



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM ORDER

NO. 12-2011-169

Series of 2011

SUBJECT: Implementing Guidelines in the Accreditation of Meat Establishment Equipment & Facility Supplier

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 (MEIP) under the General Appropriations Act.

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

WHEREAS, there is also a need to accredit local suppliers of meat establishment equipment, cooling facilities and systems manufactured abroad.

NOW, THEREFORE, I, ATTY. JANE C. BACAYO, 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 equipment & facility suppliers.

Section I
Scope

This Order shall apply to meat establishment equipment & facility suppliers, to gain eligibility in the bidding of projects under the MEIP and other related meat establishment programs and projects.



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

Section II
Definition of Terms

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

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, and 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 and 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.

Supplier – any person, firm, corporation or entity duly registered with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry (DTI) to perform activities such as, but not limited to supply, assemble, install, and test run operation of meat establishment machinery, cooling facilities and systems where the principal is based abroad.

Section III
Requirements for Accreditation

An application for accreditation of meat establishment equipment **supplier** 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 (TIN) and Tax Clearance Certificate form BIR

5. List of Projects Completed in the last 5 years with contract amount, clients' name and contact numbers
6. Product Lines with brochures, pamphlets etc.
7. List of Sustaining Technical Employees (STE) with valid licenses
8. Audited Financial Statements & Income Tax Return
9. 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).
9. Memorandum of Agreement/Contract to distribute between Principal (based abroad) and supplier.
10. Undertaking accepting responsibility over safety and quality of equipment from abroad (liability).

Section IV

Application Procedure and Evaluation Process

The NMIS Regional Technical Operations Center (NMIS RTOC) shall accept applications for accreditation as meat establishment equipment & facility **supplier** for initial review and evaluation (such as Application Requirements listed in Section III) and collect application fees and other official charges to be remitted to the National Treasury. The RTOC shall then submit the application with all required 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 the members from the NMIS Accreditation, Registration and Enforcement Division (ARED) both from Central and Regional Offices, DA Regional Field Unit – Regional Agricultural Engineering Division (RAED), and Agricultural Machinery Testing and Evaluation Center (AMTEC) 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. 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)	5
2. Sustaining Technical Employee/s (STEs)	15
3. Operating Coverage (No. of Branch Offices)	10
4. Equipment to include testing instruments	10
5. No. of Years in local Business	5
6. Capitalization	10
7. Support Plant (Area & Amenities)	10
8. Product Lines	20
9. Ownership Classification	5
10. After Sales Servicing	10
TOTAL	100

The rating scales 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 equipment & facility supplier are the following:

Application Fee Php 500.00
Processing Fee Php 2,500.00

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

The following accreditation fee shall be paid upon the release of the certificate of accreditation;

A Php 500.00
AA Php 1,000.00
AAA Php 1,500.00

- 2. The validity of accreditation certificate is one (1) year, commencing from the date of issuance.
- 3. A company maybe accredited as contractor, fabricator and supplier. In this instance, corresponding application and 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. A written complaint shall serve as the basis for investigation of an alleged unsatisfactory performance. If ever such company is proven for its unsatisfactory performance, the accreditation certificate will be revoked.
4. 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.
5. The NMIS shall limit the number of projects to be undertaken by accredited contractors and fabricator based on the company's contracting capacity or NFCC, as provided for in Republic Act # 9184.

Section VIII
Effectivity

This Order shall take effect immediately upon approval.


ATTY. JANE C. BACAYO, DVM, MPA
Executive Director