

**REGISTRATION OF SUPPLIERS**

The registration of suppliers is open to all prospective bidders that may be interested to participate in procurement opportunities for goods and services processed by the Bids and Awards Committee.

<b>OFFICE OR DIVISION</b>	Bids and Awards Committee
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2C - Government to transacting public, G2B - Government to Business Entity, G2G - Government to Government
<b>Who may avail</b>	Sole Proprietors, Corporations, Cooperatives, Government , Non-Government Organizations
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. accomplished notarized registration form	Bids and Awards Committee Secretariat
2. Certificate of Registration of Business Name from DTI (for sole proprietorship)	Department of Trade and Industry
3. SEC/CDA Registration with Articles of Incorporation (for corporation or cooperative)	Securities and Exchange Commission / Cooperative Development Authority
4. Certified copy of valid Mayor's/Business Permit with copy of Official Receipt	Business Licensing Office of LGU
5. BIR Certificate of Registration/Tax Identification Number	Bureau of Internal Revenue
6. Valid Tax Clearance Certificate	Bureau of Internal Revenue
7. Certificate of valid PhilGEPS Registration	online: <www.philgeps.gov.ph>
8. SSS Clearance/Certificate of Compliance or latest receipt of premium payment	Social Security System
9. Audited financial statements "Received" by the BIR for the last 2 years (for new registrants) or preceding fiscal year (for renewal)	Bureau of Internal Revenue
10. Annual Income Tax Return stamped "Received" by the BIR for the last 2 years (for new registrants) or prior year (for renewal)	Bureau of Internal Revenue
11. If applicable to business line:	
License to Operate and DOH Accreditation (for drugs, medical, dental and laboratory)	Department of Health - Bureau of Food and Drug
Quarry Permit/Certificate of Accreditation (for sand and gravel or minerals)	Department of Environment and Natural Resources
Permit/Certificate of Registration (for lumber and wooden poles)	Department of Environment and Natural Resources
License to Operate (for fertilizers, pesticides)	Fertilizers and Pesticides Authority/

		Bureau of Agriculture and Fisheries Standards		
License to Operate (for termites control) Permit/Certificate of Registration (for janitorial & security services) National Headquarters Permit/License to Operate (for security services, firearms and ammunitions) Permit (for seedlings: endemic trees, fruit trees, etc.) License (for animals, livestock, poultry, & veterinary drugs) Feed Establishment Registration Certificate (for feeds) Accreditation (for machine shops) License (for rice dealers) License (for radio sets and transmitters) Certificate of Registration (for books) Certificate of Exclusive Distributorship 12. Photograph of establishment, façade and interior (office & storage) 13. Location map of office & warehouse (complete with street names and landmarks) 14. 1 piece 2x2 latest photograph of sole proprietor (colored with white background) 15. 1 piece 2x2 latest photograph with specimen signature of Authorized Representative 16. Special Power of Attorney appointing Authorized Representative (for single proprietorship) 17. Board Resolution and Secretary’s Certificate appointing Authorized Representative (for corporations and cooperatives) 18. List of product line or items being carried for sale 19. List of major customers served for the last 2 years (Trade Record) 20. notarized Omnibus Sworn Affidavit for bidders		National Committee on Urban Pest Control Department of Labor and Employment Philippine National Police  Bureau of Plant Industry Bureau of Animal Industry Bureau of Animal Industry Department of Trade and Industry National Food Authority National Telecommunication Commission National Book Development Board Manufacturer  prospective bidder/supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Receive registration form and checklist. 1.2 Sign logbook to acknowledge	1. Issue Supplier's Registration Form, list of supporting documents and pro-forma Omnibus Sworn Affidavit.	None	5 minutes	Clerk II

receipt of documents.				
2. Submit required documents for initial assessment.	2.1. Check documents for completeness of requirements.	None	15 minutes	Clerk II
	2.2 Add or update supplier's information in the Supplier's Masterlist of the Government Procurement System (GPS).	None	15 minutes	Clerk II
	2.3 Issue Order of Payment (OP) for Registration Fee if all requirements were submitted.	None	3 minutes	Supply Officer III
	2.4 Advise client to produce photocopy of Official Receipt (OR) after payment.		1 minute	Supply Officer III
3.1 Proceed to Provincial Treasurer's Office (PTO). 3.2 Present Order of Payment. 3.3 Pay amount due.		Registration Fee - PHP 1,000.00		Provincial Treasurer's Office - Cashier
4.1 Present original OR for payment of Registration Fee. 4.2 Submit photocopy of OR.	4.1 Receive original and photocopy of Official Receipt for authentication.	None	3 minutes	Supply Officer III
	4.2 Return original OR to client.	None	1 minute	Supply Officer III
<b>TOTAL:</b>		PHP 1,000.00	47 minutes	

**PROCUREMENT OF GOODS AND INFRASTRUCTURE**

The procurement of goods and infrastructure is undertaken to ensure that the requisite goods and infrastructure are acquired in a manner that is compliant with the governing principles of the Government Procurement Reform Act, efficient, and responsive to the needs of the organization.

<b>OFFICE OR DIVISION</b>	Bids and Awards Committee
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	G2C - Government to transacting public, G2B - Government to Business Entity, G2G - Government to Government
<b>Who may avail</b>	Sole Proprietors, Corporations, Cooperatives, Government , Non-Government Organizations
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Purchase Request, duly signed by the requesting officer (End-User) and approving authority (2 original copies)	Government Procurement System (GPS) of the Province of Negros Occidental
2. Obligation Request form, duly signed by the requesting officer (End-User) and	Budget System (BMS) of the Provincial Government

certified by the Budget Officer (2 original copies)	
3. Project Procurement Management Plan (PPMP), duly signed by the head of the End-User unit and stamped "received" by the Bids and Awards Committee Secretariat (1 photocopy)	Government Procurement System (GPS) of the Province of Negros Occidental
4. Approved Project Proposal, if applicable (1 photocopy)	End-User
5. Approved Program of Works, if applicable (1 original copy)	End-User

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and process PR, OBR, PPMP, and when applicable, Project Proposal or Program of Works.	1.1 Receive Purchase Request from Accounting Office and control it in the GPS.	None	5 minutes	Buyer I
	1.2 Determine mode of procurement.	None	5 minutes	BAC Member
	1.3 Post/Advertise transactions per Republic Act 9184	None	15 minutes	Clerk III
	1.4 Schedule and conduct pre-bidding conference per	None	1 hour	Bids and Awards Committee
	1.5 Prepare Bid Documents and furnish copy to end-	None	5 minutes	Supply Officer III/Clerk III
2. Request for Order of Payment for	2. Issue Order of Payment for Bid Documents and	None	5 minutes	Supply Officer III
3.1 Proceed to Provincial Treasurer's Office (PTO). 3.2 Present Order of Payment. 3.3 Pay amount due.		Standard Rates (See table below)		Provincial Treasurer's Office - Cashier
4.1 Present original OR. 4.2 Receive Bid Documents.	4. Issue bid documents to interested bidders.	None	10 minutes	SO III/Clerk II/PDO I
5.1 Submit bid documents on date specified. 5.3 Sign the attendance sheet. 5.3 Attend opening of bids.	5.1 Receive bid documents.	None	2 minutes	Storekeeper I
	5.2 Record submission on the list of transactions for the day.	None	3 minutes	Storekeeper I
	5.3 Open bid documents.	None	within 1 day	Bids and Awards Committee
	5.4 Validate bids.	None	1 to 3 days	Technical Working Group
	5.5 Prepare/print Abstract of Bids to determine	None	30 minutes	Storekeeper I/PDO I/PDO III
	5.6 Route Abstract/Resolution to signatories: End-	None	within 10 working	Clerk IV/Clerk III/Clerk II/
	5.7 Prepare Purchase Order/Contract and review	None	30 minutes	Clerk II/SO III/PDO III/RO III

	5.8 Prepare Notice of Award (NOA) or Notice to 5.9 Route P.O./Contract with NOA/NTP to Provincial 5.10 Approve Purchase Order/Contract and sign	None None None	10 minutes 10 minutes 20 minutes	Clerk III/PDO III/RO III Clerk III/PDO I/Messengers Governor/authorized officers
6.1 Receive NOA/NTP. 6.2 Post performance bond, if applicable.	6.1 Issue NOA/NTP. 6.2 Transmit P.O./Contract with performance bond to Commission on Audit (COA).		5 minutes 30 minutes	Storekeeper I/PDO III/RO III Clerk III, PDO I
7.1 Present employee's or any government issued ID. 7.2 Sign the logbook to receive P.O./Contract. 7.3 Receive original P.O./Contract with supporting documents.	7.1 Verify through the GPS whether personnel is listed as an authorized representative of the winning bidder. 7.2 Instruct the client where to sign. 7.3 Release P.O./Contract to winning bidder.	None None None	3 minutes 1 minute 5 minutes	Storekeeper I/PDO I Storekeeper I/PDO I Storekeeper I/PDO III/RO III
<b>TOTAL:</b>			(See table below) 14 days, 3 hrs., 14	

*\*(Service is covered under R.A. 9184)*

Approved Budget for the Contract	Maximum Cost of Bidding Documents
500,000 and below	PHP 500.00
More than 500,000 up to 1 Million	PHP 1,000.00
More than 1 Million up to 5 Million	PHP 5,000.00
More than 5 Million up to 10 Million	PHP 10,000.00
More than 10 Million up to 50 Million	PHP 25,000.00
More than 50 Million up to 500 Million	PHP 50,000.00
More than 500 Million	PHP 75,000.00