

GENERAL ACCREDITATION PROCEDURES:

1. Each contractor / supplier is required to have or get a copy of the **APPLICATION FORM** which is available or can be obtained from the in-charge or can be downloaded from the company's Website at www.cityland.net . Kindly fill-out the forms completely & properly without alterations.
2. Submit the duly accomplished application forms together with the required attachments or documents (see page 5 for the list) and your company profile to the staff in-charge. A letter of intent or proposal may be included or provided
3. The accreditation papers & company profile will be forwarded to the **Technical Committee** for initial review and assessment and if the committee will be interested in your company, they will proceed with the next procedure or verification.
4. The entire accreditation process may take a few months or an indefinite period of time. Cityland does not hold any responsibility of notifying or updating each of the contractors / suppliers of the status or results of their accreditation. The contractor/supplier should make the necessary effort to do a follow-up with the in-charge from time to time.
5. An approved accreditation status does not automatically nor immediately entitle the contractors or suppliers to have any project or contract with Cityland. Being accredited by Cityland is only officially including your company in the roster of possible bidders. The Technical Committee (not the accreditation in-charge) may contact or invite you in case they will need your products or services for our present projects.
6. Incomplete accreditation documents will not be accepted by the in-charge. Any fake/forged documents will result in canceled applications.

FOR INQUIRIES please call JENNIE G. MONCADA 893-6060 loc. 274