



Expedise Vendor Agreement Policy

Focus Areas: Warehouse, Trucking, Customs Brokerage, Freight, Manpower

Effective Date: July 1, 2025

Valid Until: June 30, 2026

Prepared by: Vendor Management Team, Expedise

Version: 1.1

1. Purpose

To establish the framework for engaging and managing core operational vendors who support Expedise’s end-to-end logistics and staffing services.

2. Scope of Covered Vendors

Vendor Type	Examples
Warehouse Management	MegaLogiX, StorePro PH
Trucking Services	RoadKing Logistics, TruckTayo
Customs Brokerage & Freight	OceanFast Freight, CargoLink
Manpower Services	ABC Workforce, HireSure PH

3. Agreement Duration & Review Cycle

Vendor Type	Contract Term	Review Month
Warehouse Management	12 months	January
Trucking Services	6 months	June / December
Customs Brokerage & Freight	12 months	September
Manpower Services	12 months	March

4. Accreditation Requirements

All vendors must be **accredited** by Expedise prior to engagement. Accreditation is valid for **12 months** and renewable annually. Requirements include:

General Requirements for All Vendors

- Company Profile with organizational chart
- Business Registration Documents:
 - DTI / SEC Certificate
 - Mayor's Permit
 - BIR Certificate of Registration (Form 2303)
- Valid Government IDs of signatories

- Signed Non-Disclosure Agreement (NDA)
- List of current clients and previous projects
- Client recommendation letter (minimum 1)
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- Sample of Invoice

Warehouse Vendors

- Fire Safety Inspection Certificate (FSIC)
- PEZA Accreditation (if applicable)
- Floor plan with warehouse zones
- Inventory Management System overview
- Safety protocols and insurance policy copy

Trucking Vendors

- Fleet List with plate numbers
- LTFRB Permits / Franchises
- OR/CR of vehicles (at least 70% active)
- Insurance documents (cargo & vehicle)
- Driver License and Drug Test results (per driver)

Customs Brokerage & Freight Forwarders

- BOC Accreditation Certificate
- ICCS or PEZA Accreditation
- Tariff Specialist/Customs Broker PRC License
- Sample clearance files / documentation

- Proof of international partner network (for freight)

Manpower Providers

- DOLE Registration or Accreditation
- SSS, PhilHealth, Pag-IBIG Remittance Proof
- Employment Contract Template
- Training Program Outline
- Certification of No Labor Case (NLRC)

✦ **Vendors must pass a physical inspection** or virtual audit (as needed) before final approval.

✦ **Renewal of accreditation** must be completed at least **30 days before expiry**.

5. Performance Evaluation

(Same as previously provided – KPI-based evaluation with quarterly review and scoring.)

6. Billing and Payment Terms

(Same as previously provided – 30-day term, monthly submission, dispute handling.)

7. Termination Clause

(Same as previously provided – with 30-day notice or immediate for cause.)

8. Code of Conduct

(Same as previously provided – ethical practices, fair labor, safety compliance.)

9. Confidentiality Clause

(Same as previously provided – all vendor engagements covered by NDA.)

10. Document Control

This policy will be reviewed annually, with formal notices sent out. All vendors must acknowledge updated versions within **7 business days**

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