



Republic of the Philippines
MANILA INTERNATIONAL AIRPORT AUTHORITY
 MIAA Administration Building, MIA Road, Pasay City, Metro Manila
PROCUREMENT DIVISION

**APPLICATION FOR REGISTRATION
 (Supplier of Goods)**

PART I : APPLICANT DESCRIPTION

- 1. Name of Merchant/Business Firm : _____
- 2. Form of Business Organization : _____
- 3. Nature of Business : () Importer () Exclusive Distributor
 () Dealer () Manufacturer
 () Others, _____
Please state nature of business
- 4. Office Address : _____

- 5. Telephone Number/s : _____
- 6. Fax Numbers : _____
- 7. E-Mail Address : _____
- 8. VAT Registration No. : _____
- 9. Tax Identification No. : _____
- 10. Date Company was organized : _____
- 11. Place of Registration : _____
- 12. Capital Investment in the business:
 - if Sole Proprietorship P _____
 - Partnership/Corporation P _____
- 13. Partnership/Stockholders :
 - Filipino _____
 - Foreign _____
 - Total _____
- 14. Number of employees : _____ , Number of Sales Representatives or Agents : _____
- 15. Other business firm/s wherein connected : _____

NOTES:

1. Application with incomplete requirements **will not** be accepted.
2. Attached Official Receipt from Collection Division the Accreditation Fee of **Php 500.00(inclusive of VAT)**.
3. All documentary requirements should be certified true copies if the original copy of the documents cannot be submitted.
4. Documents (annexes and statements) shall be binded using a fastener or a ring binder, properly labeled with index tabs.
5. Certificate of Accreditation issued shall be valid for one (1) year (i.e. January to December) and may be renewed yearly thereafter.
6. Accreditation issued may be invalidated at anytime for justifiable and legal reasons.

**IMPORTANT: Submit original copy of supporting documents to confirm their authenticity.
Other documents maybe required by the Authority from time to time.**

For Office Use Only:

Registry Reference No. : _____ **O.R. No.:** _____ **Date:** _____

Verified by: _____

PART II : LIST OF REQUIREMENTS FOR REGISTRATION

1. Company Profile **(Annex A)**.
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade & Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration. **(Annex B)**.
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located. **(Annex C)**.
4. Tax Clearance Certificate from the Bureau of Internal Revenue. **(Annex D)**.
5. Certificate of Registration from the Procurement Service-Department of Budget and Management, proof that your company is Philippine Government Electronic Procurement System (PhilGEPS) registered **(Annex E)**.
6. If applicable, the joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the. **(Annex F)**.
7. Audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing among others the total and current assets & liabilities. **(Annex G)**.
8. Notice from the BIR that you are enrolled at the Electronic Filing and Payment System (eFPS). **(Annex H)**.
9. Latest Income Tax Return and Business Tax Returns. **(Annex I)**.
10. Statement of all completed government and private contracts within the past two (2) years. **(Annex J)**.
11. Omnibus Sworn Statement by the bidders or its duly authorized representative in the form prescribed by the GPPB as to the following (with form): **(Annex K)**.
 - a. It is not "blacklisted" or barred from bidding by the Government of the Philippines or any agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - b. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - c. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
 - d. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership, cooperative, or joint venture;;
 - e. It complies with the disclosure provision under Section 47 of R.A. 9184 in relation to other provisions of R.A. 3019;
 - f. It complies with the bidder's responsibilities;
 - g. It complies with existing labor laws and standards, in the case of procurement of services.

OMNIBUS SWORN STATEMENT

Republic of the Philippines)
 CITY/MUNICIPALITY OF) S.S.

Affidavit

I, *(Name of Affiant)*, of legal age, *(Civil Status)*, *(Nationality)*, and residing at *(Address of Affiant)*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one , delete the other;

If a sole proprietorship: I am the sole proprietor of the *(Name of Bidder)* with office address at *(Address of Bidder)*

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *(Name of Bidder)* with office address at *(Address of Bidder)*

2. Select one , delete the other;

If a sole proprietorship: As the owner and sole proprietor of the *(Name of Bidder)*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in bidding for *(Name of the Project)* of the Manila International Airport Authority;

If a partnership, corporation, cooperative, or joint venture: I am granted have full power and authority to do, execute and perform any and all acts necessary to represent it in bidding for *(Name of the Project)* in the bidding as shown in the attached *[State Title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *(Name of Bidder)* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *(Name of Bidder)* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one , delete the other;

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *(Name of Bidder)* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *(Name of Bidder)* complies with existing labor laws and standards; and
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder;
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, effecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for *(Name of the Project)*.

IN WITNESS WHEREOF, I hereunto affixed my signature this ____ day of _____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

Subscribed and sworn to before me this ____ day of _____, 20__ at _____, Philippines. Affiant exhibits to me his/her Community Tax Certificate No. _____ issued on _____ at _____.

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of _____

Notary Public
Until: _____
PTR No.: _____
Date: _____
Place: _____
TIN: _____