



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
BIDS AND AWARDS COMMITTEE

The Polytechnic University of the Philippines (PUP), through the Bids and Awards Committee (BAC) is now inviting bonafide **Suppliers and Contractors of goods, civil works and services** to apply for registration with the PUP-BAC who will eventually be included in the PUP Registry of Suppliers and Contractors of goods, civil works and services in accordance with Implementing Rules and Regulations of R.A. 9184.

The BAC will process Suppliers and Contractors application for registration with complete requirements and will issue the Contractor's Certificate of Registration. Bidders may download the Registration Forms at the PUP website www.pup.edu.ph or secure the forms from the BAC Secretariat Office, 3rd Floor S-304 South Wing Main Building, Sta. Mesa, Manila. The eligibility documents of registered bidders must be maintained current and updated at all times. Registered bidders shall be issued the Certificate of Registration which may be used in lieu of the eligibility requirements.



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**PROCEDURES ON REGISTRATION
AND PRE-QUALIFICATION OF MANUFACTURERS,
SUPPLIERS, DISTRIBUTORS, CONTRACTORS, AND CONSULTANTS**

- Step 1: Visit the PUP website at www.pup.edu.ph
- Step 2: Open the Philippine Transparency Seal
- Step 3: Read the University General Guidelines on Registration and Prequalification System
- Step 4: Download and accomplish the Registration and Pre-Qualification forms
- Step 5: Submit the following documents to the BAC Secretariat Office located at the 3rd floor, S 304 South Wing, Main Building:
- (a) Letter of Intent
 - (b) Application for Registration and Pre-Qualification forms
 - (c) Original copy of O.R. issued by the University Cashier
 - (d) Original copy and certified true copy of legal, technical, and financial documents for validation purposes
- Step 6: Evaluation of eligibility requirements by the Bids and Awards Committee
- Step 7: Issuance of Certificate of Registration to qualified Manufacturers, Suppliers, Distributors, Contractors, and Consultants
- Step 8: Claim your Certificate of Registration at the BAC Secretariat Office
(For inquiry please call 522-7252 / 716-7832 to 45 loc. 387)



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**GENERAL GUIDELINES FOR REGISTRATION AND
PRE-QUALIFICATION OF MANUFACTURERS,
SUPPLIERS, DISTRIBUTORS, CONTRACTORS,
AND CONSULTANTS SYSTEM OF THE UNIVERSITY**

I. OBJECTIVE

The objective of the eligibility check under the procurement law, in accordance with the Implementing Rules and Regulations (IRR) of R.A. 9184, is to ensure that only potential suppliers and contractors of goods, infrastructure, civil works and services which satisfy the minimum requirement as set by the procurement law are awarded contract by the government.

II. COVERAGE

All interested suppliers and contractors of goods, infrastructure, civil works and services who wish to be included in the University registry system.

III. APPLICATION FOR EVALUATION AND APPROVAL

All interested suppliers and contractors of goods, infrastructure, civil works and services shall submit a letter of intent (LOI) addressed to the BAC Chairman with attached application for registration.

The letter of intent should be submitted within at least seven (7) calendar days before the pre-bid conference for the project to be participated in by the interested supplier/contractor. The following documents shall be submitted together with the application for registration:

a) Class “A” Documents

Legal Documents

- i) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- ii) Mayor’s permit issued by the city if municipality where the principal place of business of the prospective bidder located.

Technical Documents

- iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant

period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.

- iv) In the case of procurement of infrastructure projects, a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract to be bid.

Financial Documents

- v) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- vi) The prospective bidder's computation for its Net Financial Contracting Capacity (NFFC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid (CLC).

- b) Class "B" Document

Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provision of the JVA in the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partner constitutes compliance.

Submission of documents by a supplier / contractor does not automatically mean the supplier / contractor is officially registered with PUP. Only supplier /contractors that were issued Certificate of Registration shall be considered officially part of the PUP Registry System.

IV. ELIGIBILITY CRITERIA

The eligibility criteria shall be in accordance with the R.A. 9184 and its IRR.

V. COLLECTION OF FEES

To defray for expenses to be incurred in processing, evaluating and validating documents submitted by any supplier / contractor, the University shall collect a non-refundable registration fee of **Five Hundred Pesos (Php 500.00)** only. All payment relative to the University registration and pre-qualification system shall be made directly to the University cashier. Approved Registration of a supplier/contractor shall be effective for a period of one (1) year and renewable every year, subject to the updating of the supplier / contractor's documents and payment of the non-refundable registration fee.

VI. EFFECTIVITY

These guidelines shall be effective upon approval of the PUP President.

Approved:

DR. EMANUEL C. DE GUZMAN
President

REGISTRATION/ PRE-QUALIFICATION

*Fax/Print Form: If you use this form, please be sure to print and return ALL PAGES
Payment Must Accompany Registration*

PLEASE FILL UP LEGIBLY

Last Name _____ First Name _____ Middle Name _____

Citizenship: _____

Name of Company/Organization _____ Position _____

Business Address _____

City _____ State/Province _____

Postal Zone/Zip Code _____ Country _____

Telephone: _____ Fax: _____ Cel. Phone No. _____

Email Address: _____

Please put check in space provided each item if asked, or whenever appropriate

Nature of Business	<input type="checkbox"/> Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Distributorship/ Supply <input type="checkbox"/> Consultancy	<input type="checkbox"/> Construction/ Infra <input type="checkbox"/> Garments <input type="checkbox"/> Catering <input type="checkbox"/> Others _____
i) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.	Remarks: Date of Incorporation: Declared Capital:	
ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.	Date Issued: Place of Issuance:	
iii) Statement of all its ongoing and completed government and private contracts shall include all such contracts within three (3) years (2010-2012) prior to the deadline for the submission and receipt of bids. (see attached form)	Remarks:	
iv) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.	Remarks:	
vi) Certification that the bidder is not "blacklisted" or barred from bidding by any government agency at the time of its application for registration.	Remarks:	
vii) Letter authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;	Remarks:	

