



The following guidelines are hereby adopted for accreditation of service provider of PNOC-ESB pursuant to the PPA Administrative Order No. 06-2019.

**SECTION 1. LIST OF PORT SERVICES**

As used herein, the terms below are the list of Port services in PNOC-ESB.

- a. Bunkering – The business of supplying, delivering oil, gasoline, grease, lubricant, and other oil products and materials to vessels, ships, tugboats and other seagoing crafts
- b. Brokerage – The business of facilitating clearance of imported, exported goods, merchandise and cargoes from the Bureau of Customs
- c. Canteen Service – The business of selling food to serve employees/occupants/passengers thereat
- d. Chandling – The business of supplying food items, groceries, consumables and other provisions to vessels and other seagoing crafts docked at the piers
- e. Pilotage Service – The business or service of conducting a vessel from/to Pilots' Boarding Station, to/from berth or anchorage, at any public or private wharf or pier
- f. Transport Service/Hauling/ Trucking – The business of providing trucks and other vehicles for delivery and movement of cargoes and passengers
- g. Shore Reception Facility – The business of providing waste collection services for ships and within port premise for garbage, oil/sludge and other kinds of waste
- h. Water Suppliers – The business of supplying fresh water to vessels, ships and other port users
- i. Other Services – Refers to services which are not listed herein but maybe classified in future regulations

**SECTION 2. DOCUMENTARY REQUIREMENTS FOR ACCREDITATION**

**1. LEGAL REQUIREMENTS**

**i. Company / Business Profile**

- 1.1 Authenticated Certificate of Registration, Accreditation/ License/ Eligibility/ Franchise issued by:  
DTI – Sole Proprietorship  
SEC – Corporations / Partnership  
CDA – Cooperatives
- 1.2 Latest Updated General Information Sheet
- 1.3 Owner's Identification (valid ID's include: Driver's License, Passport or NBI Clearance)

**ii. Permits/Proof of Business Address**

- 2.1 Business Permit/Mayor's Permit for the current year issued by the city or municipality where the principal place of business of the applicant is located;

**iii. Labor Related Documents (for the last 6 consecutive months prior to submission of application) – Certification in good standing of**

- 3.1 SSS Remittance
- 3.2 Phil health Contribution
- 3.3 Home Development Mutual Fund Remittances
- 3.4 Safety Program

**2. TECHNICAL REQUIREMENTS**

- 1. Letter of Intent addressed to:

*The PNOC President and CEO  
Philippine National Oil Company  
6/F Bldg. 6, Energy Center  
Rizal Drive, Bonifacio Global City  
Taguig City*

- 2. Completely accomplished Accreditation Form (available from PNOC – ESB office) and a non-refundable payment of PHP 3,000.00.

- 3. List of personnel which shall include the following information: complete name, position in the company, address, age, educational background, experience with Inclusive dates, and number of years of experience, as well as the employment status of the personnel – If permanent or contractual employee;

- 4. Duly Accomplished and Notarized Omnibus Sworn Statement indicating that: (a) the signatory to the application is the duly authorized representative of the company; (b) each of the documents submitted is an authentic copy of the original, and all statements and information provided therein are true and correct; (c) it is authorizing PNOC to verify all the documents submitted; (d) that the applicant is not related to any officer and employee of PNOC; (e) it is compliant with existing labor laws and standards; (f) it did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official or representative of the government in relation to any project or activity.

Proof of authority of the duly authorized representative (such as a Secretary's Certificate with a Board Resolution confirming the appointment) must be attached to the Omnibus Sworn Statement.

**3. OTHER DOCUMENTARY REQUIREMENTS**

- 1. Service Contract or Authorization/Appointment provided by Shipping Line/ Company to a Shipping Agent/Representative (emailed Authorization/Appointment

is acceptable).

- 2. Copy of information of membership or affiliation from trade associations or business group.

**SECTION 3. EVALUATION**

All applications filed or submitted shall be initially evaluated by the Technical Working Group (TWG) of PNOC – ESB Department, Administration Division. The TWG shall provide recommendation for approval to the PNOC President. The PNOC President or his duly designated representative may approve or reject the application, in accordance with this guidelines, and other applicable laws, circulars and regulations of which the services are categorized into.

**SECTION 4. ISSUANCE AND VALIDITY OF CERTIFICATE OF ACCREDITATION**

After evaluation and verification, the Philippine National Oil Company will inform the applicant in writing of the acceptance or denial of their application.

- 2. Upon compliance with and completion of all the requirements enumerated in Section 2, a Certificate of Accreditation shall be issued by the PNOC. The Certificate of Accreditation shall be valid for three (3) years and may be renewed in accordance with Section 7 of this Guidelines.

**SECTION 5. RESPONSIBILITIES OF AN ACCREDITED SERVICE PROVIDER (ASP)**

The Accredited Service Provider shall:

- 1. Comply with all PNOC Energy Supply Base policies, rules and regulations on Safety, Health, Security and Environmental Management, and all other applicable rules and regulations.
- 2. During operations, an accredited service provider must ensure the safety and environmental impact of the operations.
- 3. Accredited service provider must settle all financial obligations after the completion of the activity rendered inside the PNOC- ESB premises. Prevailing service charge rates as defined and indicated in the tariff shall apply.

**SECTION 6. GROUNDS FOR REVOCATION/CANCELLATION OF ACCREDITATION CERTIFICATE**

Accreditation as a duly certified service provider can be revoked anytime by the management of PNOC – ESB upon infraction of any of the following acts. Further, Service Provider will also be banned from doing business and rendering services inside PNOC – ESB premises.

- 1. Misrepresentation or submission of fraudulent document to support the application for accreditation,
- 2. Engaging in activities other than those specified in the Accreditation Certificate,
- 3. Using the accreditation certificate to engage in nefarious, illegal, immoral and vicious activity,
- 4. Non-payment of the accreditation fee,
- 5. Failure to renew accreditation within one (1) month before the expiration of the accreditation,
- 6. Violation of professional ethics,
- 7. Threat of future harm or use of defamatory words to any of the PNOC and/or PNOC subsidiaries employee or officer,
- 8. Any threat that will affect the operations of the Energy Supply Base and its clients, vessels, consignee and agents,
- 9. Final judgment of conviction of any Company Officers of a criminal offense involving moral turpitude, and
- 10. Conflict of interests.

**SECTION 7. NON-TRANSFERABILITY OF ACCREDITATION CERTIFICATE**

- 1. The Accreditation Certificate issued to the ESB Service Provider and the rights and privileges with respect thereto, is non transferable to another entity. Any violation thereof shall be a ground for the automatic cancellation of such certification.

The erring port service provider shall not be issued any certification by ESB and shall further be prohibited from rendering service at ESB for a period of one (1) year from the date of violation.

**SECTION 8 RENEWAL OF ACCREDITATION**

- 1. The Port Service Provider shall renew its accreditation not later than sixty (60) days prior to the anniversary date of the accreditation. Late submission of updated documentary requirements for accreditation shall be subject to penalty of twenty-five (25) percent per annum or point sixty-nine (0.69) percent per day of delay. Failure to submit updated documentary requirements after sixty (60) calendar days from the anniversary date shall cause the automatic cancellation of the accreditation certificate.

- 2. PNOC may require other additional documents/requirements as the need arises, subject to appropriate notice given to all parties interested in renewing their accreditation.

APPROVED

*ADM RUBEN S. LISA (RET)  
President and CEO*

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