taxpayer's Identification Number and Tax Clearance Certificate from BIR
 5. List of Projects Completed in the last 5 years with contract amount, clients' name and contact numbers
 6. List of Fabrication Equipment Owned/Leased
 7. Notarized undertaking that the company is not "blacklisted" or barred from joining biddings by the Government or any agencies, offices, corporations or LGUs, (including non-inclusion in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board (GPPB))

Section IV

Application Procedure and Evaluation Process

The NMIS Regional Technical Operations Center (NMIS RTOC) shall accept applications for initial review and evaluation (such as Application Requirements listed in Section III) and collection of fees and charges to be remitted to the National Treasury, then submit the documents to the Office of the Executive Director for processing and final evaluation by the Committee created for this purpose.

The Committee, headed by the NMIS Deputy Executive Director, with members from the NMIS Accreditation, Registration and Enforcement Division (ARED) both from Central and Regional Offices, DA Regional Field Unit - Regional Agricultural Engineering Division, Agricultural Machinery Testing and Evaluation Center (for fabricators only), shall conduct actual evaluation of the applicant.

Upon validation and satisfactory compliance with the requirements, the Committee shall recommend to the Office of the Executive Director the approval or disapproval of the application. If approved, the corresponding accreditation certificate will be issued through the concerned NMIS RTOC Office. If disapproved, the NMIS shall inform the applicant in writing, citing reasons thereof

Section V

Evaluation Criteria

- A. The evaluation criteria for accreditation of meat establishment **contractors** are as follows;

Parameter	Percentage
1. Office (Space & Amenities)	0 -5
2. Sustaining Technical Employee/s (STEs)	0-15
3. Operating Coverage (No. of Branch Offices)	0-15
4. Equipment Owned	0-15
5. No. of Years in Construction Business	0-5
6. Capitalization	0-10
7. Plant Area and Amenities	0-10
8. PCAB Category	0-10
9. Ownership Classification	0-5
10. Support Shop Equipment	0-10
TOTAL	100

B. The evaluation criteria for accreditation of meat establishment equipment fabricators are as follows;

Parameter	Percentage
1. Office (Space & Amenities)	0 -5
2. Sustaining Technical Employee/s (STEs)	0-15
3. Operating Coverage (No. of Branch Offices)	0-15
4. Fabrication Equipment Owned	0-15
5. No. of Years in Fabrication Business	0-5
6. Capitalization	0-10
7. Fabrication Area and Amenities	0-10
8. Fabrication Methodology	0-10
9. Ownership Classification	0-5
10. After Sales Service	0-10
TOTAL	100

The rating scale for the classification of the company's accreditation are as follows;

- 81 - 100% for AAA (eligible for all types of projects nationwide)
- 61 - 80% for AA (eligible for AA and A projects nationwide)
- 41 - 60% for A (eligible for AA and A projects within the region)
- Below 40% - Failed (No Accreditation Certificate to be issued)

Section VI Applicable fees and Charges

1. The applicable fees and charges for the accreditation of meat establishment facilities contractor and equipment fabricator are the following;

Application Fee P 500.00
Processing Fee 2,500.00

Application Fee P 500.00
Processing Fee 2,500.00

These fees shall be paid upon submission or prior to actual evaluation to the NMIS RTOC.

Accreditation Fee
A P 500.00
AA 1,000.00
AAA 1,500.00

The accreditation fee shall be paid upon the release of the certificate of accreditation.

2. The validity of accreditation certificate is one (1) year, commencing from the date of issuance.


3. A company can be accredited both as contractor and fabricator. In this instance, corresponding payments shall be made accordingly.

Section VII Sanctions and Penalties

1. An application shall be denied for, but not limited to the following reasons;
 - The applicant company or its authorized representative has a record of unsatisfactory performance in previous projects
 - The applicant company or its authorized representative is the subject of a complaint in relation to professional competence and ethical conduct.
2. An accreditation certificate shall be revoked when an accredited company is being complained of project recipients relative to its performance.
3. The applicant can appeal in writing to the DA-NMIS Office of the Executive Director within five (5) days upon receipt of its evaluation or denied application.
4. The NMIS shall limit the number of projects to be undertaken by accredited contractors and fabricators based on the company's contracting capacity.

Section VIII Effectivity

This Order shall take effect immediately upon approval.


ATTY. JANE C. BACAYO, DVM, MPA
Officer-In-Charge
Office of the Executive Director