

BUREAU OF PHILIPPINE STANDARDS (BPS) CITIZEN'S CHARTER

Bureau of Philippine Standards (BPS)

• 3rd Floor, Trade and Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City

• Tel. No.: 751 4749, Fax: 751 4706

• Email: bps@dti.gov.ph, Website: www.bps.dti.gov.ph

A. **Vision:**

Mission:

B.1 **Frontline Services Offered and the Clientele:** Processing of Import Commodity Clearance (ICC) for Importers of Products Under Mandatory Certification (Refer to the list available at the BPS front desk or BPS Website)

Description of Service: Issuance of ICC to imported products covered by mandatory BPS product certification

B.2 **Requirements:**
 Notarized, filled-up application form for Import Commodity Clearance (ICC) together with the following documents (in 2 sets):
 1. Packing List (Certified true copy)
 2. Import Entry (Certified true copy)
 3. Commercial Invoice (Certified true copy)
 4. Bill of Lading/Airway Bill (Certified true copy)
 5. Summary of Batch Numbers/Serial Numbers of the product(s) covered by mandatory certification (original copy)
 6. Special Power of Attorney / Board Resolution authorizing a particular person to transact business with the Bureau of Philippine Standards (original copy)
 7. Where applicable, original test reports from accredited testing laboratories
 8. Surety Bond
 9. Certification to ISO 9001:2008 or its future amendment of the product manufacturer
 10. SEC Certificate of Incorporation (for corporation)/DTI Business Name Registration (for single proprietorship)
 11. Importer's Certificate of Accreditation (BOC)
 12. Contract of Lease of warehouse

Schedule of Availability of Service: Monday to Friday, 8:00 am to 5:00 pm

Fees:

Application Fee - Php300.00

Processing Fee – based on the amount declared in the Invoice as follows:
 Invoice Value Processing Fee
 - Up to Php500,000.00 - Php 5,000.00
 - Over Php500,000 up to Php1 Million - 7,500.00
 - Over Php1 Million - 10,000.00

Testing Fee - Refer to BPSTC's Matrix (Product Name, Testing Fee, & Testing Time) available at the Front Desk, BPS or DTI Regional/Provincial Offices)

C.	Applicant / Client Step (What to Do)	Agency's Action	Duration of Action (under normal circumstances)	Officer or Employee Responsible for Each Step	Amount of Fees, If necessary	Document to be Presented by Client (with clear indication of relevance)
1	Apply online thru nsw.gov.ph or Get Application Form (if NSW is not available).	Provide Application Form.	Please check total processing time below.	Frontline Officer or Website	Please check fees above.	Application Form
2	Submit completed application form and required documents.	Review application & attachments required: · If complete, receive application and issue payment slip (application and processing fees). · If not complete, inform applicant.		Frontline Officer		Application Form and attachments required
3	Pay application and processing fees.	Issue Official Receipt (OR).		Cashier		
4	Present OR and get receiving copy of the Application Form.	Record payments made & forward application to the Standards Conformity Division (SCD).		Frontline Officer		Official Receipt
5	Pay testing fee/s for product to be tested by BPSTC and present OR to Frontline Officer.	- Issue OR. - Record payment of testing fee.		Cashier and Frontline Officer		
6	If covered, sign and agree on the conditions stipulated in the Conditional Release (CR).	Approval: · If with PS License, approve issuance of Certificate of Exemption (CE) · If covered, approve issuance of CR · If with Test Reports (TR), approve issuance of ICC.		Director or SCD Chief or DTI Regional Director /Provincial Director (RD/PD)		PS License or Test Reports
7	· Get a Certificate of Exemption (CE) if import shipment is PS Certified.	Releasing: · If with PS License, release CE.		Frontline Officer		PS License or Test Reports
	· Get ICC if with TR.	· If with TR, release ICC.				
	· Get a CR if the import shipment is under the BPS mandatory certification scheme.	· If covered, release CR.				
8	Get ready for the Import Commodity Inspection Services (ICIS) or DTI RO/PO to conduct product inspection, inventory, and sampling.	Schedule inspection, inventory and product sampling		ICIS DTI RO/PO		
		Conduct inspection, inventory, and draw product samples for testing, and inform client of test duration. Refer to BPSTC's Matrix (Product Name, Testing Fee, & Testing Time) in Client's/importer's declared warehouse.		ICIS DTI RO/PO		
9	Receive Test. Request for the drawn samples.	Issue Test Request. Note: The test period varies on the product type.		ICIS DTI RO/PO		
10	Submit Purchase Order (PO) for ICC stickers and pay the cost.	Approve the PO and prepare the ICC stickers for release.		OIC-SCD Technical Officer		Purchase Order
11	Receive ICC and ICC stickers or denial letter of the issuance of ICC.	Releasing At BPS: · If ICC is approved, release ICC and ICC stickers to importer or Memo to DTI RD/PD to issue ICC and importer to purchase ICC stickers. · If ICC is denied, release denial letter to importer or Memo to DTI RD/PD to issue denial letter to importer.		Frontline Officer DTI RO/PO		
		Releasing At DTI RO/PO: · If ICC is approved, release ICC upon purchase of ICC stickers. · If ICC is denied, release denial letter.		Frontline Officer		
	END OF TRANSACTION					

TOTAL PROCESSING TIME: (Provided that all information and documents submitted are correct and complete.):

1) Import Shipment – without Product Test Report	6 working days + product testing time
2) Import Shipment – without Product Test Report, without QMS	
3) Import Shipment – with Product Test Report (Issued by BPS designated/recognized testing laboratory, e.g. testing laboratories accredited by an accreditation body that is a signatory to regional/international agreements or its equivalent entered into by BPS/DTI (e.g. APLAC, ILAC) and any other testing laboratory allowed by BPS (e.g. under Mutual Recognition Agreements with ASEAN, APEC, etc.))	3 working days
4) Import Shipment – with PS License	3 working days

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Indicate allowable period for extension due to unusual circumstances (i.e., unforeseen events beyond the control of the agency/office), if applicable: Not applicable