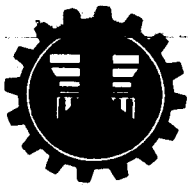


097-13 - DPWH  
4-7-2008



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA



NOV 07 2000

DEPARTMENT ORDER )

SUBJECT : REGISTRY OF SUPPLIERS

No. 201 )  
Series of 2000 14 11 7 10 19 )  
X-X-X-X-X-X-X-X-X-X-X-X-X-X

In order to establish a computer-based roster of eligible suppliers of the Department and in line with the provisions of Department Order No. 163, series of 2000, the Registry of Suppliers which was developed earlier thru the RIMSS project, shall now be operationalized by the Supply and Property Management Division, Administrative and Manpower Management Service (SPMD-AMMS) in the Central Office, effective immediately.

All prospective suppliers/bidders desiring to register as such must file an application, under oath, with the SPMD-AMMS in accordance with the registration procedures and requirements prescribed in Annex "A" of this Order. The same documentary and procedural requirements shall be applied in the renewal of Supplier's Registration Certificates (SRCs).

A Supplier's Confidential Application for Registration Form (Annex "B") is hereby prescribed for the purpose.

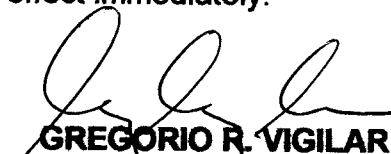
For public information and in order to establish a wide base of eligible bidders/suppliers, an Invitation for Registration of Suppliers shall be published at least once a year by the Central Bid and Award Committee (BAC).

Should there be two or more establishments owned and/or controlled by a single proprietor, partnership or corporation, only one establishment shall be registered, except when such establishments are supplying different line products.

Eligibility of prospective suppliers shall be determined by the BAC in accordance with the Implementing Rules and Regulations (IRR) of Executive Order No. 262, s. of 2000.

The aforementioned procedures will be replicated in the Regional Offices until they are connected to the computer-based DPWH Communication Network.

This Order shall amend Department Order No. 34, series of 1988 and supersede all previous Department Orders and other issuances or portions thereof inconsistent herewith, and shall take effect immediately.

  
GREGORIO R. VIGILAR  
Secretary

**REGISTRY OF SUPPLIERS  
Procedures and Requirements**

1. Supplier secures application form and files application with SPMD.
2. SPMD reviews and evaluates application. Prepares memo to Validation Team to conduct inspection.
3. Chief of SPMD reviews/signs memo to Validation Team.
4. Validation Team conducts inspection of supplier's establishment within one month of receipt of application using application form.
5. Validation Team prepares inspection report within 5 days of inspection.
6. SPMD inputs Application and Validation Team Report into Database.
7. SPMD makes recommendation.
8. SPMD generates Supplier's Registration Certificate (SRC) using the PQRMS.
9. BAC Secretariat reviews BAC and recommends to BAC the approval of SRC.
10. BAC Chairman approves/disapproves SRC.
11. SPMD serves approved/disapproved SRC.
12. Suppliers receive approved/disapproved SRC.
13. Supplier keeps records updated at least once annually by filing updates with SPMD.
14. SPMD provides suppliers with printouts of their records for changes to be noted.



**Department of Public Works and Highways**  
**Supplier's Confidential Application for Registration**  
 (please read attached instructions and list of supporting documents)



Date:    /    /   

5/12/00

I, \_\_\_\_\_ of legal age, with postal address at \_\_\_\_\_, after having been duly sworn in accordance with the law, hereby depose and say:

1. That I am the: \_\_\_\_\_ of \_\_\_\_\_ duly authorized to make this statement, as evidenced by the attached written authority from the proprietor/governing board of the firm,
2. That I hereby present the following Information for Pre-Qualification Registration with the Department of Public Works and Highways.

**A. GENERAL INFORMATION**

1. **Name of Firm** : \_\_\_\_\_
  - a. Main Office Address : Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ City/Region: \_\_\_\_\_  
 Town Name: \_\_\_\_\_
  - b. Phone Number : \_\_\_\_\_
  - c. Fax Number : \_\_\_\_\_
  - e. Email Address : \_\_\_\_\_
  - d. Cable Address: \_\_\_\_\_
  - f. Telex Number: \_\_\_\_\_
2. **Type of Firm (Please Check)**

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Others
3. **Suppliers' Category (Please Check)**

<input type="checkbox"/> Local Manufacturer	<input type="checkbox"/> Service Establishment
<input type="checkbox"/> Regular Dealer	<input type="checkbox"/> Others
4. **Person managing the affairs of the firm**
  - a. Name : \_\_\_\_\_
  - b. Designation : \_\_\_\_\_
  - c. Phone Number : \_\_\_\_\_
  - d. Specimen Signature : \_\_\_\_\_
5. **Authorized Liaison Officer**
  - a. Name : \_\_\_\_\_
  - b. Designation : \_\_\_\_\_
  - c. Phone Number : \_\_\_\_\_
  - d. Specimen Signature : \_\_\_\_\_
6. **For purpose of submission of bids, quotations, offers or proposals, updates, and verification of Registration Records:**
  - a. Person Authorized to Sign: \_\_\_\_\_
  - b. Designation : \_\_\_\_\_
  - c. Phone Number : \_\_\_\_\_
  - d. Specimen Signature : \_\_\_\_\_
7. **For purpose of contract signing or acceptance of Purchase Order/Job Order:**
  - a. Person Authorized to Sign: \_\_\_\_\_
  - b. Designation : \_\_\_\_\_
  - c. Phone Number : \_\_\_\_\_
  - d. Specimen Signature : \_\_\_\_\_



2. Items Supplied

Type of Items Supplied <i>refer to attachment A – Type of Items Supplied</i>	Area(s) available <i>Refer to Attachment B</i>	After Sales Service Description(s) <i>Refer list below</i>	Distributorship Agreement(s) <i>(If applicable)</i>		
			Distributorship Category: 1 = Exclusive Distributor of a Manufacturer 2 = Authorized Distributor of an Exclusive Distributor 3 = Authorized Distributor of a Manufacturer		
			Name	Address	Distributorship Category

**After Sales Service Descriptions:**

- 1. Free regular check-up/maintenance for first six (6) months
- 2. Free regular check-up/maintenance for first twenty-four (24) months
- 3. Free regular check-up/maintenance for first twelve (12) months
- 4. Technicians available within 3-5 hours
- 5. Technicians available within 24 hours
- 6. Technicians available within 48 hours
- 7. Other (please attach description)

**D. FINANCIAL ASPECT** (all amounts in Philippine Pesos)

	Current Year - 1	Current Year -2	
<b>Total Current Assets</b>			
<b>Total Current Liabilities</b>			
<b><u>Bank Information</u></b>			
Name of Bank and Branch	Present Credit Line Amount	Effective Period	
		From Date MM/DD/YY	To Date MM/DD/YY

**E. AFFIDAVIT**

I hereby certify that all information provided herein, including the annexes and enclosures thereto, is true and correct, and I hold myself liable, criminally or civilly, for any misrepresentation or false statement made herein.

In witness thereof, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Affiant)

(Republic of the Philippines )  
PROVINCE/CITY OF \_\_\_\_\_)

SUBSCRIBED and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ affiant exhibited to me his Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series No. \_\_\_\_\_

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at \_\_\_\_\_  
Issued on \_\_\_\_\_

## SUPPORTING DOCUMENTS AND INSTRUCTIONS

- 1.0 The Supplier-Applicant shall accomplish/answer all items in the Pre-qualification Application using the English language. Answers must be given to all questions in the aforesaid statement. All blanks shall be properly filled up. If necessary, additional sheets may be added to the form or if the form has limited space, it can be reproduced and enlarged to suit the Supplier-Applicant's needs. Pre-Qualification documents submitted on forms or in any format other than that prescribed in the aforesaid Statement shall be considered non-complying and will be rejected outright. Forms that may require attachments shall be clearly marked, i.e., Attachments to Form No. 1; Attachments to Form No. 2, etc.
- 2.0 The pre-qualification information/data submitted by the interested supplier are to be used by the DPWH in determining, according to its judgement and discretion, the eligibility and qualification of prospective Supplier. In view thereof, the interested suppliers are encouraged to communicate with the DPWH for any clarification or interpretations on the pre-qualification documents as request for reconsideration will not be entertained on any erroneous interpretations or conclusions made by the Supplier-Applicant. An interested Supplier submitting its qualifications as prospective Supplier for review and consideration waives any claim against any decision thereon. The signing by the Supplier or his duly authorized representative of the Pre-Qualification Statement acknowledges the truth and correctness of all statements made thereon; otherwise, the supplier shall be liable for perjury as provided in the Revised Penal Code.
- 3.0 The following documents shall, among others, comprise the Supplier's Pre-Qualification Application for Registration.

**General Information**

- Annex A: Original copy of the appointment/designation of the person managing the affairs of the firm and picture (2x2)  
 Annex B: Original copy of the appointment/designation of the Authorized Person and of the Liaison Officer from the Owner/Governing Board of the firm with specimen signature and photograph (2x2). If corporation, it should be in the form of a Board Resolution

**Legal Aspect**

- Annex C: Certified copy of the current Mayor's Permit and/or Municipal License  
 Annex D: Certified copy of VAT Registration Certificate  
 Annex E: If Sole Proprietor, certified copy of valid Certificate of Registration of Business Name from the Department of Trade and Industry  
 Annex F: If Partnership, certified copy of Deed or Articles of Partnership  
 Annex G: If Corporation, certified copy of Certificate of Registration from the Securities and Exchange Commission  
 Annex H: If Corporation, certified copy of Articles of Incorporation  
 Annex I: Photographs of office, signboard, service shops and facilities, warehouses and other branches  
 Annex J: If Service Establishment, certified copy of Accreditation from DTI  
 Annex K: If Service Establishment or Manufacturer, list of personnel with special skills and list of equipment owned by the company

**Items Supplied**

- Annex L: If exclusive distributor of a manufacturer or an Authorized Distributor of an Exclusive Distributor, duly Notarized Letter(s) of Authority issued by Manufacturer/Principal which authorizes the applicant to bind said Manufacturer/Principal in any contract for any of the items specified in the letter of authority. In case the principal is a foreign firm, the letter of authority must be duly authenticated by the Philippine Embassy concerned  
 Annex M: If Authorized Distributor of a Manufacturer, certified copy of Distributorship Agreement (duly notarized) and/or other documents as evidence of being an Authorized Distributor  
 Annex N: If Manufacturer, copy of Manufacturer's/Principal's license duly certified by the Bureau of Product Standards under its Philippine Standards (PS) Certification Marking Scheme  
 Annex O: Certified copy of the invoices/contracts of major projects/sales completed by the supplier in the last two (2) years (if applicable)  
 Annex P: Product catalogues, manuals, brochures and other information
- Financial Aspect**
- Annex Q: Latest audited Financial Statement and Auditor's Accountant's Certificate  
 Annex R: Latest income Tax Return with BIR acknowledgement Receipt

- 4.0 Each page of the annexes, attachments and other supporting documents shall be marked in the right top corner, i.e., Annex A, page 1 of 5; Annex A, Page 2 of 5; etc., as the case may be.
- 5.0 The Supplier's Pre-Qualification Application for Registration shall be submitted in one (1) envelope. Envelopes containing the documents should be captioned "Pre-Qualification Application for Registration" and submitted to the Administrative and Manpower management Service (AMMS): Supplies and Property Management Division (SPMD). All documents submitted shall be treated as confidential and will not be returned.
- 6.0 The DPWH will inform all applicants of the result of their application. It reserves the right to accept or reject any application without any liability to the affected applicants or any obligations to inform the applicants of the grounds for the action taken thereon.

**Attachment A - Types of Items Supplied**

1. Advertising Services
2. Air-conditioning Equipment Preventive Maintenance Service & Repair
3. Asphalt Road Maintenance Equipment
4. Audio/Visual Equipment and Supplies
5. Building Construction Materials and Supplies
6. Chemical Products
7. Compaction Equipment, Accessories and Supplies
8. Computer Hardware and Accessories
9. Computer Maintenance Service
10. Computer Software
11. Computer Supplies
12. Communications Equipment, Accessories and Supplies
13. Concreting Equipment
14. Copy Machine Rental Service
15. Dental Equipment and Supplies
16. Drafting Equipment and Supplies
17. Dry Docking Services
18. Earthmoving Equipment, Accessories and Supplies
19. Electrical Equipment and Supplies
20. Electronics and Supplies
21. Elevator Equipment, Accessories, and Supplies
22. Excavating Equipment, Accessories and Supplies
23. Firefighting Equipment, Accessories Supplies
24. Flood Control Equipment
25. Forwarding and Messaging Services
26. Hauling and Cargo Services
27. Heavy Vehicle Repair and Maintenance
28. Helicopter Maintenance Services
29. Helicopter spare parts and accessories
30. Household Products
31. Internet Service Providers
32. Janitorial Services
33. Laboratory and Testing Equipment and Supplies
34. Lifting Equipment, Accessories and Supplies
35. Light Vehicle Repair and Maintenance
36. Machining Services
37. Marine, Dredges & other Floating Equipment, Spare Parts, Accessories & Supplies
38. Mechanical, Machine Shop & Testing Equipment, Accessories & Supplies
39. Medical Equipment and Supplies
40. Motor Vehicle Batteries
41. Motor Vehicle Spare Parts
42. Motor Vehicle Tires
43. Motor Vehicles, Accessories, and Supplies
44. Office Equipment Repair Service
45. Office Furniture
46. Office Supplies
47. Office Uniforms and tailoring services
48. Pest Control Services
49. Petroleum Products
50. Photography Equipment and Supplies
51. Photography Services
52. Pile Driving Equipment, Accessories and Supplies
53. Plants and other Garden Supplies and Accessories
54. Pneumatic/Drilling Equipment
55. Power Generating Equipment
56. Printing Services
57. Pumping Equipment
58. Road Maintenance and Traffic Safety Products
59. Security Services
60. Special Support Equipment
61. Stationary Machinery, Accessories and Supplies
62. Surveying Equipment and Supplies



**Attachment B – Locations to be offered**

This is used to indicate which areas of the Philippines the supplier wants to be considered when supplying a particular item.

<b>Location Options</b>	<b>Address</b>
<b>ALL</b>	All offices listed below.
<b>Metro Manila</b>	<b>DPWH Central Office</b> Bonifacio Drive, Port Area Manila <b>NCR</b> DPWH National Capital Region 2 <sup>nd</sup> St, Bonifacio Drive, Port Area, Manila
<b>CAR</b>	DPWH Cordillera Administrative Region Engineer's Hill, Baguio City
<b>I</b>	DPWH Region I Aguilo St, San Fernando City, La Union
<b>II</b>	DPWH Region II Tuguegarao, Cagayan
<b>III</b>	DPWH Region III Sindalan, San Fernando, Pampanga
<b>IV-A</b>	DPWH Region IV-A Edsa, Quezon City
<b>IV-B</b>	DPWH Region IV-B Edsa, Quezon City
<b>V</b>	DPWH Region V Rawis, Legaspi City, Albay
<b>VI</b>	DPWH Region VI Fort San Pedro, Iloilo City
<b>VII</b>	DPWH Region VII Lahug, Cebu City
<b>VIII</b>	DPWH Region VIII Candahug, Palo Leyte
<b>IX</b>	DPWH Region IX Tumaga, Zamboanga City
<b>X</b>	DPWH Region X Bulua, Cagayan de Oro City
<b>XI</b>	DPWH Region XI Magsaysay Avenue, Davao City
<b>XII</b>	DPWH Region XII Rosary Heights, Cotabato City
<b>XIII</b>	DPWH Region XIII Caraga, Butuan City